

# NANYANG TECHNOLOGICAL UNIVERSITY

## Rules & Regulations Governing Residence in Halls

All residents are advised to read, understand and comply with the *Rules & Regulations Governing Residence in Halls*, established in the interests of health, safety & proper conduct of residents and the orderly & efficient, operation & administration of the hall admin offices. Any resident who fails to comply with any of these Rules & Regulations shall be liable to eviction from the Hall of Residence with immediate effect and forfeiture of rental fees. The offender shall be barred from housing thereafter.

*References to 'Graduate Students' in this document refer to residents who are enrolled in a masters or PhD programme in NTU. Statements with specific reference to Graduate students only apply to graduate students, notwithstanding rules to the contrary.*

### 1 Inspection of Rooms

The hall admin office Staff reserve the right to enter rooms at any time with or without notice for the purposes of inspection and if they consider necessary, to take evidence of apparent non-compliance with these Rules & Regulations.

### 2 Condition of Room & Common Facilities / Care of Premises

- a. Each resident is required to submit an Online Inventory Checklist via the *Online Room Checklist Application (ORCA)* – [https://venus.wis.ntu.edu.sg/hms\\_ship/orca/login.aspx](https://venus.wis.ntu.edu.sg/hms_ship/orca/login.aspx) within 3 days of collecting the room keys. Graduate students are required to fill in a hardcopy inventory checklist. The room and its furnishings will be deemed to be in good order if a checklist is not submitted. Residents shall be responsible for any loss or damage thereafter, and may be liable to any other disciplinary action decided on by the hall admin office/Student Housing, if such damage or loss is determined to have been caused by carelessness, negligence or improper conduct of residents, or their guests or visitors.

Roommates are jointly responsible for room damage, and charges shall be shared equally unless one occupant is known to be responsible. In the event where one occupant has withdrawn, the remaining occupant in a double room shall be responsible for the entire room and all its furnishings.

- b. Residents are not to make any alteration to the premises or to remove any fitting. Residents are not to install a lock of their own or to have an additional one unless approved of by the hall admin office/Student Housing.
- c. All residents are to display the name cards provided by the hall admin office on the doors conspicuously.
- d. Residents are not to use any form of adhesive tape, Blu-Tack™ or equivalent, concrete nail or other means of fixing objects to the furniture, windows, walls, doors, etc. in the rooms and surroundings. The cost in making good any damage done in the process of removing these items shall be charged to the residents concerned.
- e. All premises shall be kept clean, neat and maintained in good condition. Residents are to keep their rooms clean and tidy so as not to compromise the health and safety of their roommates and fellow residents. When the hall admin office/Student Housing determines that residents have failed to upkeep the cleanliness of the room, furniture or fittings provided, it will arrange for cleaning services to be carried out. The cost of cleaning will be borne by the resident(s) concerned. The corridors/staircases are to be free from all personal items which pose as obstacles during an evacuation and to cleaning work. Residents are not to litter or burn waste material.
- f. Vinyl flooring is not to be flooded and wooden furniture is not to be washed with water.
- g. Furniture is not to be indiscriminately used. Residents are not to shift any furniture from the designated places to other locations.
- h. Residents are not to tamper with the computer network points. Use of the network points in the halls is governed by the terms and conditions issued by CITS. Details are at <http://www.ntu.edu.sg/cits/securityregulations/Documents/RulesRegulationsStudent.pdf> & <http://www.ntu.edu.sg/cits/securityregulations/Documents/faqstudent.pdf>.

Residents who connect their personal wireless router to the network points in their rooms are to ensure the access to the wireless router and wireless access points are secured and restricted to use by the owner. The owner will assume all responsibility for the device and be accountable for any IT security issues. Details are at

<http://www.ntu.edu.sg/cits/itnetworking/NTUwireless/Pages/wireless-router-for-hostel-and-staff-apartment.aspx>.

- i. Cooking is only allowed in the pantries. All pantries are to be kept clean at all times. Any utensils provided for residents' use are to be cleaned after use and kept.
- j. Residents are not to dismantle or tamper with fire alarm devices, fire hoses and door closers. Offenders shall be evicted from the Hall.
- k. Laundry is to be hung only at designated drying areas.
- l. Residents are not to wilfully damage the building, property or fixtures and fittings belonging to the Hall, or permit them to be damaged in excess of reasonable wear and tear and which in the opinion of the hall admin office/Student Housing, falls into the categories mentioned above. Residents are not to dismantle beds, detach blinds, window grilles and mosquito netting. Individuals responsible for such damages should be prepared to assume full cost for repairs or replacement.
- m. Residents are to report any loss or damage of hall property to the hall admin office immediately. Residents on the floor or in the block, where the loss or damage of property in the common areas has occurred, are liable to defray the cost of repairing or replacing the property concerned, unless those responsible have been identified and assessed.

### **3 Keys & Security**

- a. Residents are advised not to keep large amounts of money and valuables in their rooms. For security reasons, residents are to lock all doors and windows each time they leave their rooms.
- b. The hall admin office/Student Housing assumes no liability for damaged, lost or stolen personal belongings.
- c. Residents who loan keys from the hall admin office (applicable to Halls 1 & 2) are to return them on the same day. Keys loaned from the Campus Security Division are to be returned by the next day. Residents transferring from one room to another are to return the keys to the old room by the next day following the collection of the keys to the new room. Keys are to be deposited into the key drop box at the respective hall admin office if it is closed. Residents who do not return keys on time shall be fined for late return of keys at the rate of - \$10(\$18) and \$16(\$28) per day for double and single rooms respectively (figures in brackets apply to Halls with air-conditioned rooms). Weekends and public holidays count toward the number of days.
- d. Residents are not to duplicate any keys issued by the hall admin office. Unauthorised entry to a room by means of a duplicated key is a serious offence. Trespassers shall be seriously dealt with, and the duplicated key(s) shall be surrendered to the hall admin office.
- e. A fine shall be charged for the loss of any key/card key/key fob issued by the hall admin office. The amount of the fine will depend on the type of key. The charges are displayed on the Hall's notice boards. For some Halls, a change of door cylinder is necessary if the door key is lost and additional charges will apply.
- f. To avoid unnecessary disputes, residents are not to pass their room keys to anyone or leave their room keys in any place where they may be taken without the residents' knowledge or consent. No one is allowed to stay in the rooms if the rightful occupants are not around.

### **4 Visitor Policy & Illegal Squatting**

- a. Visiting hours are from 7.30am to 11.30pm. All guests (i.e., visitors who are not rightful occupants of the room) are to leave by 11.30pm. Residents are not to allow members of the opposite sex to stay in their rooms, except for short visits and subject to no complaints made by fellow residents. The door, windows and blinds/curtains are to remain open during the visit. Residents are responsible for the conduct of their visitors.
- b. Residents are not to accommodate any guest in their rooms without prior approval from the hall admin office/Student Housing. A resident who harbours or in any way assists an unauthorised guest is liable to eviction from the Hall and the balance of the rental fees will be forfeited.

- c. Any person found residing in a room without approval from the hall admin office/Student Housing shall be treated as an illegal squatter. A non-resident will be charged \$40 a day for the period of stay – in any case for a minimum period of one week. If the offender is a resident of the same hall or other hall, all parties concerned shall be evicted from the Hall and the balance of their rental fee(s) shall be forfeited. The Student Affairs Office and the respective school will be informed.

## **5 Rightful Room Occupancy**

- a. Residents are not to exchange or transfer their rooms without approval from the hall admin office/Student Housing.
- b. Residents are not to put up advertisements to sublet, sublet their rooms or allow another person to take over the room. The errant resident(s) will be evicted, barred from hall accommodation and will have any rental fee balance forfeited. The unauthorized tenant shall be treated as an illegal squatter. The errant resident and the illegal squatter shall be dealt with according to Clause 4(c). Information received by the hall admin office/Student Housing on illegal squatters, the sublet or transfer of rooms will be investigated. Room checks will be conducted and action will be taken.

## **6 Regrouping of Residents**

- a. Residents of a particular block are required to move to other rooms/Halls if and when the hall admin office/Student Housing requires that particular block/room to be vacant in preparation for short term accommodation or for any other purposes.
- b. In the event where a single occupant is left in a double room, the hall admin office/Student Housing reserves the right to assign a new occupant or ask the single occupant to shift to another room.
- c. To facilitate major repairs, renovation/upgrading, or arising from unforeseen circumstances, HAS/hall admin office reserves the right to relocate residents to other rooms whether permanently or on a temporary basis.

## **7 Use of Electrical Appliances**

- a. Residents who wish to install a refrigerator in their room are to pay \$80 as electrical charges per period, and are required to declare the installation of a refrigerator via the *Fridge Declaration System (FDS)* – [https://venus.wis.ntu.edu.sg/hms\\_ship/fridge/login.aspx](https://venus.wis.ntu.edu.sg/hms_ship/fridge/login.aspx) at least 1 day before installation. Graduate students are to submit a hardcopy declaration form. Refrigerators are not to be more than 1.2m in height. They are to be placed inside the room; otherwise in the designated recessed areas in certain Halls. No refunds of electrical charges will be made for withdrawal during a period (refer to the Terms & Conditions listed in the *FDS* or consult your hall admin office for the defined periods).

Residents who fail to declare the installation of their refrigerators, or who are persistent in placing the appliance outside their rooms even after being warned, are each liable to a double charge of \$160 per period.

- b. Residents are not to install or use air-conditioners, coolers or cooking appliances of any type in the room, because their high electrical consumption causes electrical tripping easily. Heating coils and hot plates are banned in the rooms as these items are easily faulty and will cause power trips.
- c. Selected rooms at various halls are fitted with air-conditioners. To use the air-conditioner, residents may purchase a zero value Pre-Paid Card (PPC) from their hall admin office. The PPC may be topped up with stored value at any of the designated compatible top-up kiosks. The air-conditioner can be used when a compatible PPC with sufficient stored value is inserted into the PPC reader in your room. Residents who purchase a PPC and make use of the air-conditioner are required to agree to and comply with the Terms & Conditions governing the use of PPCs and air-conditioners ([http://www.ntu.edu.sg/has/Undergraduate/Documents/TnC\\_\(Pre-paid\).pdf](http://www.ntu.edu.sg/has/Undergraduate/Documents/TnC_(Pre-paid).pdf)). The air-conditioner thermostat should not be set below 23degC at any time. The room door and windows are to be closed when the air-conditioner is operating. More information on room air-cons and the location of top-up kiosks is available at <http://www.ntu.edu.sg/has/Undergraduate/HallLiving/Pages/RoomAir-cons.aspx>.
- d. Residents are not to tamper with, dismantle or otherwise damage the PPC reader or air-conditioner in the room. The act is tantamount to vandalism. Tampering with, modification of, manipulation of the data contained in a PPC or use other than for its prescribed purpose is prohibited. Fraudulent or unauthorised use of the air-conditioners is a serious offence and will result in disciplinary action, including but not limited to eviction from the hall. You are liable for all costs due to the university.

- e. Residents are to use only electrical accessories such as 3-pin plug, multi-plug, extension drum and electrical appliances that bear the SAFETY Mark. This is to ensure the safety of all users and to avoid tripping of the electricity supply.
- f. Residents are not to use the power sockets located outside their rooms, which are provided for use by contractors for the cleaning of common areas. The plug from such power sockets may be disconnected by the hall admin office without any liability.
- g. All electrical appliances (except refrigerators and thermos flasks) are to be switched off when nobody is in the rooms/common rooms. A fine of \$5 shall be imposed for failure to do so. The errant resident shall be evicted after incurring 3 fines during his/her stay on campus. Lights and fans in the lounges, TV rooms, etc., are to be switched off when not in use.

## **8 Withdrawal Matters**

- a. Advanced notice is to be given for withdrawal from the Hall. Details on charges and refunds can be obtained from the hall admin office.
- b. Residents who do not vacate and return their room keys by the check-out date shall be treated as overstaying and will be charged the overstaying rate as published at [http://www.ntu.edu.sg/has/Undergraduate/HallsofResidence/Pages/UG\\_SummaryOfRates.aspx](http://www.ntu.edu.sg/has/Undergraduate/HallsofResidence/Pages/UG_SummaryOfRates.aspx) until the room is vacated and keys are returned. Keys are to be deposited into the key drop box at the hall admin office if it is closed. Weekends and public holidays count toward the number of days.
- c. Upon withdrawal, residents are to ensure that their rooms are clean and shall remove all their belongings from the hostel room, including bicycles from the bicycle shed; failing which, the hall admin office shall remove their belongings from their rooms without liability. Any bulky items, e.g. fridge, furniture or air-conditioner installed in Hall 4 etc., left in the rooms shall be regarded as unwanted and removed by the hall admin office. Any cost incurred from the removal shall be charged to the last occupant(s).
- d. Upon the release of their final exam results or 30<sup>th</sup> June, whichever is earlier, final year students will not be eligible for residence. They will be required to withdraw by the end of the next quarter month period. Appeals for an extension of stay are considered on a case-by-case basis, subject to vacancies. Extensions granted will be charged at the prevailing daily rate as published at [http://www.ntu.edu.sg/has/Undergraduate/HallsofResidence/Pages/UG\\_SummaryOfRates.aspx](http://www.ntu.edu.sg/has/Undergraduate/HallsofResidence/Pages/UG_SummaryOfRates.aspx). Weekends and public holidays count toward the number of days.
- e. Residents who are on leave of absence or are no longer students of the University are to withdraw from the Hall by the end of the next quarter month period from the date the Office of Academic Services sent the official notice.
- f. Residents who are going overseas for exchange programme/IA or other academic programmes are to withdraw from the Hall. They are to give advanced notice for withdrawal.
- g. Graduate students who withdraw from their studies at NTU, complete their candidature before the given withdrawal date or convert to part-time candidature may not continue their stay and must check out of their room within 5 days of being served notice by the hall admin office/Student Housing.
- h. Graduate students are required to submit an online vacate notice (refer to <http://www.ntu.edu.sg/has/graduate/pages/checkingout.aspx>) 2 quarter-months before their intended withdrawal date or expiry of their lease, whichever is earlier. Residents will be charged 2 quarter-months' rent and/or overstaying charges on per day basis in lieu of notice for immediate withdrawal.
- i. Withdrawing residents are to settle all outstanding fees/bills. Students with outstanding fees will be barred from viewing examination results in the current semester and from registering courses in the following semester. For graduating students, an administrative hold on your degree certificate and transcript will be imposed until all outstanding fees are cleared. Outstanding fees may be settled at One Stop@SAC. Late payment fees apply.

## **9 Prohibition and Conduct**

- a. Any student caught committing a crime or theft of any kind shall be referred to the police for action and evicted from the Hall of Residence with immediate effect.
- b. Pranks, ragging and rowdy games in any form are not to be carried out in the Halls.
- c. Residents are not to talk loudly or make excessive noise at all times. Noise level must be kept down to allow others the opportunity to study and sleep in comfort.

- d. Residents are not to be seen on the floors/section of the floors demarcated for the opposite sex during wee hours of the day.
- e. Residents are to be properly dressed in public areas and common rooms of the Hall.
- f. Residents are not to be involved in gambling, playing mahjong, excessive drinking of alcohol, fighting, using habit-forming drugs or using abusive language. Any resident found committing such offences is liable to eviction. All gambling sets shall be confiscated if residents are found gambling or such sets are found inside their rooms.
- g. As part of the University's effort to provide a healthy environment for all community members, smoking is prohibited on campus, except in the Designated Smoking Areas (DSA). This is in line with the Smoking (Prohibition in Certain Places) Act administered by the National Environment Agency.

First-time offenders, who smoke in campus areas other than the DSAs, will be issued a formal written warning. Repeated offenders will be penalised.

(Smokers who wish to receive personalised help to quit smoking can call the Health Promotion Board's QuitLine at 1800 438 2000, or approach the University Health Centre for assistance).

- h. Residents are not to keep or feed animals within the premises of the Halls of Residence.
- i. Residents are not to keep or grow plants in the common areas.
- j. The burning of candles, incense, aromatherapy oils and the like are prohibited.
- k. Residents are to check their mailboxes regularly. The hall admin office shall not be responsible for residents' failure to respond promptly to messages/letters/notices that are sent to their mailboxes.
- l. Residents are not to park their motorcycles/bicycles within the hall premises other than at the designated motorcycle/bicycle parking shelters.
- m. Residents are not to bring pornographic materials or display them in the rooms or anywhere within the campus. Residents handling computer pornographic data files in any way using personal computers while residing in the halls are deemed to have violated the regulations governing the code of ethics and conduct for residents residing on campus.
- n. Residents are not to reserve seats in the Reading Room.
- o. Residents are to refrain from having their family's foreign domestic workers clean their room. This is in contravention of the *Employment of Foreign Manpower Act*.

## **10 Eviction from Hall of Residence**

Any resident whose action is harmful to the hall or residents, or is in breach of the rules and regulations, and any resident who is being dealt with by the disciplinary committee for any offence, shall be evicted from the Hall with immediate effect. The balance of the rental fees shall be forfeited.

## **11 Amendment to the Rules and Regulations**

The rules and regulations may be revised, amended and introduced as and when deemed necessary by Student Housing.