



MEMO

TO : UV RESIDENTS
FROM : UNIVERSITY VILLAGE MANAGEMENT
DATE : 07th NOVEMBER 2017
SUBJECT : HOSTEL RULES AND REGULATIONS

Dear UV Residents,

This is to announce that all UV Residents are adhere to the **Section 4: Hostel Rules and Regulation** in the **STUDENT HANDBOOK 2017**.

Objective: The guiding principle towards the formulation of the rules and regulations for hostel residents is to ensure a secure, comfortable and pleasant stay, and to create an environment, which is conducive to learn. All the activities are geared towards hostel residents' development and progress. All hostel residents need to create a sense of belonging towards University property.

Kindly refer to all phrases attached with this memo for your reference and further action.

For further inquiries, please refer to our respective officer at University Village Office.

Thank you.

UNIVERSITY VILLAGE MANAGEMENT



NAZRU HJ ISMAIL
Registrar
DRB-HICOM University of Automotive Malaysia

Section 4 **HOSTEL RULES AND REGULATIONS**



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4.1 Preliminary

The rules may be cited as the Hostel Rules & Regulation, 2017. In these Rules & Regulations:

- 4.1.1 "Authorised person "means any person duly authorised by the University to act on behalf of the University."
- 4.1.2 "Hostel" means any accommodation, by whatever name called, and provided by the University for the Accommodation of residences.
- 4.1.3 "Offence" means a disciplinary offence under the Rules & Regulations.
- 4.1.4 "Drug" means any drug or substance which is comprised in the First Schedule to the Dangerous Drugs Ordinance, 1972.
- 4.1.5 "Poison" has the same meaning as set out in the Poison Act, 1952.
- 4.1.6 "Residence" refers to all resident staying in any accommodation, by whatever name called, and provided by the University for the accommodation of residence.

4.2 Objective

The guiding principle towards the formulation of the rules and regulations for hostel residents is to ensure a secure, comfortable and pleasant stay, and to create an environment, which is conducive to learn. All the activities are geared towards hostel residents' development and progress. All hostel residents need to create a sense of belonging towards University property.

4.3 Definition

- 4.3.1 The rules will be termed as Hostel Rules & Regulations.
- 4.3.2 Failure to abide by these rules will be considered as an unprofessional conduct on part of the residents and will result in an appropriate disciplinary action.
- 4.3.3 For all practical purposes, as far as these rules and regulations are concerned, hostel premises along with its all fixtures, furnishings and any other materials/equipment supplied by the University will be considered as **the University's Property**.

4.4 Hostel Facility

- 4.4.1 The hostel has been designed to be comfortable and conducive for learning with the provision of facilities such as Wi-Fi, parking spaces, conducive rooms, washing machines, pantry and others.
- 4.4.2 Hostel Property: The hostel residents have to act as custodians of the property; therefore, its usage should be done with care. Hostel residents will be liable to pay for any loss or damage caused to it.
- 4.4.3 Room Mate: University treats all its students equally. All residents are entitled to equal rights of occupancy and access to any material of common use. The University expect student residence to have a courteous attitude towards your roommate.

4.5 Room Allocation

- 4.5.1 Allocation of rooms is first come first serve basis. There are various types of room for each hostel. Students are given choices to choose their own type of room depending on the availability of rooms.
- 4.5.2 Management intentionally places students of varying academic, cultural, social, national backgrounds together so that cross cultural, academic, social, national learning is achieved. Hostel residents are expected to give full and equal rights to their roommates, irrespective of their varying backgrounds.

4.6 Behaviour and Discipline

- 4.6.1 Hostel residents are expected to display good behaviour, becoming of young men and young ladies that is acceptable and conforms to the Malaysian custom anywhere within the hostel.
- 4.6.2 Fighting or any kind of physical violence is not allowed within the hostel. Hostel residents found committing such offence will be penalised and given disciplinary action.
- 4.6.3 Possession and/or consumption of any prohibited drugs in the hostel premises are not allowed. Hostel residents committing such offence will be penalised and given disciplinary action.
- 4.6.4 Vandalism is a very serious offence. Hostel residents found guilty of committing such an offence will be penalised and given disciplinary action. The cost of repair/replace any item vandalized will be charged accordingly to the hostel residents.
- 4.6.5 Viewing, possession and/or dissemination of pornographic materials (hard and/or soft copies) in the hostel is strictly prohibited. Hostel residents found committing such offence will be penalised and given disciplinary action.
- 4.6.6 Possession of weapons or any items considered dangerous which can be used to cause injuries to body is not allowed in the hostel.
- 4.6.7 No alcoholic drinks/consuming of alcoholic drinks within hostel compound.
- 4.6.8 Hostel residents are not permitted to go out from the hostel between 12 midnight to 6am without permission. Hostel residents should be back to the hostel by 12 midnight. Hostel residents found committing such offence will be penalised and given disciplinary action. Hostel residents who wish to go out after 12 midnight or come back after 12 midnight must obtain permission Student Resident Principal or any authorised personnel.
- 4.6.9 All type of noise pollution is prohibited in the student residence area. Hostel residents are expected to respect each other's privacy.
- 4.6.10 Students are not allowed to be in pairs with partners of opposite sex in a secluded area or hidden place or behave in a manner that may cause suspicion of a possible sexual activity.
- 4.6.11 Students shall not commit or behave indecently that may cause public nuisance including utterance or act of obscenities or chaos that may embarrass the University.
- 4.6.12 Ragging or causing physical harm or/and mental abuse is strictly prohibited.
- 4.6.13 No pets are allowed.
- 4.6.14 No gambling of any kind or unlawful behaviour is permitted.

4.6.15 No cooking is allowed in rooms.

4.6.16 Hazardous goods like gas cylinders, cooking stoves, inflammable fuels, firearms, etc. are strictly prohibited.

4.6.17 Penalty system is used if there are any unnecessary case occur and violation ticket will be issued.

HOSTEL VIOLATION TICKET PENALTIES

No	List of Offences	Charges	* Amount (RM)
1	Involve directly or indirectly in vandalism activities or anything similar to it in the hostel.	Per person	100
2	Viewing, possessing and/or distributing of pornographic materials.	Per person	100
3	To possess, distribute, sell or consume liquor or other drinks that contain alcohol that could cause intoxication while being in the hostel compound.	Per room	100
4	Smoking inside the hostel compound or in the room.	Per person	100
5	Organising parties or gathering in U-V without approval from the management	Per person	50
6	Staying over-night away from U-V without permission from the hostel management (except weekends, PH or Semester break).	Per person	50
7	Allowing visitors and/or parents to stay overnight in the room without approval from the management.	Per room	50
8	Allowing unregistered student to stay overnight in the hostel without a valid reason and/or written permission from the management.	Per person	50
9	Cooking in the room (either using gas stove or electrical stove)	Per person	50
10	Install the door latch or hinge	Per room	100
11	Hanging of posters on the walls or glass windows by any means or method.	Per room	100
12	Usage of unauthorised electrical appliances without approval.	Per room	50
13	Dirty and unkempt room.	Per room	100
14	Student failed to switch off the lights and fan when leaving the room.	Per room	50
15	Keeping pets in the rooms.	Per person	50
16	Misuse of fire extinguisher.	Per level/Per person	100

No	List of Offences	Charges	* Amount (RM)
17	Misuse of BOMBA hose rail.	Per level/Per person	100
18	Exchange room among friends without a valid reason nor approval from Hostel Management	Per person	50
19	To park illegally in the hostel compound (without car sticker) without permission.	Per person	50
20	Did not return the room's key before leaving for semester break.	Per person	100
21	Failed to clean and tidy the room before leaving for semester break.	Per person	100
22	Loss of keys.	Per person	50
23	Failed to register/check-in the hostel on time without any valid reason.	Per person	50
24	To make any noise that may disturb the peace in the hostel.	Per person	50
25	Playing with fire crackers, fireworks.	Per level/person	100
26	Hanging clothes or any related item at inappropriate place.	Per person	50

* Subject to change without prior notice

4.7 Maintenance and Upkeep of Hostels

4.7.1 It is expected that hostel residents will treat the University property with care and consideration.

4.7.2 Fixing of posters, making use of walls/doors as a canvas for painting of various expressions, etc. are strictly prohibited. The damage caused to the walls/doors due to this sort of activity will be recovered from the occupants of the respective rooms.

4.7.3 No hanging of clothes or other articles outside the windows is allowed.

4.7.4 Hostel Residents are not allowed to fix any latch or hinge at the door.

4.7.5 Hostel Residents are not allowed to nail, fix or to make any kind of hole on the wall or any parts of the room.

4.7.6 No electrical appliances and furniture is to be installed inside the room without the permission of Accommodation Office.

4.7.7 All electrical appliances are prohibited except hand phone and charger, laptop and charger, printer, iron and electric kettle. All allowed electrical appliances have to be registered with Accommodation Office.

- 4.7.8 Hostel Residents need to bring their own bed sheet, towel, pillow, blanket and other toiletries items.
- 4.7.9 On joining the hostel, every student will be provided one key for the room. Hostel Residents will be provided a bed, study table, chair, wardrobe and a mounted towel hanger.
- 4.7.10 Hostel Residents are responsible for keeping their rooms and the common areas in the hostel, such as bathrooms clean and tidy at all times.
- 4.7.11 All fans, light and electrical appliances must be switched off when Hostel Residents are not in the room/respective area.
- 4.7.12 All furniture must not be moved into other rooms or from one unit to another unit.
- 4.7.13 Hostel Residents must cover their mattress with their own bed sheets at all times.
- 4.7.14 Any damage/loss of hostel property must be reported immediately to the Accommodation Office. Accommodation Office will provide a Remedial Action Request Form for hostel residents to fill up.
- 4.7.15 Accommodation Office reserves the right to make spot checks on the resident units and the bedrooms without having to give prior notice to the hostel residents.
- 4.7.16 University reserves the right for visitors, contractor or any authorized personnel to enter and inspect hostel residents' rooms in the interest of health, safety and proper conduct of hostel residents without having to give prior notice.

4.8 General Rules

- 4.8.1 **Inspection of Hostels:** University can, at any time, check the hostel rooms and the equipment/materials. In case of female hostels, inspection will be carried out in the presence of the Accommodation Officer or Auxiliary Police (AP).
- 4.8.2 **Recreation/Exercise:** Activities involving recreation or exercise will be carried out in such a way that they do not cause any damage to the University's property. Any damage caused by way of such activities shall be rectified at the cost of the concerned hostel residents.
- 4.8.3 **Parties and Unauthorized gathering at Hostel:** Parties or Unauthorized gathering in the hostel are not permitted.
- 4.8.4 **Placement of Furniture and Fixtures:** None of the furniture and fixtures/appliances provided in individual rooms or common areas can be moved, altered and/or relocated.
- 4.8.5 **Smoking:** Smoking inside the hostel and in common areas is strictly prohibited.
- 4.8.6 **Narcotics:** No student is allowed to use any sort of narcotics. Any student found to be involved in the use of or possess of narcotics will face stiff disciplinary action and expelled from the University if found guilty.
- 4.8.7 **Sleeping in Lobby, Communal Area and Lounge:** Sleeping in lobby, communal area and lounge are strictly prohibited.

4.8.8 Resident card: Resident card shall be used in all movements in and out from hostel. If students would like to go back to hometown during semester break or any occasion that requires overnight, resident card shall be given to Auxiliary Police. Student's name will be recorded in the log book at Auxiliary Police post.

4.8.9 Parking: Students have to pay for parking sticker to park their car in hostel. The payment shall be made at Finance Department.

4.9 Hostel Charges

4.9.1 Student will be charged differently according to the type of room they choose.

4.9.2 All rooms are subject to availability and it will be on first come first serve basis.

4.9.3 All room rates can be referred at the fee structure provided during registration.

4.10 Furniture and Fixtures

Premium Single (1) Bed Room:	
Items	No
Beds with mattress	1
Wardrobe	1
Study table	1
Chair	1
Ceiling fan	1
Lights	2
Mounted towel hanger	1
Toilet bowl	1
Sink	1
Shower head	1
Mirror	1

Single (1) Bed Room:	
Items	No
Beds with mattress	1
Wardrobe	1
Study table	1
Chair	1
Ceiling fan	1
Lights	1
Mounted towel hanger	1

Double (2) Bedded Room:	
Items	No
Beds with mattress	2
Wardrobe	2
Study table	2
Chair	2
Ceiling fan	1
Lights	2
Mounted towel hanger	2

Premium Double (2) Bedded Room:	
Items	No
Beds with mattress	2
Wardrobe	2
Study table	2
Chair	2
Ceiling fan	1
Lights	3
Mounted towel hanger	1
Toilet bowl	1
Sink	1
Shower head	1
Mirror	1

Three (3) Bedded Room:	
Items	No
Beds with mattress	3
Wardrobe	3
Study table	3
Chair	3
Ceiling fan	2
Lights	4
Mounted towel hanger	3

Four (4) Bedded Room:	
Items	No
Beds with mattress	4
Wardrobe	4
Study table	4
Chair	4
Ceiling fan	2
Lights	4
Mounted towel hanger	4

4.11 Visitors to the Hostel

- 4.11.1 Visitor of the **OPPOSITE SEX**, including Parents, Family Members, Relatives, Friends and/or anyone staying inside or outside are **STRICTLY NOT ALLOWED** to enter the students residence **AT ANYTIME**, without prior consent of the Student Resident Principal or the authorised personnel. Hostel residents found with a member of the opposite sex inside the **RESIDENCE** at any time for whatever reason will be evicted.
- 4.11.2 Visitors including parents or family members are not allowed to stay overnight in the students residence without prior consent of the Student Resident Principal or the authorised personnel. Failure to comply will result in eviction from the hostel.

4.12 Check-in / Check-out Procedure

At the end of semester:

- 4.12.1 All hostel residents must clear their respective rooms by filling and submitting the check-out form no later than the stipulated date, **UNLESS** prior approval from the Registrar has been obtained to extend the stay or to check-in earlier.
- 4.12.2 Rooms must be vacated in clean condition.
- 4.12.3 Facility Management will inspect all the equipment and furniture to ensure it is in good condition and functioning.
- 4.12.4 If any of the equipment is found to be not functioning, not clean or missing, the management will impose fines on the hostel residents in order to repair or to replace them.
- 4.12.5 Room key must be handed over to Accommodation Unit upon vacating the room. Handing over the keys must be done by the respective individual and not by the third party.
- 4.12.6 Fines will be imposed on resident who does not comply with this regulation. Lost or damage of any keys and furniture must be reported to the management immediately. Hostel residents will be required to pay a fine to replace lost or damaged items.
- 4.12.7 A student vacating the room at the end of semester will get his/her room inspected by the Accommodation Officer. The Accommodation Officer will carry out a thorough check of the room and note any deficiency/discrepancy/damage. This will be charged to the student. The student needs to return the room keys to the Accommodation Office. The student will have to vacate the room thereafter and will not be allowed to use the facility after he/she is cleared from the hostel.
- 4.12.8 Student needs to fill up the Hostel Check-in Form upon registration and the form has to be submitted to the Accommodation Office. The Accommodation Office will determine the room number for the student.
- 4.12.9 Students are only allowed to stay at the hostel a maximum of 7 days after examination. Student is required to write-in to the Registrar if they are required to stay for longer period for any Academic / Sports activities.

4.13 Attire

4.13.1 Hostel Residents must be decently dressed within the hostel compound.

4.13.2 Hostel Residents must be neatly attired and shall not wear indecent clothing, including attires that are flimsy, see-through, with slits, tight fitting or revealing.

4.13.3 Hostel Residents must always dress in a proper manner. No worn out jeans or shirts, miniskirts, shorts, of display of offensive items are allowed.

4.13.4 Female hostel residents must dress neatly and appropriately at all times in hostel.

4.13.5 Female hostel residents shall be decently dressed when they are out of the room. Thus, tight body hugging clothes, short tops, singlet (spaghetti strap) etc. are forbidden outside the room.

4.13.6 Tattoo on any part of the body is not allowed.

4.13.7 Piercing of any parts of the body, is prohibited.