



**AIMST
UNIVERSITY**

HOSTEL RULES AND REGULATION

[Revised 2015]

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PRELIMINARY

I) We desire to have a hostel environment where students are safe, secure and live in peace, harmony, understanding, tolerance and respect for their room-mates and neighbours.

The Rules may be cited as the Hostel Rules (Revised January 2015)

ii) In these Rules, the masculine includes the feminine and vice versa; the singular includes the plural and vice versa

iii) In these Rules, unless the context otherwise requires:-

“Authorized person” means any person duly authorized by the University to act on behalf of the university;

“Hostel” means any accommodation, by whatever name called, provided by the University for the lodging of students;

“Offence” refers to transgression of a particular condition contained in these Rules & Regulations;

“Drug” means any drug or substance which is comprised in the First Schedule to the Dangerous Drugs Ordinance, 1952;

“Poison” has the same meaning as set out in the Poison Act, 1952;

“Hostelite” refers to all residents staying in any accommodation, by whatever name called, as provided by the University for the lodging of students.

1.0 DRESS CODE FOR STUDENTS

1.1 MALE STUDENTS

a) During Office Hours (8.00am -5.00pm) –Weekdays (Monday-Friday), Study Break and Examination

- Formal- long/short sleeve shirt (tucked in) with tie and slacks
- Jeans are allowed but must not be faded or tattered
- No sagging or cargo pants allowed
- Traditional attire is allowed on Fridays only
- Sandals/slippers are not allowed
- Collarless T-shirts are not allowed

b) After Office Hours (5pm onwards-Monday to Friday: Saturday, Sunday and Public Holiday)

- If there are classes, official functions, seminars or meetings, students must be formally dressed as in 1(a)
- Collarless T-shirts, shorts, sandals or slippers (only dinner at cafeteria and field)

c) Hairstyle

- Short, collar length is allowed
- Hair not to be bleached/dyed in extreme colours
- No punk styles

d) Earrings

- Earrings or ear studs of any form or type, bangles (except for students of Sikh faith), wrist chains and long chains are not allowed in the Hostel or campus grounds. Tattoos of any form or type are not allowed.

1.2 FEMALE STUDENTS

a) During Office Hours (8.00am-5.00pm) - Weekdays (Monday-Friday), Study Break and Examination

- Formal- knee level skirt/slacks with blouse
- Traditional attire is allowed
- Jeans are allowed but must not be faded or tattered
- Sleeveless attire is not allowed
- Transparent attire is not allowed
- Slippers are not allowed
- Collarless T-shirts are not allowed
- Shorts are strictly are not allowed.

b) After Office Hours (5.00pm onwards-Monday to Friday: Saturday, Sunday and Public Holidays)

If there are classes, official functions, seminars or meetings, students must be formally dressed as in 2(a)

- T-shirts and shorts-knee length (only during breakfast and dinner at cafeteria and field)
- Slippers (only at cafeteria and field)

c) Tattoos

- Tattoos of any form or type are not allowed

d) Hairstyle

- Hair not to be bleached/dyed in extreme colours
- No punk styles

Students who do not abide by the said dress code shall be subject to disciplinary action.

2.0 BEHAVIOUR AND DISCIPLINE

2.1 Hostelites are expected to display behavior becoming of young men and young women that is acceptable and conforms to the Malaysian customs and traditions anywhere within the campus.

2.2 Fighting or any kind of physical violence or use of offensive language and verbal abuse is strictly prohibited in the hostel or on campus. Any hostelite found committing such a serious offence, disciplinary action will be taken.

2.3 Possession and/or consumption of any prohibited drugs in the hostel or campus area is strictly prohibited. Students found committing such a serious offence disciplinary action will be taken.

2.4 Smoking is not allowed in the hostel or on campus at any time.

2.5 Possession and/or consumption of alcoholic beverages in the hostel or on campus by hostelites are not allowed and shall be subject to disciplinary action.

2.6 Vandalism involving functional/cosmetic damage to property belonging to the Hostel is a very serious offence. Hostelites found guilty of committing such an offence will be evicted from the hostel. The cost of making good any item vandalized will be billed accordingly to the hostelite.

2.7 Viewing, possession and/or dissemination of pornographic materials (hard or soft copies) in the hostel are strictly prohibited. Hostelites found committing such an offence, disciplinary action will be taken.

2.8 Possession of weapons or explosive materials and any items considered dangerous which can be used to cause injuries or bodily harm is not allowed in the hostel grounds. Hostelites who wish to keep any ceremonial items that are deemed dangerous by the Hostel Management should get approval from the Chief Warden. Failure in doing so, disciplinary action will be taken.

2.9 Hostelites found causing embarrassment; unsolicited comments regarding a person's figure, dress, make-up; sending sexually tainted jokes, rumours and comments; verbal advances and suggestions of a lewd and sexual nature; sending, posting love letters and notes; spreading false rumours with a view to tarnishing an other's reputation, disciplinary action will be taken.

2.10 Parties or other social gatherings in the hostel are not permitted without the prior approval or consent of the Chief Warden. Infringement of this rule will result in a warning letter being issued and served to all students involved and may merit eviction should the violation pose a serious threat to the security of the hostel.

2.11 It is the responsibility of the hostelites to keep the Chief Warden informed if they intend to stay away from the hostel, even if it is just for One (1) night. However, they must inform their

parents/guardians and roommates so that, they are aware of their whereabouts. This is imperative to ensure that the hostelites will be contactable in the event of an emergency.

2.12 Hostelites are prohibited from climbing over the fence, wall or window to get in or out of the hostel. They must use the authorized entrances and exits. Hostelites are prohibited from using the emergency exits for normal transit. The hostel warden is at liberty to impose security measures and offending hostelites are liable over any injuries that may result from this violation. Hostelites found committing such an offence can and may be served with a warning letter or evicted from the Hostel.

2.13 Ball games, roller blades/skates and other gym equipment deemed inappropriate by the Hostel Management are banned in the Hostel. Any banned equipment found in the hostel will be confiscated.

2.14 A hostel should be a place where pupils can have the best possible conditions for studying and adequate rest. As such due consideration must be accorded to other hostelites at all times. Noise level must be kept low to allow others the opportunity to study or sleep in comfort. Radios must be switched off after 10.00 p.m. Hostelites are advised to use earphones to listen to radio / music after 10.00pm. These rules are intended to ensure a conducive environment for all hostelites. Students violating the above mentioned rule will be reported to the authorities by the Chief Warden.

3.0 RENTAL

3.1 The Hostel fees are collected on a semester basis at the beginning of each semester.

3.2 The hostel fee must be paid on the **FIRST DAY** of the semester.

3.3. The Hostel fee is inclusive of 3 meals and laundry service.

3.4 AIMST Management reserves the right to revise the current rates from time to time by giving One (1) month's advance notice.

4.0 TERMINATION OF TENANCY

4.1 Students are requested to re-register for hostel accommodation at least One (1) month before the end of their hostel contract, failing which the tenancy will be terminated.

4.2 Room deposits will be refunded upon completion of the hostelites course at the university. Immediate refunds will not be entertained.

4.3 Any request for cancellation or premature termination of the tenancy after check-in will result in total forfeiture of all rentals paid.

4.4 Tenancy at the hostel will be terminated automatically after:

- One (1) full year or
- If the hostelite is no longer a bona-fide full time student of AIMST University .

However, in the case of bona fide full time students of AIMST University , tenancy is renewable after One (1) full year, subject to availability of rooms.

4.5 Priority will be given to new full-time international/out-station students.

4.6 The Hostel Management can terminate this Tenancy at any time if:

- The hostelite fails to pay any sums due to the finance division on the first day of the due date.
- The hostelite fails to comply with the Hostel Rules & Regulation and/or any other term(s) of this Tenancy.
- There are renovations or upgrades of the hostel complex that need to be carried out as and when required by the Management.

4.7 Hostelites must return the room keys and laundry card to the Warden upon termination of their tenancy. Upon vacating the rooms, residents must ensure that everything is clean and in order. Those who do not comply with the above will not have their hostel deposits refunded to them.

4.8 The Management reserves the right to withhold the hostel deposit if there are damages to the room or the fixtures and furnitures within the room by vacating students.

5.0 HOSTEL CHECK-IN

5.1 Check in Schedule:

- Monday to Friday 8.00am to 5.00pm
- Office is closed on Weekends and Public Holidays.

5.2 If under certain circumstances students require to check-in before or after the working hours, a 7 DAYS written notice should be given to the Chief Warden prior to the arrival for necessary arrangements. Students who arrive before or after working hours without prior consent of Chief Warden will not be attended to.

5.3 Students are strongly encouraged not to check-in BEFORE the specified check-in date. The Hostel Management does not guarantee the availability of accommodation should students come in before the specified check-in date.

5.4 Assignment of Rooms is at the discretion of the Hostel Management. Requests for rooms or a particular type of roommate by students will not be entertained.

6.0 HOSTEL CHECK - OUT

6.1 Hostelites are to check out all their personal belongings and vacate the room latest by 12:00 noon on the specified checkout date. The Hostel Management reserves the right to vacate the room without prior consent of hostelites by transferring all the personal belongings of hostelites to the store room should hostelites fail to comply to the 12:00 noon deadline. The Hostel Management is not liable for any damages and loss of items during the transfer process.

6.2 If temporary storage is required, hostelites must pack their belongings in boxes, label them with name and ID No. and be solely responsible for transferring the belongings to the storage venue. The Hostel Management is not liable for any damages and loss of items stored at the said venue.

6.3 No deferment of check-out date will be entertained.

6.4 Hostelites must submit the Hostel Clearance Form to Student Affairs Division before check - out;

6.4.1 Withdrawal Form (blue colour) can be obtained from Admissions Division,

6.4.2 Course Completion (Pink colour) will be issued by the respective faculty or school,

6.4.3 Resident Clearance Form (yellow colour) is for a Hostelite to become a Non – Hostelite, and this form can be obtained from Student Affairs Division.

6.5 If a student is required to vacate his room at the hostel or is transferred, he shall remove all his belongings from the room to a different accommodation provided by university at any time without assigning any reason.

7.0 HOSTEL KEYS

7.1 Each student will be given one set of hostel keys that is, main door entrance, room and wardrobe.

7.2 Hostelites are expected to be solely responsible for the keys and are not allowed to lend the keys to anybody under any circumstances. Hostelites are not allowed to make any duplicate keys. The misuse of hostel keys will lead to eviction from the hostel.

7.3 Should there be any damage/loss of keys, hostelites should immediately report to the Hostel Management. Failure to do so may lead to disciplinary action being taken. RM5.00 will be charged for processing of the new keys and RM30.00 for knob damage.

8.0 AIMST STUDENT IDENTIFICATION CARD

8.1 Hostelites will also be issued a “Hostel Identification Card”.

8.2 Identification Card is non-transferable and is to be carried at all times by the students and must be presented to the Chief Warden, Warden or any Security personnel upon request.

8.3 Hostel card is valid only for the duration of stay at the hostel and must be surrendered to the Hostel Management before the hostelite leaves the hostel upon terminating his/her tenancy.

8.4 Hostel card is the sole responsibility of the hostelite and any loss or damage must be reported to Hostel Management immediately. RM 20.00 will be charged for the processing of a new card.

8.5 Hostelite is prohibited from lending the hostel card to anyone under any circumstances. Any misuse of the Hostel card will lead to eviction from the hostel.

9.0 REFUND OF HOSTEL DEPOSIT

9.1 Application for refund of Hostel Deposits must be done using the prescribed form obtainable at the Hostel Management Office.

9.2 The Hostel Deposit will only be refunded AFTER the hostelite has completed his/her studies at the university and the ID card returned.

9.3 The Hostel Deposit cannot be used to offset any outstanding monies owing to the hostel. Hostelites that check out from the Hostel without clearing their accounts will have all the outstanding monies deducted from the deposit. An additional PENALTY equivalent to one(1) month's rental will be charged to the hostelites and be deducted from the remaining deposits.

9.4 Pre-refund of hostel deposit is STRICTLY NOT ALLOWED.

9.5 Refund of all deposits will be duly processed with management approval and can be collected from the Finance Department.

9.6 The refund of deposits by cheque will be made payable to the hostelite's name on request unless expressly specified otherwise in writing by the hostelite or hostelite's parent/guardian.

10.0 UPKEEP OF THE HOSTEL

10.1 Hostelites are responsible for keeping their rooms' clean and tidy at all times. A penalty will be imposed for excessively dirty and unhygienic rooms.

10.2 A single bed with mattress, pillow and bed sheet are provided in all bedrooms and hostelites are to bring their own blanket and towel. A study table with chair and wardrobe/cupboard are also provided for each hostelite. A penalty will be imposed if a hostelite has disassembled his or her furniture.

10.3 Shoes are not allowed to be kept along the hostel corridors. Such shoes if found will be removed by the cleaners.

10.4 All air-conditioners, fans, lights and electrical appliances must be switched off when the hostelite is not in the room/respective area. A penalty will be imposed for failure to comply.

10.5 Cooking is not allowed. However hostelites may use their own electric kettle to boil water. A penalty will be imposed on Hostelites found cooking in the room.

10.6 Common hostel furniture must not be moved into other rooms or from one hostel room to another without permission from the Warden. A penalty will be imposed for failure to comply.

10.7 Hostelites must cover their bed with bed-sheets at all times. A penalty will be imposed for failure to comply.

10.8 Any damage/ loss of hostel property must be reported immediately to the Warden. Hostelites will be charged for any missing/ damaged properties except damages caused by normal wear and tear. (Appendix 1)

10.9 The Hostel Management reserves the right to make spot checks on the hostel units and the bedrooms, washroom and common hall without having to give prior notice to the students. Hostelites whose standard of housekeeping is not acceptable will be asked to rectify the situation. Housekeeping standard is solely based on the view of Chief Warden. Should there be no improvement the bedroom or unit concerned will be cleaned by the cleaning staff and the charge incurred will be borne by the hostelite.

10.10 Handymen and contractors may enter rooms as and when necessary in the course of their duty under the request of the Warden. Hostelites have to render their cooperation and assistance to carry out the necessary repairs. However every effort will be made to respect the privacy and dignity of the hostelites.

10.11 The Hostel Management reserves the right to move hostelites to other hostel units if there is a necessity without assigning any reason.

10.12 Hostelites are expected to pay for the costs involved in cleaning, repairing or re- painting of their room if they are not maintained in the condition they were in at the beginning of the check in except for normal wear and tear.

10.13 No Posters, Notes or Pictures should be placed on the walls. No nails, pins or screws may be knocked into the walls or doors of the rooms.

10.14 Hostelites are not allowed to hang their clothes on the banisters outside the rooms or on the window railings inside the room. Clothes found hanging in these places will be confiscated and disposed of accordingly.

10.15 For safety reasons, residents are not allowed to use candles and other flammable materials in the rooms. Burning of joss sticks/incense on religious grounds is strictly not allowed inside the rooms. A penalty will be imposed in such an event.

10.16 Female residents must dispose of their sanitary pads into the sanitary bins provided. Any hostelite caught throwing sanitary pads into toilet bowls have to pay for the cost of repairs.

11.0 ELECTRICAL APPLIANCES / ITEMS

11.1 Items of domestic electrical equipment may be brought into and used within the hostel with the proviso that strict adherence is given to the following:

- a) Equipment and connecting leads must be serviceable and in a safe condition.
- b) Strictly no cable running on the floor and from room to room.
- c) Plugs must be wired in the correct manner and incorporate fuses of the correct rating.
- d) A plug must supply power to only one piece of equipment.
- e) A total load on a wall socket must not exceed 13 Amps.

11.2 Restriction on the use of a particular electrical appliance.

a) **Approved items for all hostelites**

- Iron
- Kettle
- Hair dryer
- Personal Computer/ Laptop
- Alarm Clock
- Table Fan
- Study Table Lamp
- Batteries Charger

b) **Prohibited items for all hostelites**

- Hot plate
- Rice Cooker
- Microwave
- Home Theatre System
- Washing Machine
- Exercise machine
- Music Instrument – Piano /Organ /Radio
- Oven / Stove / Toaster
- Television Set
- Vacuum cleaner.
- Blender
- Table / Refrigerator
- Water cooler / portable air cone.

11.3 The Hostel Management reserves the right to take necessary action it deems fit in the event that items found do not conform to safety standards. This may include confiscation of unauthorized items.

11.4 The list above is not exhaustive; the Management reserves the right to amend the list above and regard a particular appliance not listed above to be allowed or prohibited without prior notice.

12.0 VISITORS / GUESTS

12.1 Visitors/Guests are allowed to visit the students during visiting hours at the Cafeteria as follows:

- Weekdays – 5.00 pm to 8.00 pm
- Weekends and Public holidays – 9.00am to 8.00 pm

12.2 All visitors must register at the Guard House and provide all details and documents as requested by Security before entering the Campus and must leave the hostel grounds by 8.00pm.

12.3 It is the duty of the hostelite to inform his/her visitor(s) of the visiting hours and to advise him/her/them to leave not later than 8.00pm. Hostelites found in the company of their visitor/s, including family members, relatives, friends and /or any non- resident outside the visiting hours in any part of the hostel or campus without prior permission or consent of the Warden/Chief Warden can or maybe disciplinary action will be taken.

12.4 Visitors of the OPPOSITE SEX, including parents, family members, relatives, friends and/or anyone staying inside or outside the hostel are STRICTLY NOT ALLOWED to enter the hostelites' room(s) AT ANY TIME , inside or outside the visiting hours, without prior consent of the Chief Warden. Hostelites found with a member of the opposite sex inside the room at anytime for whatever reason, disciplinary action will be taken.

12.5 All visitors including parents and Non – Hostelites are not allowed to stay overnight in the hostel rooms. Failure to comply will result in eviction from the hostel.

13.0 SECURITY AND SAFETY

13.1 Hostelites are required to carry their Resident Card (AIMST Student Identification Card) at all times in the compound of the hostel and when visiting other hostelites in their hostel units. They must produce the Resident Card (ID) when requested by Security or Student Affairs Division personnel.

13.2 It shall be the responsibility of the hostelites to lock all doors before leaving the apartment for the safety of their property and that of their roommates. Entrance door and room door must always be closed after entering or leaving the room.

13.3 Hostelites are solely responsible for the safety of their own valuables. Wardrobe and drawers of study table must be padlocked when the hostelites are not inside the room.

13.4 The Hostel Management shall not under any circumstances be liable for any damage, loss or theft of any property, money and other items belonging to the hostelites and/or their visitors and any personal injuries suffered by the hostelites or their visitors/guests howsoever caused.

13.5 Students are discouraged from having valuable items or large amounts of cash in the hostel or on campus.

13.6 Hostelites are not permitted to change rooms or sleep anywhere other than in their own room without the permission of the Chief Warden. Hostelites found violating the rule, disciplinary action will be taken.

13.7 Any hostelite who finds his/her roommate(s) absent for more than 24 hours, must report it to the Warden immediately. This is to enable the Hostel Management Office to take immediate action if any untoward incident had taken place. Your co-operation is much appreciated.

13.8 Students must possess/present the ID whenever leaving the campus main gate, after 8.00pm. Students shall record their particulars in the IN/OUT book at the security post (main gate)

13.9 Students who are “on call” leaving the campus after 8.00pm onwards must record their details at the security post.

14.0 LATE NIGHT RULES

14.1 Hostelites must adhere to the Opening and Closing hours of the campus.

14.2 Hostelites who return after the stipulated time for unwarranted reasons will have their particulars taken by the security for record purposes and the Students Affairs Division will call the respective students for an explanation. If the student is found to be non – compliant of AIMST rules & regulations will be subject to disciplinary action.

15.0 PETS

15.1 Pets are strictly prohibited in the Hostel and Campus. Pets found in the hostel will be confiscated.

16.0 PARKING

16.1 Parking facilities are available for a limited number of motorcycles and cars with AIMST sticker permits only. These permits can be obtained at AIMST security Office at RM 3 for motorcycles and RM 5 for cars. Motorcycles and cars without sticker permits will be clamped by the security.

16.2 Hostelites who park their motorcycles and cars in the campus will do so at their own risk. The Management will not be held responsible for any loss/damage incurred by the Hostelite.

17.0 MAINTENANCE AND REPAIRS

17.1 Hostelites are requested to fill up the Maintenance Form (Student) in the Warden’s Office in case repair works are needed.

17.2 If a Maintenance staff has found that a hostelite has deliberately damaged an item or fixture within the room the hostelite will be charged accordingly.

18.0 EMERGENCY

18.1 In case of emergency outside office hours, please contact (i) the Hostel Warden on duty at the Warden's hostel unit or (ii) the Chief Warden or (iii) the Security Guards at the Guard House. The phone numbers of the Wardens will be provided to the students.

19.0 REVISION OF RULES AND REGULATIONS

19.1 The Hostel Management reserves the right to revise the Rules and Regulations from time to time and will keep the hostelites informed of any changes in the form of memorandum, notices on the Notice Boards and via Student Portal.

19.2 A hostelite residing at any of the hostel under the purview of this institution is governed by the rules and regulations herein mentioned.

19.3 Hostelites found breaking any hostel rules at any of the hostel (s) under the purview of this university are liable to eviction from the hostel and can also be expelled from the university within 24 hours.

HOSTEL FACT SHEET

- 1) There are 5 hostels - Resident Blocks on campus.
 - a) Blocks Bunga Raya / Block Angerik / Block Angerik / Block Teratai / Block Jerai.
2. There are 3 types of room.
 - a) 4 students per / room
 - b) 3 students per / room
 - c) 2 students per / room
3. Furniture and Fixtures;
 - a) Sofa set
 - b) Shoe rack
 - c) Tower hanger
 - d) Study chairs / table
 - e) Shower Heater
4. Meals can be taken at the Cafeteria.
5. Sports Recreation area
 - a) Sports complex
 - b) Running track
 - c) Tennis / badminton court
 - d) Fitness centre
6. Study Area and Wi-Fi
 - a) Library – closes at 10pm
 - b) Study hall / room – closes at 11.30pm
7. Medical support
 - a) In House clinic, Operates Monday to Friday (8.00 am to 5 pm)
 - b) General Hospital and Medical Centres (24 hours)

Appendix 1

AIMST LIST OF ITEMS & COST OF REPLACEMENT

No	Items	Charges
1	Supply & Install (Main door)	RM800.00
2	Supply & Install (Room door)	RM450.00
3	Supply & Install (Bathroom)	RM350.00
4	Curtain railing bar	RM 50.00
5	Repair nozzle (sink & water heater)	RM 50.00
6	Sink clog & Bathroom clog	RM 50.00
7	Shower head with rubber hose	RM 50.00
8	Shower Stand / Holder	RM 50.00
9	Door knob	RM 60.00
10	Minor pipe repairs (hall sink , bathroom sink and heater	RM 50.00
11	Cupboard lock set	RM 50.00
12	Heater Hose	RM 30.00
13	Sofa set thorn / burn (2 seated)	RM500.00
14	Wardrobe Lock	RM 50.00
15	PVC Door	RM200.00
16	Glass Mirror	RM 50.00
17	Shower heater unit	RM300.00
18	Power points damage (3 pin plug)	RM 30.00
19	Study Chair	RM150.00
20	Sealing Fan	RM200.00
21	Florence Light	RM 30.00
22	Tower hanger	RM 50.00
23	Shoe rack	RM100.00
24	Pillow	RM 50.00
25	Mattress	RM200.00
26	Curtain	RM300.00
27	Metal Bed	RM500.00
28	Sanitary bin	RM100.00