



NOTICE FOR STUDENTS NO. 1 /2012

All Students

Kolej Rahman Putra
Kolej Tun Fatimah
Kolej Tun Razak
Kolej Tun Hussien Onn
Kolej Tun Dr Ismail
Kolej Tuanku Canselor
Kolej Perdana
Kolej Datin Seri Endon
Kolej Tun Ghafar Baba
Kolej Dato' Onn Jaafar
Kolej 09
Kolej 10

**Universiti Teknologi Malaysia
81310 UTM Johor Bahru
Johor.**

Assalamualaikum and Salam Sejahtera

SEMESTER BREAK SESSION 1 2011/2012

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We would like to inform you that the semester break session 1 2011/2012 will start on **23 January 2012 (Monday) until 19 February 2012 (Sunday)**.

Students who are taking the break are reminded to abide by the following regulations:

#### **A. Cleaniness of the Room and Security of Personal Belongings**

Students must:

- i) Vacate and clean their rooms as well as arrange and organise the furniture. You will **be penalised** if the room is not cleaned or left in a messy condition.

- ii) Please ensure that all switches are turned off.
- iii) Lock all windows and doors of your room.
- iv) Throw out all rubbish from your room.
- v) Must keep and place all vehicles in the designated areas.  
**(Vehicles are not allowed to be kept in the block or in the student's room)**

**B. Returning Room Keys**

**Students must:**

- i) Return the room keys to the college office latest by **23 January 2012 (Monday) before 5.00 pm**. However, students who return the keys **after 23 January 2012** will be charged daily rental depending on the types of room.
- ii) Fill in the **“Room Vacating Forms”**. These forms are available at the college office.
- iii) Returned their room keys personally to the college office.

**Note:**

- i) Students **who do not return** the keys by the date and time specified will have to pay a penalty as well as pay the room rental based on the types of the room until the key is returned.
- ii) Students will have to pay a fine of **RM 25.00** for any loss/damage to the room key. You will be asked to pay for the losses at a fixed rate if furnitures or equipment are broken/stolen due to your negligence.
- iii) College office operating hours are as follows:

| <b>Date</b>                | <b>Time</b>                               |
|----------------------------|-------------------------------------------|
| 21 January 2012 (Saturday) | 8.00 am.– 1.00 pm.<br>2.00 pm. – 5.00 pm. |
| 22 January 2012 (Sunday)   | 8.00 am.– 1.00 pm.<br>2.00 pm. – 5.00 pm. |

**C. Semester II 2011/2012 Schedule for Key Collection**

| <b>Date</b>                 | <b>Time</b>                               |
|-----------------------------|-------------------------------------------|
| 18 February 2012 (Saturday) | 8.00 am.– 1.00 pm.<br>2.00 pm. – 5.00 pm. |
| 19 February 2012 (Sunday)   | 8.00 am.– 1.00 pm.<br>2.00 pm. – 5.00 pm. |

**D. Storage of Things During the Semester Break**

You may keep your belongings at a store room provided by the respective colleges at a rate of RM 10.00 for the first three boxes and RM 3.00 for each additional box.

Please make enquires at your respective colleges for the location of the store room and the storage scheduling.

**Students must:**

- i) Register their names at their respective college offices and label each box with the storage forms provided by the office.
- ii) Keep their belongings in boxes for ease of storage.
- iii) Ensure that the boxes are kept in the designated store room only.

**Notes:**

- i) The College will not be responsible for any box left outside the store room. Students may be fined RM 25.00 for not following instructions given by the Principal of the College or his/her representatives.
- ii) Students are reminded that the college will not entertain any request to open the store room during the semester break. Please do not keep any valuable belongings or important documents in the store room as the college will not be responsible for any loss or damage to your belongings.

## **E. Storage of Computers**

Colleges provide storage space in the college office for students to keep their computers at a rate **of RM 10.00 per unit.**

### **Storage Procedure:**

Students must register their names at the respective college offices and pay before storing their computers in the office.

- \* **The service is not available for students who have completed their studies or are undergoing practical/industrial training.**
- \* **The store room will be opened from 20 February 2012 (Monday).**

## **F. Room Rental during the Semester Break**

For your information the duration of the rental period is from 23 January 2012 (Monday) until 19 February 2012 (Sunday). All students who are renting rooms during the break will be allowed to stay in their rooms except for students who stay in **Block M16 and M27 Kolej Tun Dr Ismail**. This block will be used for university's programme. For further information please contact the respective college. In addition, students who stay alone in a room meant for two persons is not allowed to stay in their rooms.

Students who would like to rent rooms at the college during the break must fill in the Semester Break Room Rental forms available at the college office. You will be given a permit so that you may collect the room key.

### **I – Room Rental for the Purpose of Storing Things Only**

- i) The Students Affairs Office also provide rooms for students to store their personal belongings during the semester I break except for students who stay in **Block M16 and M27 Kolej Tun Dr Ismail**. This block will be used for university's programme. For further information please contact the

respective college. In addition, the students who stay alone in room meant for two person is not allowed to stay in their rooms. The students must follow the regulations as below:

**General Regulations:**

- i) Only student's personal items are allowed to be kept in the room. No other items or belongings of others are allowed to be kept in the room.
- ii) You must not keep valuable items such as computers in the room but there are secured store rooms provided by the college to store such items.
- iii) Room keys must be returned when you send your forms and belongings to be kept in the store room.

**Payment:**

- i) You will be charged RM 1.00 per day/person during the semester break starting **23 January 2012 (Monday) until 18 February 2012 (Saturday)**. (Total of 27 days = RM 27.00).
- ii) Payment for storing your belongings in the room may be paid in cash or debited to your account in the Semester II 2011/2012 session except for the final semester students.
- iii) Students who would like to stay in the college during the break will be charged room rental according to the type of the room.
- iv) A student initially wanted to rent a room for storing belongings only and later would like to stay in the room as well, then the student would be charged the room rental only.

**Prohibitions:**

- i) You must not store prohibited items such as motorcycles or valuable belongings in your room.
- ii) You are not allowed to stay in the room without prior consent from the college administrators.
- iii) You must not store things that are not yours in your room.
- iv) You must not leave the room in a messy or disorganised condition.

**G. Practical Training/Teaching Practice and Completion of Study**

Students who will be undergoing industrial training or teaching practice or have completed their studies in Semester II 2011/2012 will have to fill in the forms at their respective college offices before the start of the semester break. They could also fill in the forms when they return the keys to avoid their names being registered automatically in AIMS 2000 system for Semester II 2011/2012.

**H. Other Matters**

Students who reside in the colleges during the semester break are within the jurisdiction of the University and College Act 1971, UTM Regulations (Student Discipline) 1999 and any instructions given by the University authority.

Students must abide by the regulations to avoid being penalised or face disciplinary actions.

The Student Affairs Office would like to wish everyone a Happy Holiday and look forward to seeing you again in the next semester.

Thank You

**“ INSPIRING CREATIVE AND INNOVATIVE MINDS ”**

**PROF. DATUK. DR. MOHD TAJUDIN BIN HAJI NINGGAL**

Deputy Vice Chancellor (Student Affairs & Alumni)

Universiti Teknologi Malaysia

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Johor

☎ 07-5530500

- c.c. - Director of Security, UTM  
- Senior Deputy Registrar  
- Deputy Registrar ( Service & Facility )  
- Principal of Kolej .....  
- Assistant Registrar ( Residential Units )