

HOSTEL UNIT

ACCOMMODATION GUIDE FOR HOSTEL STUDENTS

1. Introduction

This Accommodation Guide is intended to provide essential information to students who reside in hostel accommodations managed by Kolej UNIKOP. The guide outlines key policies, student responsibilities, available facilities, and procedures to ensure a safe, comfortable, and structured living environment conducive to academic success.

2. Hostel Facilities Provided

- a) Each hostel unit is equipped with basic furniture, including a bed, mattress and wardrobe.
- b) Shared facilities include bathrooms, pantry/kitchen area, and a dining space in the common living room
- c) Hostel locations are conveniently close to eateries and shophots, including supermarkets like Speedmart, Eonsave and Tamarind Square.
- d) Security features include 24-hour surveillance and controlled access to ensure student safety.
- e) Free *Kolej UNIKOP* shuttle bus service is provided throughout the study period, exclusively for hostel students

3. Hostel Admission Process

- a) Hostel accommodations are open to all registered students of Kolej UNIKOP, subject to availability.
- b) Students are required to submit a completed hostel application form with accurate personal and academic information.
- c) Upon approval, the Unit Hostel will provide the key to the assigned unit along with a copy of the check-in form, which must be presented to the security guard at the Hostel Apartment as proof.
- d) Only students who have completed the payment and documentation will be allowed to check in.

4. Check-In Procedure

- a) Students must come to the Hostel Unit to fill in the Check-In Form. The Hostel Unit will return a copy of the form to the student as proof, which must be shown to the Security Guard at the Hostel Apartment.
- b) The Hostel Unit will check and confirm the availability of units for the students.
- c) The Hostel Unit will provide the room key and an inventory checklist to the student.
- d) Students must inspect and confirm the condition of the inventory by signing the checklist.
- e) Any damages found in the unit after the student has moved in must be reported immediately to the Hostel Unit by submitting a maintenance complaint.

5. Student Responsibilities and Conduct

- a) Students are expected to maintain a high standard of personal hygiene and cleanliness in both private and common areas.
- b) All hostel rules and the Code of Conduct must be adhered to at all times.
- c) Quiet hours must be observed between **8:00 PM to 8:00 AM** daily to ensure a conducive study and rest environment.
- d) The use or possession of illegal substances, alcohol, cigarettes, vape devices, and weapons is strictly prohibited.
- e) Unauthorized visitors and overnight guests are not allowed without prior written permission from the Hostel Unit.
- f) Students are to use electricity and water responsibly and report any damages or safety issues immediately.

6. Check-Out Procedure

- a) Students must notify the Hostel Unit **at least 7 days** in advance of their intended check-out date.
- b) Students must pack all their personal belongings and ensure the unit/room is left clean and empty. Any items left behind will result in penalties and continued rental charges.
- c) Students are required to submit photos of the room, under the bed, kitchen, bathroom, back yard area (behind the kitchen), and living room.
- d) Students must return the keys and access card to the Hostel Unit.
- e) Students must complete the **Check-out Form** and obtain an official stamp from the **Bursary Department**. Then, they must get an official stamp from the Hostel Unit for the check-out to be considered official.
- f) Any damage or loss will be deducted from the student's deposit or billed accordingly.

7. Emergency Contact Information

In case of emergencies or if urgent assistance is required, students are advised to contact the following:

- a) Hostel Officers
 - Encik Hanaffi Boiken
 - Puan Shahira Rosli
 - Cik Afina Binti Mohammad Borhan
 - En Mohd Rafae bin Zani
- b) Kolej UNIKOP Security Office (24 Hours): **+0182246222**
- c) Email: hostel@unikop.edu.my

8. Hostel Unit Office

- a) Students may visit the Hostel Unit office for further assistance, inquiries, or submission of forms during office hours:
- b) Location: Hostel Unit Office, Kolej UNIKOP Campus
- c) Operating Hours: **Monday to Friday, 8:45 AM to 5:30 PM**