



Student's Accommodation Handbook

REVISION NUMBER	PREPARED BY AHSA	REVIEWED BY AHOA & SHRE	APPROVED BY SED	DATE
	Victoria Nyeng	Liew Khim Na & Caroline Teng	Joycelynn Kho	
12				28/02/19
CIRCULATED TO: All Boarders			<input type="checkbox"/> HARD COPY <input checked="" type="checkbox"/> SOFT COPY	
WHEN: Induction Day				

CONTENTS	PAGE
1.0 Introduction	1
1.1 Application Procedure	1
2.0 Important Information	2
3.0 Confiscated Item	7
4.0 Disciplinary Matters	8
4.1 Payment of Fines and Penalty	8
4.2 Disciplinary Procedures	10
1. Stage One: Minor Cases of Misconduct	10
2. Stage Two: Significant Cases of Misconduct	11
3. Stage Three: Severe Cases of Misconduct	12
4.3 Panel of Disciplinarians, Representation and Appeal	13 - 14
■ Actions that may be taken by the Disciplinary Committee	14
5.0 Withdrawal and Renewal of Contract	15
4.1 Withdrawal from Accommodation	15
4.2 Renewal of Contract	15
6.0 FAQs	16

ATTACHMENTS

1. Student Accommodation Contract

Students who wish to stay in the Hostel must fill in this form and register at the office.

2. Accommodation Withdrawal Form

Students must fill in this form at the end of semester or whenever they wish to stay out or quit from college.

3. Locker Rental Form

Students to fill in this form when they would like to rent the hostel locker.

4. Locker Rental Withdrawal Form

Students to fill in this form when they withdraw from using the hostel locker rental.

5. Disciplinary Report Form

Students who breach the code and conduct will be given this form to fill in and pay fines to Disciplinary Unit.

6. Fixtures Form

Students to indicate area of damage on steel lockers, mattress & bed and pillow designated to them on first day of hostel registration. **AHSA / SAA II** to check on items when student withdraw from hostel to ensure all still in good conditions. Student found breaking the fixtures borrowed at the time of withdrawal will be fined.

REVISION RECORD

Revision #	Section Affected	Page #	Revision Date
12	1.1	1	28.02.2019
	2.7(7), 2.7(8), 2.7(16)	3	
	2.7(17), 2.7(25)	4	
	2.8, 2.9, 2.11, 2.12, 2.13	5	
	2.16, 3.0(1)	6	
	4.1	8	
	4.3	13 - 14	
	4.3.1	14	
	5.1, 5.2	15	
	6	16	

1.0 INTRODUCTION

Welcome to Technology College Sarawak (TCS) student accommodation. Going to college often means that you will be living away from home for the first time. You will need to find somewhere to stay where you will feel settled, comfortable and safe. At TCS, the Student Accommodation Unit's mission is to provide a comfortable and affordable accommodation that is safe and friendly for our students.

This handbook is designed to answer questions and concerns which students may have about living in TCS accommodation. It also provides practical tips and advice for students so that they will have a pleasant stay with us.

Living in TCS accommodation is a smart choice. It saves your time and money and most importantly, the accommodation creates a diversified environment where you can meet new people and make new friends from different backgrounds. This will help with student's social interaction, self-discipline and independence.

1.1 APPLICATION PROCEDURE

All students are eligible to apply for TCS accommodation. Eligible applicants must submit the Student Accommodation Contract during registration to the **Student Accommodation Assistant II**. It is important for students to read all the terms and conditions of occupancy before signing the contract. Accommodation fee **according to room category (as stated below)** is required upon registration.

Accommodation fee schedule:

Capacity in One Room	Room Category	Fee (RM) per Person
2	Twin-sharing	220.00
4	Quad-sharing	200.00
8	Octo-sharing	180.00
18 & above	Dormitory	160.00

2.0 IMPORTANT INFORMATION

Technology College Sarawak recognizes the rights and freedom of students in their pursuit of non-academic activities and regards its students as responsible young adults during their stay at the accommodation. Students must therefore, assume full responsibilities for their actions and behaviour. TCS accommodation adopts these measures to create and maintain a climate conducive to related activities.

- 2.1 The college reserves the absolute rights to determine the cost of damage or loss arising from any breach of these conditions and to apportion the damage or loss arising from these conditions to an individual student or a group of students. Your liability in respect of any such damage or loss shall not be limited to the amount of the collateral deposit, in such circumstances you remain liable for the payment.
- 2.2 If you fail to pay the Accommodation Fee, break any of the Terms of Occupancy, or found to be in breach of the Technology College Sarawak's Student Rules and Regulations, the College will terminate your occupancy of the premises by giving you seven (7) days notice to move out. In case of severe breach, such termination will be effective without notice and you must vacate the premises immediately. In this event, you will still be liable for fees for the remainder of the period as specified in the Student Accommodation Contract.
- 2.3 These are statements about the Accommodation Unit's expectations in terms of responsible standards of behaviour . They are designed to help create and maintain an atmosphere in which an effective and enjoyable stay at the accommodation can be flourished.
- 2.4 The rules and regulations are few, but they are firm. Those who violate the rules will be dealt with severely. It is the responsibility of students to be acquainted with all ordinances, regulations, notices and other announcements that affect them.
- 2.5 All suitable codes of conduct in General Regulation and Standard of Conduct in the college can be applied at the TCS accommodation.
- 2.6 It is vital that the behaviour of all accommodation personnel-students and staff reflects the accommodation image of quality and integrity. Misconduct or criminal activity inside and outside the accommodation environment may be grounded indisciplinary action if it is likely to reflect adversely upon the accommodation's reputation.

2.7 In addition to the responsibilities that you are expected to fulfill, you are also confined to the general rules and regulations below or else students may be grounded in disciplinary actions.

- 1) To follow all terms and conditions stated in the Student Accommodation Contract.
- 2) To maintain a clean and litter-free environment at the accommodation.
- 3) To maintain acceptable and responsible standards of general behaviour at all times, whether at accommodation premises, on trips and visits or during any external activities.
- 4) To keep the premises and furnishing, fixtures and fitting in a clean and good condition.
- 5) To respect the accommodation properties. Vandalism and misuse of college properties are serious offences.
- 6) Damaging or defacing the properties is a serious offence.
- 7) To permit duly authorized **College / accommodation staff** officers and/or contractors to enter and inspect any part of the premises and its contents.
- 8) To permit duly authorized **college / accommodation** general staff to enter the premises for the purpose of cleaning, repairing and decorating.
- 9) Not to consume or possess alcohol in the accommodation premise and/or being in the state of drunkenness or intoxication.
- 10) Not to consume or posses drug in the accommodation premise and/or being in the state of intoxication.
- 11) Not to allow smoking within the accommodation premise (inside your room / dorm / toilets).
- 12) Not to bring and/or consume non-halal food items.
- 13) Not to allow baths, sinks or storage systems to overflow.
- 14) Not to cause nor permit any display of bill, advertisement, notice or nameplate unless authorized or required by the college.
- 15) Not to make any additions or alterations to the premises, and not to make any permanent alteration to the decoration of the premises.
- 16) Students are strictly not allowed to use any form of extension wires, cords and/or plugs inside dorm or room **or any electrical appliances that are not allowed by the Hostel Management.**

TECHNOLOGY COLLEGE SARAWAK

- 17) To use blue-coloured bedsheet for male boarders and purple-coloured bedsheet for female boarders only.
- 18) Without the college's consent, students are not allowed to remove any furnishings, fittings, equipment or other articles that do not belong to the College nor to introduce any other furniture onto the premises.
- 19) Without the Hostel Management's consent, students are not to introduce any audiovisual equipments or cooking appliances in the room.
- 20) All electrical equipments or cooking appliances used must be approved by SIRIM or other authorized bodies at kitchen and dining area only.
- 21) To permit the Hostel Management to inspect any item of equipment belonging to you that is kept on the premises and to make such items of equipment available for inspection if required to do so by the college.
- 22) To remove any item of electrical equipment from the premises which the Hostel Management determines to be unsafe.
- 23) Not to keep nor permitted to keep any animal, bird or livestock on the premise without the Hostel Management's permission.
- 24) To cooperate with emergency services in the event of emergency cases and fire drill evacuation procedure.
- 25) To report as soon as possible to the Student Accommodation staff or maintenance staff all necessary repairs and/or losses, including the loss of keys by filling in Service Report Form.
- 26) To take such action as you deem necessary to insure your own personal belongings. The Management will not be liable for any loss of your personal belongings, whether by fire, theft or any other cause.
- 27) Fire appliances and other safety equipment must not be tampered with or misused.
- 28) To move to another room when required by the Hostel during the period specified in the Student Accommodation Contract.
- 29) Not to act in such a manner as to cause or be likely to cause disturbance, danger, distress or inconvenience to another residence, the neighborhood or other persons going about their legitimate business in the College residence accommodation (for example; fighting and playing loud music).
- 30) Students of the opposite sex shall keep a reasonable proximity apart and shall not keep a close proximity which may be construed as an offensive and immoral behaviour in or near the premises.
- 31) Not to hang clothes for drying on the fence, window and/or bed, but to hang them on the hanging rack provided.

TECHNOLOGY COLLEGE SARAWAK

- 32) Not to charge mobile phone or laptop without supervision (Please refer to 2.1. d). The Hostel Management will not entertain any negligence cause.
 - 33) Not to play computer games, watch movies, or make noise in the study room. Study rooms are used for revision and discussion purposes only.
 - 34) Giving false information in the Boarder's Movement System.
 - 35) On Saturday, students are allowed to watch TV at the TV Room until 12.00 am. Strictly for **SATURDAY** night only and the students must fill in a log book. Please make sure the TV Room is tidy and clean.
- 2.8 The **College / Hostel Management** is not liable for your personal belongings whilst they are in the residence's compound or in your room. If you own a car or motorcycle, you should obtain a Technology College Sarawak's Vehicle Sticker and display it on your vehicle. Your vehicle can be parked within the residence's compound at your own risk. You are strongly advised to insure your personal belongings and vehicles whilst in residency.
- 2.9 No visitors are allowed to enter the residence unless **College / Hostel Management's** approval is obtained. For safety reasons, registration is required at the reception desk and a Visitor Pass will be given upon registration. Visitors must display their Visitor Pass whenever they are in the accommodation compound. A fine of *RM50 per person will be levied on any student who has guest visiting them without registration. Visitors may visit students in the Visitor Room.
- 2.10 Students who are found letting visitors stay overnight in their rooms will face serious disciplinary action from the College and all parties involved will be removed from the accommodation immediately.
- 2.11 The silent hour at the premises commences at **10.00 pm** everyday. You are advised not to make any noise that will disturb the other residents after the silent hour. In the event of a complaint about noise generated by you, the College may terminate your Contract after one repeated caution.
- 2.12 The student is allowed to stay overnight, but he/she is required inform the **Student Accommodation staff** and fill in the Boarder Movement System.
- 2.13 A student who wishes to continue staying in the accommodation for the upcoming semester may do so by paying the booking fee of **RM60.00** at the Student Accommodation office.
- 2.14 Students are strictly advised to be in the accommodation on or before gate closing hour. The gate will be closed at 11:00pm (Monday / Tuesday / Wednesday / Thursday / Sunday) and 12:00am (Friday / Saturday). Students are strictly not allowed to enter the accommodation after closing hour.
- 2.15 Not to linger around the accommodation area after 12:00 midnight, except at the ground floor (Study Room 1 & 2)*.

- 2.16 Students to inform **AHSA / emergency driver** or House Leaders immediately if they are sick. If **AHSA** is unable to perform their duty, House Leaders are responsible to accompany the sick student together with a responsible person-in-charge.
- 2.17 The security guards have the authority and responsibility to help hostel management and disciplinary unit to catch any offenses done by students, which has been stated in TCS rules and regulations either in Student's Handbook or Student's Accommodation Handbook.
- 2.18 During Revision Week and Examination time, the light will be left on for 24 hours. Dining and kitchen will be opened until 1 AM.

*** Subject to change.**

3.0 CONFISCATED ITEMS

In addition to the responsibilities that you are expected to fulfill, you are also confined to the general rules and regulations listed earlier. Listed below are a list of confiscated items if you break some of the rules and regulations above:-

- 1) If you are found using any form of extension wires, cords and/or plugs inside dorm or room, it will be confiscated **or any electrical appliances that are not allowed by the Hostel Management.**
- 2) The college provides an ironing station for your convenience. However, your iron will be confiscated if you are found ironing inside dorm or room.
- 3) The college has provided Kitchen Area for cooking and Dining Area to dine. However, your cooking utensils (rice cooker, food, and all sorts of things that you use to cook) will be confiscated if you are found cooking and eating inside dorm or room.
- 4) It is your responsibility to take care of your valuable items such as mobile phone, laptop, any forms of gadget. However, it will be confiscated if you left those unattended.

All confiscated items will be returned at the end of the semester and the College will not take any responsibility for any loss or damages within the period.

4.0 DISCIPLINARY MATTERS

As a student of TCS, you are expected to adhere to the Technology College Sarawak Student Codes of Conduct and Student Accommodation Rules and Regulation. All suitable codes of conduct in General Regulation and Standard of Conduct in the College can be applied at the TCS accommodation.

Breaching the codes of conduct may lead to the following sanctions. Depending on the severity of the offense, the procedure may be entered at any stage. Offenses are punishable according to the gravity of the offense and the student’s past records shall be taken into account. For minor breaches of discipline, a less formal arrangement exists whereby fines are imposed accordingly.

4.1 PAYMENT OF FINES AND PENALTIES

Fines are imposed for each of the following cases:

Offence	Fine	Grace Period
Failure to maintain the cleanliness and tidiness of the premise	RM10.00	14 days
Playing computer games in Study Rooms	RM10.00	14 days
Making noise after silent hour	RM10.00	14 days
Did not clean dining room and kitchen after cooking	RM10.00	14 days
Cause toilet blockage	RM10.00	14 days
Charging and leaving mobile phone and laptop without supervision	RM10.00	14 days
Entering accommodation after gate closing hour	RM10.00	14 days
Consuming food inside accommodation room or dorm	RM10.00	14 days
Bringing and/or consuming non-halal food items	RM100.00	1 month
Practice any cooking inside the room	RM10.00	14 days
Bringing outsider to Student Accommodation without permission	RM50.00	14 days
Smoking within the college compound or outside “Smoking Zone”	RM100.00	1 month
Stealing of college property	RM100 (or the value of the item)	1 month
Vandalism or damage of the college property	Value of the damaged property + cost of repair	1 month
Loss of college property	Value of the lost property	1 month
Offensive and immoral behaviour in or near the premises	RM10.00	14 days
Did not log in and log out using the Boarder Movement System	RM10.00	14 days
Linger at the ground floor area after 12:00am	RM10.00	14 days
Male and Female students are strictly not allowed to enter the dorm or room of students of the opposite sex	Stage 2 Disciplinary Hearing	3 days

TECHNOLOGY COLLEGE SARAWAK

The penalties imposed for damage or loss done to any of the facilities provided are as follows:

Particulars	Penalty	Grace Period
Bed	RM150.00 per head	1 month
Mattress	RM150.00 per head	1 month
Pillow	RM25.00 per piece	14 days
Steel locker	RM150.00 per head	1 month
Locker key	RM30.00 each key	14 days

Note: All fines and penalties must be paid within the said grace period to the Student Accommodation Assistant II.

4.2 DISCIPLINARY PROCEDURES

4.2.1 STAGE ONE: MINOR CASES OF MISCONDUCT

TYPES OF MISCONDUCT		POSSIBLE ACTIONS
1)	Disruptive behavior.	1) A written warning to be filed and kept in the student's personal file.
2)	Being rude to lecturer and staff of the college.	2) Student to be referred to counselor for an action plan and support.
3)	Failure to pay fines within the grace period.	3) A written letter to the student's parents or guardian.
4)	Littering or not throwing rubbish into the allocated dustbin.	4) Student to be placed under counselor's probation for a period of six months.
5)	Unauthorized entry to College premises/building without obtaining permission.	5) Student to be suspended from lecture for the duration of time as deemed fit by the Panel of Disciplinary.
6)	Unauthorized use of college properties such as telephone, computer, LCD or any other properties which are prohibited by the College without obtaining permission.	6) Payment of fine.
7)	Inviting, allowing and bringing trespassers besides parents or guardian to the College.	
8)	A Muslim student who smokes, eats and drinks at an open area during Ramadan month.	
9)	Offensive and immoral behavior in or near the premises.	
10)	Did not abide to any safety regulations and did not cooperate in emergency services (fire drill evacuation).	
11)	Make any permanent alteration to the decoration of the premises.	

4.2.2 STAGE TWO: SIGNIFICANT CASES OF MISCONDUCT

TYPES OF MISCONDUCT	POSSIBLE ACTIONS
1) Student repeated the same misconduct under Stage One.	1) Any penalties from Stage One.
2) Bullying or harassing of lecturer, staff and students of the College (includes via e-mail, SMS or any other modes of communication).	2) A letter of written warning to be filed and kept for the duration of time deemed fit by the Panel of Disciplinaryans.
3) Fighting with Lecturer, Staff and Students of the College.	3) Student's name to be posted on the notice board.
4) Any criminal charges made against you while studying in the College.	4) Temporary suspension from the College.
5) Threatening, disorderly or violent behaviour.	5) Dismissed from the student accommodation.
6) Influencing and bringing students to go against the management, lecturer, and staff of the College.	6) Student to enter into a formal Agreement/ Learning Agreement with the College to improve their attitude.
7) Gross insolence or willful behaviour.	
8) Misuse of college property.	
9) Staying overnight outside the accommodation without permission.	

4.2.3 STAGE THREE: SEVERE CASES OF MISCONDUCT

TYPES OF MISCONDUCT		POSSIBLE ACTIONS	
1)	Student repeated the same misconduct under Stage One and Two.	1)	Any Penalties from Stage One and Two.
2)	Fighting with other persons besides the lecturer, staff and students of the College.	2)	Bar or suspended from attending lectures and sitting for Final Exam.
3)	Gambling within the premises of the College.	3)	A final Letter of written warning to be filed and kept for the duration of time deemed fit by the Panel of Disciplinarians.
4)	Vandalism of college property.	4)	Student to be suspended from the College for the duration of time as deemed fit by the Panel of Disciplinarian.
5)	Theft.		
6)	Drugs. (a) The use or possession of illegal drugs; (b) Intention to use, purchase, and possess illegal drugs.	5)	Dismissed from the College / accommodation.
7)	Any criminal activities or acts which are prohibited under Penal Code or other relevant laws of Malaysia.		
8)	Any criminal charges against the student while studying in the College.		
9)	Alcohol. (a) Being in the state of drunkenness or intoxication in the premises of the College; (b) Possession of alcohol drinks in the College; (c) Being in the state of drunkenness outside college and accommodation and with third party or police report.		
10)	Bringing and/or consuming non-halal food items.		
11)	Practicing free sex.		
12)	Arson.		
13)	Fraud or falsification of College		

records and data.	
14) Possession of any weapon or explosive with the intention to cause fear or harm.	
15) Inviting, allowing and bringing trespassers (visitors/outside) to stay overnight in the accommodation room/dorm.	
16) Smoking in the college compound / property	

Note: Student who has attended Stage Three Hearing for 3 consecutive times shall be dismissed from the college.

4.3 PANEL OF DISCIPLINARIANS, REPRESENTATION AND APPEAL

You will be asked to attend a hearing before the Panel of Disciplinarians. The hearing is divided into 3 Stages depending on the offence that you have committed. The Panel of Disciplinarians shall have the absolute discretion in determining any of the stages of the hearing on a case to case basis.

During the hearing, you may plead your case against the charges made against you by the College. The College will take action against you if you are found guilty and you shall be subjected to one or a combination of two penalties as deemed appropriate by the Panel of Disciplinarians.

	Misconduct	Stage 1	Stage 2	Stage 3
Panel of Disciplinarians	Academic	1. Counselor	1. Assistant Head of Integrated Education 2. Programme Coordinator	1. Assistant Academic Manager / Assistant Academic Support Manager 2. Assistant Student Administration Manager 3. Head of Student Enrichment 4. Finance Representative
	Non-Academic	1. Disciplinary Team Leader III	1. Assistant Head of Academic Support 2. Programme Coordinator	
Representation By Student		Not needed	Other students or College staff (invited)	Other students, Parents or College staff (compulsory)
Initial Appeal Panel	Academic	1. Programme Coordinator	1. Head of Student Affairs	1. Academic Manager 2. Finance Director 3. Recruitment Director
	Non-Academic	1. Assistant Head of Compliance	1. Assistant Student Administration Manager	
Final Appeal	Academic / Non-Academic (Internal Party)	1. Assistant Academic Manager / Assistant Academic Support Manager 2. Assistant Student Administration Manager / Head of	1. Academic Manager 2. Finance Director / Recruitment Director	1. Chief Executive 2. Senior Executive Director

		Student Affairs		
	Academic / Non-Academic (External Party)	1. Registrar General		

4.3.1 ACTIONS THAT MAY BE TAKEN BY THE DISCIPLINARY COMMITTEE

Note:

Each hearing shall consist of a Chairperson (AAM / ASAM), secretary (any Student Affairs staff), prosecutor (DTL III), panel from respective departments and witness (if necessary).

Students may plead for initial appeal and to submit their appeal with supporting reasons within 3 working days from the decision of the hearing.

Students may plead for final appeal and to submit their appeal with supporting reasons within 5 working days from the decision of the initial appeal.

Counselor will be invited for Stage 3 hearing on severe cases.

5.0 WITHDRAWAL AND RENEWAL OF CONTRACT

5.1 WITHDRAWAL FROM ACCOMMODATION

Students can withdraw from staying in the accommodation if they wish to stay outside. The following steps must be taken prior to leaving the premises:

- 1) Fill out the Accommodation Withdrawal Form and attach it to the Student Accommodation Contract.
- 2) Return all locker keys for dining area and kitchen.
- 3) Pay any fines or penalties for any damages done to the facilities (refer to 3.1) – to Student Accommodation Assistant II.

5.2 RENEWAL OF CONTRACT

The student accommodation contract is renewable on a semester basis. Students can renew their contract to stay in the accommodation subject to the following conditions:

- 1) No fines or penalty has been imposed to the individual student.
- 2) Fill out the Accommodation Withdrawal Form before the semester break holiday.
- 3) Participate actively in any monthly and daily accommodation activities.
- 4) Abide to the accommodation rules and regulations.
- 5) No outstanding rental and transportation charges.
- 6) No outstanding fines or penalties.
- 7) Fill out the Booking Form and pay the booking fee of RM60.
- 8) Reservation of rooms will not be entertained.

Note:

When you pay the booking fee of RM60, the Accommodation Unit will ensure to reserve a place to stay for you.

*** Subject to change.**

6.0 FAQs

Q: How do I apply for student accommodation?

A: You will need to fill in the Student Accommodation Contract when you register and pass it to the Student Accommodation office.

Q: How much is the accommodation booking Fee?

A: You will need to pay RM60 and the Accommodation Unit will ensure the student has a place to stay in the hostel.

Q: How do I withdraw from accommodation?

A: **You need to fill out the Accommodation Withdrawal Form, return all keys, and submit the forms to the Student Accommodation office.**

Q: How do I pay for my accommodation fees?

A: You may pay your monthly accommodation fee at the **Student Accommodation office.**

Q: Can I choose my roommates?

A: No, the arrangement of room will be based on first-come-first-serve basis.

Q: What if I do not get along with my roommates?

A: You should contact the Student Accommodation office for discussion and other options.

Q: Do I have to be a full-time student to live in TCS Accommodation?

A: Yes, you must be a full-time student to live in TCS Accommodation.

Q: Will the accommodation be closed during Semester Break ?

A: Yes, the accommodation will be closed. But if you are going home for the semester break, you need to inform the Student Accommodation office before you leave.

Q: Is smoking allowed?

A: No, you are not allowed to smoke inside the accommodation area. Smoking on the premises is against the rules. A student caught smoking in the accommodation premises will be dismissed from the accommodation.

Q: Can I receive visitors in my room?

A: No, your visitors may visit you at the designated visitor room only. Bringing outsider without permission is against the rules.

Q: How do I get my mails?

A: You may ask for your mail from the security counter at the hostel and pick it up directly from the **designated area.**

Q: Is transportation provided to students?

A: **Transportation will be arranged by the Student Accommodation Assistant II.** As stated in the Student Accommodation Contract, Transportation Fee is included in your Accommodation Fee.

*** Subject to change**