

XIAMEN UNIVERSITY MALAYSIA

RESIDENCES MANAGEMENT RULES & REGULATIONS

Ref No: XMUM/AO/SOP/2020/08/01

Effective 04 August 2020

This precedes all previous copies of the Rules and Regulations pertaining to the Residences Rules & Regulations of Xiamen University Malaysia.

1.1 General Rules

- 1.1.1 These rules and regulations are written by the Student Affairs Office (SAO) and Accommodation Office (AO) of Xiamen University Malaysia (hereinafter referred to University) in order to provide a comfortable and conducive environment for the residents.
- 1.1.2 Student residences of the University are only available for the active students of the University.
- 1.1.3 Unless otherwise stipulated by other laws and regulations, the management of residences shall adhere to the Rules and Regulations stipulated here.
- 1.1.4 The University and the AO are not liable to any off campus accommodation issues.

1.2 Application of Student Residences

- 1.2.1 All students are eligible to apply for Xiamen University Malaysia's student residences.
- 1.2.2 After receiving applications, occupancy type shall be allocated according to the request made by applicants. However, this is subject to the availability of rooms.
- 1.2.3 The University will offer accommodation to all new students who meet the following criteria:
 - i. Their programme of study is full time
 - ii. They are studying in the Malaysia campus for at least two semesters
 - iii. Their home address is not within Kota Warisan area
 - iv. Their accommodation application is received before the closing date
- 1.2.4 Returning students who are transferred back to Malaysia campus from other Xiamen University campuses will be considered as new students and they will be guaranteed accommodation.
- 1.2.5 When applying for residences, applicants must fulfil all the requirements and follow all established rules and procedures. Any violation of the aforementioned will result in rejection of application and/or cancellation of accommodation.

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1.3 Payment and Refund

- 1.3.1 A Booking Fee to Residence Application Fee of Ringgit Malaysia One Hundred RM 100 (non-refundable) has to be paid when submitting the “Student Residences Application Form”.
- 1.3.2 The booking fee is refundable only if the University fails to allocate accommodation to the applicants.
- 1.3.3 Successful applicants are required to pay a deposit of Ringgit Malaysia Five Hundred RM 500 (refundable) together with one semester rental upon check-in.
- 1.3.4 Rental payment is to be made on a per-semester basis
- 1.3.5 Only students who have paid their rental are permitted to stay in the residences.
- 1.3.6 Deposit will only be refunded after deduction (if any) at the end of the duration of stay.
- 1.3.7 Rental is not refundable and will not be pro-rated under any circumstances except when the liability is proven to be owned by the University and/or the AO.
- 1.3.8 Rental will neither be refunded nor prorated if the resident is expelled or suspended by The University and/or the AO.

1.4 Room Assignment

- 1.4.1 Room assignment will be made at the sole discretion of the AO.
- 1.4.2 The minimum tenancy is for a semester according to the University’s academic calendar.
- 1.4.3 Residents are not allowed to change units and duplicate key(s) without the approval of the AO. Duplication of key(s) without approval shall constitute a severe offence. All keys have to be returned to the AO upon check-out.
- 1.4.4 The AO reserves the right to do room reassignment for safety, health, repair service, economy, or disciplinary reasons involving the residents, or for unresolvable incompatibility of roommates.
- 1.4.5 Residents requesting for change of unit is principally discouraged. Nonetheless, residents must obtain official approval from AO for changing a unit. An administration fee of Ringgit Malaysia Thirty (RM 30) will be imposed.
- 1.4.6 Downgrading occupancy type is principally not allowed unless valid reason is given and the approval is at the AO’s discretion.
- 1.4.7 Upgrading occupancy type is allowed and applicant is required to pay the difference in rental.

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- 1.4.8 In addition to 1.4.6 and 1.4.7, request for downgrading and upgrading is subject to the availability of units.

1.5 Room Key Replacement / Room Unlock Services

- 1.5.1 An administrative charge will be assessed for room key replacement or room unlock services:
- Office hours (Monday to Friday, 9.00 am to 6.00 pm, excluding public holidays) – RM20.00
 - Non-office hours (Monday to Sunday, 6.00 pm to 10.00 pm, including public holidays) – RM30.00
- 1.5.2 Resident is required to make the payment at Finance Office within seven (7) working days after the service has been performed.

1.6 Visitors Policy and Illegal Squatting

- 1.6.1 All visitors must register at the Guard House and respective hostel units (Ground Floor)
- 1.6.2 Residents are not allowed to invite visitors (parents/siblings/friends/outside/non-residents) to stay overnight in the residential units. Failure to comply will result in the resident's eviction from the hostel.
- 1.6.3 At all times, registered visitors are required to wait at the designated waiting area and must leave the hostel premises by 8.00pm.
- 1.6.4 All visitors of the **OPPOSITE GENDER** are **STRICTLY NOT ALLOWED** to enter the residential units AT ANY TIME. ONLY immediate family members or guardians are allowed in the residential unit before 8pm. They MUST register at the Security Desk of the respective hostel block by giving their driving licence upon entry.
- 1.6.5 Disciplinary action will be taken on residents found with a member of the opposite sex inside the room at any time for whatever reason.
- 1.6.6 Parties and/or other social gatherings in the residence are not permitted without prior consent of the Accommodation Office.
- 1.6.7 Residents are personally responsible for ensuring that their visitors comply with all the Residences Rules & Regulations at all times, and also that the visitor's behavior is not offensive or a nuisance in any way to other residents.

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1.7 Security and Safety

- 1.7.1 It is the responsibility of each resident to ensure his or her own safety and security. Residents must ensure that the doors to their unit and their valuables are locked and secured at all times.
- 1.7.2 The University will not be responsible for damage or theft or loss of resident's personal property, money and any other items left by the resident in the residence. It shall be the responsibility of the resident to safeguard his or her own belonging.
- 1.7.3 The University will not be responsible for any injury whatsoever towards residents or damage to property of residents, their guests or any other persons resulting from the resident's or their guest's recklessness, wilful negligence, negligence or negligent use of the unit and the privately owned or university supplied properties or furnishings.
- 1.7.4 Residents are not allowed to sit on the balcony rails or to throw/dispose items off the balcony/window. For safety reasons, residents are prohibited to use the balcony for any recreational activities.
- 1.7.5 Residents must use the authorized entrances and exits. Offending residents are fully responsible over any injuries that may result from this transgression.
- 1.7.6 The curfew set for the residences is 12.00 am. Residents who wish to leave or return to the campus ground after 12.00 am must report at the guardhouse with their student IDs. No liability or responsibility is accepted by the University for any injury, illness, damage, loss, accident, expense, or any other claim arising from leaving the campus ground after the curfew.

1.8 Cleanliness and Order

- 1.8.1 Residents are personally responsible for the tidiness and cleanliness of their unit at all times. Any waste should be disposed in a proper manner at the designated rubbish collection points.
- 1.8.2 Water and electricity when not in use should be turned/switched off immediately. The last person leaving the unit is responsible to ensure that all taps are turned off and all lights/electrical appliances are switched off to ensure there is no wastage and to avoid fire hazards.
- 1.8.3 Fixtures that are likely to cause damage to the residences are strictly prohibited. In addition,

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residents are not allowed to:

- hammer nails, screws or stick tapes, stickers, notices, posters, badges, crest, or play cards onto the walls/doors;
- deface or do any drawing, scribbling or paint works on the walls and furniture that may be deemed to be damaging, defective or unsightly by the AO; and
- remove any furniture from the common areas for their personal use.

1.8.4 The University will provide cleaning service for common areas only.

1.8.5 The University will not be responsible for loss of any personal valuable item or laptop or mobile phone or money left by residents in the rooms or common areas.

1.9 Noise and Nuisance

1.9.1 Residents are not permitted to make excessive noise (noise that can be heard outside the confines of a resident's own unit which disturbs other residents is deemed to be excessive) at all times out of respect to fellow residents.

1.9.2 Noise is restricted from 10.00 pm until 7.00 am during weekdays (Sunday to Thursday) and 11.00 pm to 7.00 am during weekends (Friday and Saturday). Nonetheless, noise restriction during examination period is at all times.

1.9.3 Residents are prohibited from making noise in common area (corridor, pantry, laundry area, balcony) and residences compound (within 10-meter radius from residence building) during the noise restriction times.

1.9.4 Audio equipment is to be operated at reasonable volume where the sound is not heard from outside the unit or a nuisance to other residents.

1.10 Code of Conduct

1.10.1 Residents are expected to behave in a manner consistent with the good reputation of the University, refraining from any behaviour which could endanger human life or health, or cause damage to property, disturb order and peace in the Residence, or curtail the rights and liberties of the other residents while residing at the premises.

1.10.2 Fighting or any act of violence is strictly prohibited within the residences.

1.10.3 Residents are strictly prohibited from engaging in any illicit businesses or activities anywhere

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- in the unit, toilet, and areas including common areas within the residences.
- 1.10.4 Residents are not allowed to visit the unit of the opposite gender at all times.
- 1.10.5 Residents are prohibited from bringing or keeping any kind of pets within the residences and the common area outside the residences.
- 1.10.6 Residents are not to tamper with, dismantle or otherwise damage all provided facilities and electrical appliances in the common area. The act is tantamount to vandalism. Fraudulent or unauthorized use of other facilities and electrical appliances is a serious offence and will result in disciplinary action including but not limited to eviction from the residences. Residents are liable for all costs of vandalized items.
- 1.10.7 Possession and/or consumption of any prohibited drugs in the residences are strictly prohibited. Malaysia is a country with strict laws regarding drug possession and distribution. Under Section 39A(2) of the *Dangerous Drugs Act 1952*, anyone caught with the possession of drugs will receive a minimum of five years in prison or life imprisonment and a minimum of 10 whippings, if convicted. Under Section 39B of the Act, anyone caught with the distribution of drugs will receive the mandatory death sentence by hanging, if convicted. These punishments are applicable to both Malaysians and foreigners.
- 1.10.8 Viewing, possession and/or dissemination of pornographic materials (hard/soft copies) in the residences are strictly prohibited.
- 1.10.9 Lethal weapons are not allowed in the residences.
- 1.10.10 Harassment, defined as offensive behaviour (of sexual, racial, religious, social nature) in verbal, non-verbal, visual, psychological, physical and cyber/virtual form is strongly prohibited. Examples include (but is not limited to) bullying, intimidating/abusive behaviour aimed at causing humiliation, discrimination motivated by racial/religious/gender prejudice, stalking, invasion of privacy, utilising social pressure to cause offence.
- 1.10.11 Smoking of cigarettes, cigars, pipes and all other substitutes e.g. shisha, E-cigarettes or the possession and the display of any related paraphernalia is not allowed in the residences. Any smoking and/or its related paraphernalia will be confiscated. Ringgit Malaysia Fifty (RM 50) fine would be imposed if residents are found smoking in residences premises.
- 1.10.12 Possession or consumption or the display of alcoholic product either (with or without any) content in the residences is not allowed. A resident must not be in a state of intoxication when

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he/she returns to the residences.

- 1.10.13 In the interest of maintaining a high standard of cleanliness, the consumption and possession of chewing gum is prohibited in the residences.
- 1.10.14 Littering and/or spitting at public area of the residence are prohibited.
- 1.10.15 It is the responsibility of the resident to ensure that his/her parent(s) and room/unit mate(s) are aware of his/her whereabouts. This is imperative to ensure that the resident is contactable in case of emergencies.
- 1.10.16 Ball games, roller blade/skate and other gym equipment deemed inappropriate by the AO are banned in the residences except at the designated area. Any banned equipment found may be confiscated.
- 1.10.17 No religious altar or prayer paraphernalia is allowed to be placed/set up in any part of the unit and within residences.
- 1.10.18 Residents are strictly prohibited to move the furniture and fittings from the unit. The resident who causes damage or loss to furniture and fittings in the unit will have to pay for the damage or loss based on the purchase price of the item.
- 1.10.19 The facilities in common areas are prohibited to move or bring into rooms by residents.

1.11 Cooking Matters and Use of Electrical Appliances

- 1.11.1 Cooking is strictly prohibited in the units. Light cooking is allowed at the pantry. However, extreme care must be exercised.
- 1.11.2 Residents are to obtain permission from the Accommodation Officer to use or install electrical appliances inside residences area.
- 1.11.3 Residents are strictly prohibited from keeping or using gas/kerosene/flammable stoves, portable air-conditioners, home theatre system, and large musical instruments in the units.
- 1.11.4 For safety reasons, burning candles or mosquito coils without a cover is strictly prohibited.
- 1.11.5 Residents are advised to use electric mosquito mat vaporizer.
- 1.11.6 No TV aerials are allowed to be fixed in or outside the residences.
- 1.11.7 To reduce fire risk from electrical appliances, only the following electrical appliances are permitted in your room - haircare equipment, clock/radio and computer equipment. Items like mini fridges, microwave, hot plate, induction cooker and musical instrument are not permitted. The list provided is not exhaustive; the AO reserves the right to amend.

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- 1.11.8 Violation of these rules will lead to the items being confiscated and a fine of Ringgit Malaysia Fifty (RM 50) being imposed.
- 1.11.9 Firefighting equipment must not be tampered with, other than for emergency purposes only. If found tampering with any firefighting equipment, the resident(s) concerned will be fined and the minimum fine imposed is Ringgit Malaysia Three Hundreds (RM 300) or depending on the severity of the damage, and the final cost validated by the third party or the vendor.

1.12 Maintenance of Rooms

- 1.12.1 Residents are to report to the AO of any problem and/or damage that need rectification using “Maintenance Request Form” and the residents should not attempt to rectify the problem themselves.
- 1.12.2 In the event of any such request for maintenance, the AO or any other authorized University personnel or maintenance staff or agents or approved service contractor shall have the right to enter the affected unit at a reasonable period of time for the purpose of spot check, inspection and repair, recovery of the University owned property.

1.13 Check-In and Check-Out Procedures

- 1.13.1 Residents must fill in the check-in/check-out documents when they start and end their stay at the University residences.
- 1.13.2 All units will be inspected by the AO or any other authorized staff for damages caused during the residents’ tenancy (fair wear and tear excepted) to the rooms and their contents. The list of content will determine if damages are to be charged to the resident(s) at the time of check-out.
- 1.13.3 Residents are to remove all their personal belongings, return their room keys to the AO and vacate the rooms by 12.00 pm on the specified check-out date and/or before the last day of stay. If they fail to comply, the AO reserves the right to vacate the room(s) without prior consent of the resident(s). In addition, the University and its management are not responsible for direct and/or indirect losses or damages of any kind to all belongings at all times.
- 1.13.4 No temporary storage is provided. As such, all residents are to remove their belongings upon check-out.
- 1.13.5 Check-in and check-out are only possible on weekdays and/or announced period of time,

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between 9.00 am and 5.00 pm. If the resident desires to check in or check out at a different time, he/she has to submit a formal written notice to the AO and/or Warden at least seven (7) days in advance.

- 1.13.6 Residents are strongly advised not to arrive at their designated residences before the specified check-in date as AO cannot guarantee the availability of accommodation at that time.
- 1.13.7 The unit has to be thoroughly cleaned by the resident before checking out, otherwise a fine of Ringgit Malaysia One Hundred (RM 100) will be imposed and the sum will be deducted from the resident's deposit by the AO for the purpose of engaging cleaners.
- 1.13.8 Failure to follow proper check-in/check-out procedures will result in deposit being forfeited.

1.14 Withdrawal from Student Residences / Termination of Tenancy

- 1.14.1 Residents are to fill in the "Student Residence Withdrawal Form" and submit it to the AO along with check-out document and all properties before leaving the residences.
- 1.14.2 All residents shall follow all prescribed procedures, fulfil all requirements and leave residences before the last day of stay. Failure to do so will lead to forfeiture of deposit.
- 1.14.3 Any request for cancellation or premature termination of the tenancy after check-in will result in the forfeiture of all rentals paid.
- 1.14.4 In addition to 1.14.3, residents are allowed to terminate their tenancy after a minimum stay of one (1) semester by giving the AO at least a one-month written notice. Failing to do so will result in a penalty equivalent to one-month rental and/or forfeiture of deposit.
- 1.14.5 In addition to 1.14.4, residents who wish to apply for cancellation or premature termination of the tenancy must submit the "Residence Withdrawal Application Form" to the AO at least seven (7) working days before the day of leaving.
- 1.14.6 Tenancy at the residence will be terminated automatically if the resident is no longer a bona fide full time student of the University.
- 1.14.7 Upon withdrawal or termination, residents are to ensure that their units are clean and shall remove all their belongings from the units, failing which; the University and its management shall remove their belongings from their rooms without liability.
- 1.14.8 The AO can terminate one's tenancy at any time if:
 - 1) the resident fails to pay any sum due and owing to the University; or

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- 2) the resident fails to comply with the Rules & Regulations.

1.15 Force Majeure

- 1.15.1 In the event that the residences or any part thereof which is the subject of the Student Residences Agreement, should be caused at any time by fire or explosion or any other cause beyond the reasonable control of the University so as to be partially or totally unfit for the resident's occupation or use, then in every such case (except where the damage is caused/contributed by the act or default of the Tenant) the University shall have the right to immediately terminate the Student Residences Accommodation Agreement and the University shall not be liable to the residents for any damages occurring as the result of such termination.
- 1.15.2 However, the University shall have absolute discretion to refund pro rata part of the rental that is proportionate to the period of the semester where the University is unable to provide accommodation due to the said termination of tenancy.

1.16 Disciplinary Action on Breach of Residences Management Rules and Regulations or Misconduct

- 1.16.1 Any resident found to be in breach of any terms within the Residences Management Rules
- 1.16.2 and Regulations or guilty of misconduct will be subjected to stern disciplinary actions. The AO has the right to confiscate any prohibited items and/or items that are being used in such a manner that will amount to violating the Residences Management Rules and Regulations.
- 1.16.3 Disciplinary actions may amount to warning being issued, imposition of fine of a stipulated amount and any compliance needed to be adhered to during the stipulated period of time. Severe cases of misconduct or act of misdemeanour will amount to being expelled from the residences with immediate effect.

1.17 Spot Check Procedures

- 1.17.1 There shall be spot checks conducted by the Accommodation Officer(s) and/or the Residents Fellow(s) and/ or security staff from time to time to ensure the Residences Management Rules and Regulations are not violated. During the spot checks, residents must open their desk

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drawer and wardrobes for spot checks if reasonably requested by Accommodation Officer(s) and/or the Warden and/or other designated staff.

- 1.17.2 The University and its management are not responsible for direct and/or indirect losses or damages of any kinds that might occur during spot checks.

1.18 Review of Rules and Regulations

- 1.18.1 The AO reserves the right to impose new rules and/or amend the existing rules from time to time, and such additions and amendments shall be made known to residents accordingly.

1.19 Utility

- 1.19.1 Student residents will be billed for their electricity consumption on a monthly basis.
- 1.19.2 Electricity charges per month per unit will be borne equally by all residents in that same unit if the unit is occupied by more than one resident.
- 1.19.3 Payment shall be made to the Finance Office during the said period of time.
- 1.19.4 A late payment charges of RM10.00 per month will be imposed after 30 days of the billing date.

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Student Accommodation Office (Room B1-107) Monday to Friday from 8.30am to 5.30pm, excluded public holidays		
	E-mail Address	Phone Number
Student Accommodation Office	studentaccommodation@xmu.edu.my	03-8705 5051 03-8705 5164 03-8705 5193 03-8800 6832 03-8800 6847 03-8800 6854 03-8800 6924
Room Key Lost Hotline (From 6pm to 10pm only)	-	013-517 6801 013-917 6801
Assistant Warden Hotline (Non-office hours only)	-	
Security Hotline	security@xmu.edu.my	019-348 9999 019-295 9998
Maintenance Hotline	xmum.omb@xmu.edu.my	017-313 5947