Universiti Kuala Lumpur
(UniKL)

Accommodation Policy
2012

The Universiti Kuala Lumpur (UniKL) Accommodation Policy was approved at the Head of Student Affairs Meeting held on May 3, 2012 at Level 29, Senate Meeting Room. The meeting was chaired by Deputy President Technopreneur & Student Affairs, Prof Ahmad Zahir Mokhtar.
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1.0 PREAMBLE

Universiti Kuala Lumpur is committed to the creation and maintenance of a work, study and living environment which is free of discrimination and to meeting its legal obligations with respect to the protection of human rights under the Malaysia civil and syariah laws. Those legal obligations include the provisions of reasonable accommodation in appropriate circumstances.

Universiti Kuala Lumpur recognizes the many benefits of accommodating the special needs and circumstances of its student and tenants. The Division of Student Affairs Chancellery and Department of Student Affairs (Campus/Institutes) are responsible to assist and render good services to students with regards to the accommodation and hostel facilities.

2.0 PURPOSE OF UniKL ACCOMMODATION POLICY

The Universiti Kuala Lumpur Hostel/Accommodation Rules & Regulations was established with the following objectives:

2.1. To provide a guideline to UniKL students as to how they should behave and to explain the type of disciplinary action that would be taken if they break the provisions of the rules.

2.2. To develop a community of students with high moral consciousness that possesses qualities like compassion, tolerance, mutual respect, a love and care for the environment.

2.3. To instill a sense of peace and harmony among all residents of UniKL.

3.0 POLICY APPLICATION

This policy applies to all students pursuing their studies in UniKL as full time basis undergoing academic programs provided by UniKL.

4.0 DEFINITIONS

The following definitions shall apply to the Student Code of Conduct and to the University Disciplinary Procedures:

4.1 **Alcoholic Beverage** - Alcoholic beverage shall include alcohol, spirits, wine, beer and every liquid or solid containing alcohol, spirits, wine or beer and capable of being consumed as a beverage by a human being.

4.2 **Campus** - Campus shall mean all lands, buildings and facilities of or owned, used or controlled by the UniKL, all student accommodation units, and all streets, alleys, sidewalks and public ways abutting any land of the University or the land upon which a student accommodation unit is located.
4.3 **Dangerous Weapon** - Dangerous weapon shall mean any firearm, knife, bludgeon, or other device, instrument, material, or substance, whether animate or inanimate, which in the manner it is used or intended to be used is capable of producing bodily injury or death.

4.4 **Drug** - Drug shall mean any controlled substance, which lists controlled substances regulated under Malaysia criminal laws relating to drugs and narcotics.

4.5 **Firearm** - Firearm shall mean any weapon which is designed to or may readily by converted to expel any projectile by the action of an explosive or frame or receiver of such weapon.

4.6 **Hazing** - Hazing shall mean any activity by an organization or by a member of an organization in which a member, prospective member, pledge or associate of the organization is subjected to acts which cause harm or create risk of harm to the physical or mental health of the member, prospective member or pledge. Hazing includes, but is not limited to, any act or activity which causes or might reasonably be expected to cause fear or intimidation, extended deprivation of sleep or rest, forced consumption of any substance, physical exhaustion, physical harm (beating, boarding, paddling, branding or exposure to weather), or damage to property.

4.7 **Misconduct** - Misconduct shall mean any act of misconduct prescribed in this Code of Conduct or violation of any other published University policy or regulation prescribing a standard of student conduct.

4.8 **Organization** - Organization or student organization shall mean any student group recognized by the University pursuant to any policy of the University relating to student organizations. The term organization shall include any student organization established by or recognized by an academic or administrative unit of the University.

4.9 **Student** - Student shall mean any person taking courses on the campus of the UniKL, either full-time or part-time, pursuing undergraduate, graduate or professional studies. Persons who are enrolled in courses of UniKL shall be considered students for the purpose of this Code of Conduct and the University Disciplinary Procedures. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the University, such as completion of academic work from a prior term, shall be considered students for the purpose of this Code of Conduct and the University Disciplinary Procedures. An individual who was an enrolled student at the time of any alleged misconduct shall be considered a student for the purpose of this Code of Conduct and the University Disciplinary Procedures.
4.10 **Student Accommodation Unit** - Student housing unit or living unit shall mean any University residence hall or any other student housing facility recognized by the University.

4.11 **University** - University shall mean the Universiti Kuala Lumpur.

**5.0 GENERAL RULES**

5.1 All residents for Hostel and Accommodation shall comply with the Hostel Rules ("the Rules") and Universiti Kuala Lumpur Code of Conduct. Expulsion from the Hostel may be taken against defaulting occupiers. However, show cause letters or warning letters shall be issued prior to any expulsion.

5.2 New student is compulsory to stay in hostels for the first semester, except with the approval from Student Affairs Department. No reimbursement of hostel fees will be made.

5.3 Returning students shall apply via E-Citie online for accommodation booking after a notice has been issued by the Student Affairs Department. The booking fee is RM 50.00 payable to the Finance Department and is non-refundable.

5.4 Terms and conditions for returning students’ application:

5.4.1 Students who have no disciplinary record.

5.4.2 Students who have no outstanding hostel fees except with approval from the Finance Division/Department.

**6.0 ACCOMMODATION ELIGIBILITY**

6.1. Accommodation is allowable during a semester break with written permission from university’s authority.

6.2. International students shall be offered University’s accommodation subject to the general rules.

6.3. Student Representative Committee Members

6.3.1 Student Representative Committee (JPM) members are entitled for free lodging at the University accommodation during their tenure.

6.3.2 The Sub-Exco members of the JPM shall be given a deduction of 50% of their accommodation fees during their tenure.
6.4 Residential College Committee (Jawatankuasa Kolej Kediaman)

6.4.1 Residential College Committee (RCC) (Jawatankuasa Kolej Kediaman - JKK) members shall be given a deduction of 50% of their accommodation fees during their tenure.

6.5 Chairman/Head of Student Clubs

6.5.1 Chairman of Students Clubs and Societies shall be given priority in applying UniKL hostel/accommodation.

7.0 SELECTION CRITERIA

Tenancy selection criteria for returning students are as follows:

7.1. **Excellent academic track record:** Applicants with the highest GPA shall be given priority. The University also gives due consideration to applicants under academic probation categories.

7.2. **Disciplinary record:** Applicants with no disciplinary cases will be given due consideration.

7.3. **Activities involvement:** An applicant who is active in University’s extramural activities shall be given a tenancy opportunity.

7.4. **Home distance:** The permanent address of an applicant’s home must be more than 50 km away from the campus. However, the University has the right and discretion to approve other applications.

7.5. **Possession of motor vehicle:** An applicant who does not have a vehicle will be given a priority subject to the University’s discretion.

**Note:** The tenancy offer to an applicant shall be based on the decision of the Accommodation Selection Committee. However, each campus and institute has the flexibility to impose any additional requirements.

8.0 GENERAL REGULATIONS

8.1. STUDENTS’ RESPONSIBILITY

8.1.1. All student tenants shall give full cooperation to personnel authorized by the University in carrying out his/her responsibilities accordingly, e.g., spot check, inspection, urine test, fire drill, etc.
8.1.2. Student tenants should maintain peace and harmony at all time. Silence should be observed especially after 11.00 pm.

8.1.3. All student tenants are responsible in keeping accommodation facilities and properties in good condition.

8.1.4. All student tenants must fully understand the accommodation policy and rules by signing the Student’s Declaration.

8.2. ROOM ALLOCATION AND TRANSFER

8.2.1. A student tenant is required to remain in his/her designated room. In the event of the student tenant requesting for transfer, the student tenant must follow the accommodation process by submitting a completed Transfer Room Form for approval.

8.2.2. The Accommodation Management may re-allocate a student tenant to another accommodation facility with sufficient prior notice.

8.3. CLEANLINESS

8.3.1. All student tenants shall observe cleanliness of their rooms, personal belongings and common properties or areas at all time.

8.3.2. Stick no bills and nail no fixtures on the walls except on the allowed spaces provided.

8.4. APPLIANCES OF ANY KIND

8.4.1. Safety of personal belongings is the obligation of the tenants. The University shall not in any case be responsible for any loss of personal belongings. However, any items lost should be reported to the relevant authorities. (DSA, JPK and security executive)

8.4.2. Student tenants are not allowed to make any electrical and telephone extensions to prevent short circuits and fire hazards.

8.4.3. All electrical switches must be switched off and water taps must be turned off when leaving accommodation rooms and toilets, respectively.

8.5. SECURITY AND SAFETY

8.5.1. All student tenants are required to display the Student Pass when entering and exiting hostel accommodation compounds.
9.0 VISITORS’ GUIDELINE WITHIN THE HOSTEL ACCOMMODATION AREA

9.1. Visitors are only allowed to be within the accommodation compounds from 8.00 am to 9.00 pm except for emergency cases.

9.2. All visitors shall be entertained in the guest rooms or other designated areas.

9.3. Student tenants should advise their visitors to wear proper attire during visits.

9.4. Visitors must observe and maintain peace and harmony in the accommodation compounds.

10.0 ROAD AND TRAFFIC RULES

10.1. The road and traffic rules in accommodation compounds must follow the road and traffic rules stated in the University Rules and Regulations Handbook.

10.2. Other Road and Traffic Rules:

10.2.1. First semester students are not allowed to bring in personal vehicles into campus compounds. The permission to allow personal vehicle, however, is subject to the discretion of the Accommodation Management Committee.

10.2.2. Students who have completed their studies shall not leave their vehicles in the University’s compounds.

11.0 CONDUCT AND BEHAVIOUR

Student tenants are strictly prohibited from the followings:

11.1. Any behavior or conduct considered indecent by Syariah or Civil law.

11.2. Male intrusion into female accommodation and vice versa (except at a permitted area).

11.3. **Smoking**: Smoking cigarette, cigar and/or shisha in any University’s facility compound.

11.4. **Pets**: Any kind of pets.

11.5. **Gambling**: Any gambling activity.

11.6. **Drugs**: Unlawful or unauthorized possession, distribution, delivery, dispensing, manufacture or sale of any drug; unlawful possession of any drug with intent to distribute, deliver, dispense, manufacture or sell any drug; or being unlawfully (drunkard/feeling high, ?) under the influence of any drug.
11.7. **Alcohol**: Unlawful or unauthorized possession, use, distribution, dispensing, delivery, sale or consumption of any alcoholic beverage.

11.8. **Sexual Assault**: Sexual assault or any other uninvited behaviour of a sexually explicit nature.

11.9. **Harassment (Ragging)**: Engaging or attempting to engage in any act for the purpose of injuring, threatening or unreasonably alarming another or for the purpose of unreasonably interfering with any person's work, education, or the environment or activities surrounding one's work or education.

11.10. **Fireworks and Explosives**: Using or possessing bombs, explosives, incendiary devices, or fireworks.

11.11. **Firearms, Ammunitions, Dangerous Weapons and Dangerous Chemicals**: Possessing or selling firearms, ammunitions, other dangerous weapons, or dangerous chemicals on the campus or in the premises of any student accommodation unit.

11.12. **False Alarm**: Turning in a false fire alarm or bomb threat or misusing fire safety equipment on the campus or on the premises of any student accommodation unit.

11.13. **Hazing**: Hazing any person. The intent of any person engaging in hazing activity or the consent or cooperation of any person who is a victim of hazing will not constitute a defense to an allegation of misconduct for hazing.


11.15. **Unauthorized Use of any University's Property**: Unauthorized use of any University property, facility, equipment or material.

11.16. **Unauthorized Keys and Unlocking Devices**: Possessing, producing, manufacturing, or having manufactured without proper authorization, any key or unlocking device for use on any University's facility or lock.

11.17. **Fires**: Setting or attempting to set any fire on the campus or on the premises of any student accommodation unit, except in fireplaces or other facilities designated for fires.

11.18. **Property Damage**: Damaging or attempting to damage any property of the University or of another individual.

11.19. **Theft**: Theft or attempted theft of any property.

11.20. **Dangerous Conduct**: Any conduct which is unreasonably dangerous to the health or safety of other persons or oneself.
11.21. **Prohibited Items**: Personal television, fridge, washing machine, water heater, stove, multi-purpose cooker and electric musical instrument.

11.22. **Phonographic and Vulgar Materials**: Any variety of media, ranging from books, magazines, postcards, photos, sculptures, drawings, paintings, animations, sound recordings, films, videos, or video games is strictly prohibited.

11.23. **Other Unlawful Acts**: Any act by a student which occurs on the campus, on the premises of any student accommodation unit or at any activity or event sponsored by the University or an organization which is in violation of any Syariah and Civil law, of Malaysia, shall constitute misconduct.

### 12.0 BREACH OF RULES AND REGULATIONS

12.1. Specific penalties for student tenants who do not conform to the Accommodation Rules shall be incurred according to the criteria set in the Penalty Code.

12.2. One or more of the following disciplinary sanctions may be imposed as provided in the University Disciplinary Procedures whenever a student or student organization is found to be guilty of misconduct under this Code of Conduct or under other published policies or regulations of the University prescribing standards of student conduct:

12.2.1 **Warning**: A written notice shall be issued to the student or student organization that has committed misconduct. Continuation or repetition of a specified misconduct may be a cause for other disciplinary action(s).

12.2.2 **Reimbursement** for damage to or misappropriation of property or reimbursement for medical expenses incurred by a third party as a direct result of misconduct. Reimbursement may take the form of service, other indirect compensation or direct financial compensation.

12.2.3 **Confiscation of Dangerous Weapons**: Weapons, firearms, ammunitions or other dangerous weapons possessed, used or stored on the campus in violation of the Code of Conduct may be confiscated.

12.2.4 **Suspension**: In cases involving suspension student or student organization may lose all privileges, including loss of University recognition for a specific period of time.

12.2.5 **Expulsion**: Permanent termination of student status or organizational status at the University.
13.0 AMENDMENT TO THE ACCOMMODATION POLICY

The Accommodation Policy and Rules shall be reviewed, revised and amended as deemed necessary by the Student Affairs Division and approved by the Management of Universiti Kuala Lumpur (UniKL).

APPENDIX

ELECTRICAL APPLIANCE FEES

A minimum fee based on items listed below shall be charged to students using the electrical appliances.

<table>
<thead>
<tr>
<th>Appliance</th>
<th>RM</th>
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<tr>
<td>1. Kettle</td>
<td>10.00</td>
</tr>
<tr>
<td>2. Iron*</td>
<td>5.00</td>
</tr>
<tr>
<td>3. Additional fan *</td>
<td>5.00</td>
</tr>
<tr>
<td>4. Hair dryer *</td>
<td>10.00</td>
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Notes:
(1) * indicates only one unit of an electrical appliance type is allowed per room.
(2) Other types of electrical appliances not listed above including rice cooker are not allowed.
The UniKL Accommodation Policy was first discussed and endorsed by Head of Student Affairs meeting held on May, 4, 2011 at UniKL MFI, Bangi, Selangor Darul Ehsan. List of attendees are as follows:

1) Haji Mohd Shah Abdullah (General Manager. DSA) - Chairman
2) Professor Dr Awang Iskanderdzulkarnein Bin Pengiran Rayari (Director, Technopreneur & Student Affairs Division, UniKL RCMP)
3) Uztaz Haji Wan Kamarulzaman Wan Abd Aziz (UniKL BMI)
4) En. Md Hafis Khairuddin (UniKL MIAT)
5) Pn. Suhana Ahmad (UniKL MFI)
6) En. Norhisyam Supandi (UniKL MIIT)
7) En. Noorul Hilal Jurij (UniKL RCMP)
8) En. Ahmad Firdaus Nurullah Bin Rasedee (DSA, Chancellery)
9) En. Dasuki Wahab (UniKL RCMP)
10) En. Ahmad Hisyam Wahab (UniKL MITEC)
11) Pn. Norhana Mohd Khalid (UniKL MICET)
12) En. Mohd Saiful Yusri Yusof (UniKL MIMET)
13) Pn. Nysarah Nawari (UniKL IPROM)
14) En. Lukman Fikry Zawawi (UniKL RCMP)
15) En. Azrul Firdaus Aini (UniKL MFI)
16) En. Shaharudin Shaari (UniKL MESTECH)
17) Pn. Noorain Binti Refaee (DSA, Chancellery)
18) Pn. Awanis Md Isa (DSA, Chancellery)

Secretariat:

1) En. Ahmad Firdaus Nurullah Bin Rasedee (DSA, Chancellery)
2) Pn. Noorain Binti Refaee (DSA, Chancellery)
3) Pn. Awanis Md Isa (DSA, Chancellery)
CHECKED AND VERIFIED:

[Signature]

HAJI MOHD SHAH ABDULLAH
GENERAL MANAGER
DIVISION OF STUDENT AFFAIRS (DSA)
UNIVERSITI KUALA LUMPUR

DATE: May 4, 2012

APPROVED BY:

[Signature]

PROF. AHMAD ZAHIR MOKHTAR
DEPUTY PRESIDENT
TECHNOPRENUE & STUDENT AFFAIRS
UNIVERSITI KUALA LUMPUR

DATE: 4/5/2012