Hostel Rules & Regulations

(a) Access to Premises and Parking

- Access to the hostel can only be made through the main entrance of the University. The entrance will be closed at 12 midnight and no access or exit from the hostel is allowed after midnight. Vehicles are to be parked at the parking space available within the campus.

(b) Overnight Stays

- There shall be no overnight guests and visitors of the same or opposite gender in the hostel rooms.

(c) Visitors (Parents, Relatives & Friends)

- Squatting in any form is strictly prohibited. Any tenant who is allocated a room in the hostel and who is caught condoning the act of squatting shall lose both room allocation and the fees paid for it. The squatter shall be ejected immediately after he/she is discovered and shall be compelled to pay an accommodation fee for the length of period squatted which shall be adjudged to cover part of the period from the beginning till the time of discovery.
- Tenants may receive visitors (parents, relatives and friends) between 9.00am to 10.00pm but they can only be entertained in the common lounge area (Ground Floor).

(d) Smoking, Alcohol and Drugs

- The hostel is a non smoking area. Smoking in the hostel area will be considered a breach of discipline.
- Consumption and storage of alcohol is prohibited in the hostel.
- Usage and possession of illicit drugs and substances are strictly prohibited.

(e) Cooking and Unauthorized Appliances

- Light cooking is allowed in the designated area of the hostel. Cooking in the room is strictly prohibited. Any electrical equipment owned by students must be registered with the Student Affairs Officer/Hostel Wardens within three (3) days of acquisition and may be installed only as authorized by them.
- Hot plates/ Electric Kettles are not allowed to be used for cooking in the hostel.

(f) Pets and Animals

- Pets and animals are not permitted in the hostel.

(g) Noise Level

- Noise level which causes disturbances to your neighbours is not allowed at the hostel.
(h) Breach of Discipline

- Failure to abide by the Hostel Rules & Regulations will be considered an act of misconduct on the part of the hostel tenants and will result in appropriate disciplinary action such as being expelled from the hostel.

(i) Disciplinary Action

- Fighting or noisy arguments/ quarrels leading to any disturbance will invite swift disciplinary action.
- Action such as being expelled from study course can be taken against occupants and those who have caused safety or disciplinary problems within the compound of the University
- Fraud, thefts and serious breach of discipline involving harm to another person, damage to property and involvement in gangsterism will not only invite swift disciplinary action by the University but may be referred to the law enforcement authority (police) for action.

(j) Vacating the Hostel

- Tenants must hand in all University bedding and keys to the Student Affairs Officer before leaving the University premises on vacation, during the semester break or when the tenant is ejected from the hostel/campus
- The tenants must hand over the room key to the Student Affairs Officer and sign the Returning of Key Form for deposit refund purposes.

(k) Rental and Tenure Options

- You are advised to make careful choice on the options provided by studying the details of the rental and tenure options provided in the appendix. Should there be changes on your room options, please inform the Student Affairs Officers (Level 8) within 3 days upon moving into the hostel.

(l) Booking for Continuing Students

- Continuing students are required to pay a booking fee of RM500 and put their belongings in a designated room upon payment. The remaining amount is to be settled upon returning to the hostel for the semester.
- Please take note that the booking fee will be forfeited if the occupant does not resume their tenure for the semester paid for.

Keeping in Touch

If your application is not successful initially, there is still a possibility that you may still be offered a place later. It is therefore important to keep in touch with us. If there is any change to your phone contact details or your email address, it would be useful to advice us of this. You can email your details to us at info@swinburne.edu.my, call us at 082-416353 or if you are on campus, simply approach us at Student Services Unit (Room 8.11).

**Swinburne University of Technology, Sarawak Campus reserves the right to amend this information from time to time without informing its students**