

## NATIONAL UNIVERSITY OF SINGAPORE

### **RULES AND REGULATIONS GOVERNING RESIDENCE AND CONDUCT OF STUDENTS IN TEMASEK HALL**

The following rules and regulations have been drawn up to encourage responsible and considerate behaviour by all Temasek Hall residents. It is to be read in conjunction with the Housing Agreement. All residents are expected to be thoroughly familiar with these rules and to adhere to them strictly at all times. Any resident caught infringing these rules will be dealt with according to the specified penalties.

#### **Allocation of Rooms**

1. Rooms are allocated by the Master or persons authorised by him. Residents may not change rooms without prior permission from the Master. The Master's decision on the allocation or change of rooms is final.
2. Residents are not allowed to sublet their rooms, either in whole or part.
3. *Residents who infringe Rules (1) or (2) will face a Board of Discipline hearing and be assigned demerit points.*

#### **Room Furniture, Fixtures and Fittings**

4. Residents are responsible for the furniture, fixtures and fittings in their rooms. On checking in, residents are to check that all items listed in the Room Inventory form given to them are in order. The completed form should be submitted to the Hall Office within 24 hours of check-in, failing which it will be assumed that everything is in order. Any existing loss or damage to furniture, fixtures and fittings in the room not reported shall be deemed to have been caused by the resident, who shall be liable to make good such loss or damage by the end of their stay.
5. Residents shall keep their rooms, including all furniture, fixtures and fittings, in good condition (fair wear and tear excepted) throughout their stay, and are responsible for the general cleanliness of their rooms.
6. Residents shall not affix any nails, screws or hooks onto the walls or door of their rooms, nor install additional latches or bolts on the door. Only removable non-permanent adhesives (e.g. Blu-Tack) may be used for putting up pictures and posters in the rooms. Double-sided adhesive tape is not to be used.
7. Residents are not to wallpaper their rooms, nor repaint the walls, furniture, fixtures and fittings.
8. *Residents who infringe Rule (5) will be assigned demerit points.*
9. *Residents who infringe Rules (6) or (7) will have to pay an administrative fee of S\$50 and all costs incurred by the Hall to replace or repair damaged furniture, fixtures and fittings in their rooms, or to remove additional fixtures such as latches and wallpaper, or to restore the room to its original colour.*

#### **Keys and Transponders**

10. Except in cases of transponder malfunction, residents who request for assistance to unlock the door to their rooms shall pay a service fee of *S\$10.70 (inclusive of GST) per lock out.*
11. *Residents who lose their room transponders or facility keys, or fail to return them when they check out, shall pay for their replacement. Residents who lose facility keys may also be liable for the cost of replacing the lock in addition to cost of replacing the keys. Residents who lose their room transponder shall pay for*

*cost of replacing the transponder of S\$53.50 (inclusive of GST) per transponder.*

12. Residents are not to hand their room transponders to any non-resident to allow the non-resident to use their rooms in their absence.
13. Residents are not to duplicate any facility key issued to them.
14. Loss or damage of keys and transponders shall be reported to Hall Office within 24 hours or the next working day.
15. *Residents who infringe Rules (12) or (13) will be assigned demerit points.*
16. *Residents who infringe Rule (13) will also have to pay the cost of replacing the lock.*

### **Inspection of Rooms**

17. The Master, Resident Fellows and Hall Manager have the right to inspect any resident's room at any time without prior notice with the conditions:
  - a. If there is emergency, health or safety circumstance
  - b. If there are reasonable grounds to believe or suspect that: any substance, material, item or article is being used, kept or stored in the Room and such use or possession is illegal or prohibited by law or by the Rules and Regulation
  - c. If there is a breach or contravention of the immigration laws
  - d. If there is a breach of any provision of this Agreement

### **Criminal Offences**

18. Residents are expected to observe the laws of the Republic of Singapore, regardless of whether they are Singaporean or foreigners. Singapore law prescribes stiff penalties for drug offences, and provides for a jail term for offences such as vandalism and theft, among others.
19. *Residents found to have committed any criminal offence under Singapore Law will be referred to the Police and expelled from the Hall.*

### **General Conduct**

20. Residents should bear in mind that their fellow residents may need to study or have assignments to do, and that there are private residences located in close proximity to the Hall.
21. Residents are expected at all times to conduct themselves with due propriety, responsibility and good sense consistent with the dignity of the Hall. The use of profanities or vulgarities, whether written or spoken, is not acceptable.
22. Residents are to be appropriately attired when in common areas and during meals. Bathrobes, night-dresses, swimwear, skimpy shorts and negligees are not considered proper attire. Respectable attire is required for all Hall events, meetings and functions.
23. Any form of ragging, intimidation, harassment of residents are strictly not allowed.
24. Gambling of all forms including mahjong games are not allowed.
25. Any form of drunkenness or disorderly conduct are not allowed
26. Loud music, shouting or noisy activities that may disturb the peace are to be avoided at all times, especially after 10 pm.
27. No activities are to be carried out at the Hall basketball court between 10.30 pm and 7 am.
28. When members of the opposite sex are in the same room, the door of the room must be kept fully open.
29. Rubbish should be discarded at the designated rubbish points on each floor.

30. The following are strictly prohibited:
  - a. Use of opposite sex's facilities.
  - b. Unauthorized stay-over in another resident's room.
  - c. Smoking in all areas (enclosed or open) within the Hall.
  - d. Consumption of alcoholic beverages unless so permitted by the Master on special occasions.
  - e. Littering within the boundaries of the Hall.
31. *Residents who infringe Rules (21), (22), (23) or (24) are subject to Board of Discipline hearing.*
32. *Residents who infringe Rules (25), (26), (27), (28), (29) or (30) will be assigned with demerit points.*

### **Hall Property**

33. Any loss of or damage to Hall property must be reported to the Hall Office at the earliest opportunity.
34. *Residents who damage any property belonging to the Hall shall pay the cost of repair or replacement. If the Master deems fit, damage to or loss of property in the block lounge, kitchen or other block communal facilities may be charged to the residents of the block. Demerit points may also be assigned.*

### **Personal Property**

35. The Hall is not responsible for any loss of personal property. Articles of value should be kept securely. Residents should always lock their room doors when they leave their rooms.
36. Residents shall not store or bring into their rooms any flammable, explosive or hazardous substances.
37. *Residents who infringe Rule (36) will be assigned demerit points and are subject to Board of Discipline hearing.*
38. Residents are to remove all personal belongings from their rooms at the end of each term of residence. No personal property may be kept in the Hall except by prior arrangement with the Hall Manager. Any personal property found in a vacated room will be disposed off at the discretion of the Hall and no claims whatsoever from owners will be entertained. The Hall shall also not be liable for the loss of such items.

### **Electrical Appliances and Fire Safety**

39. Residents may keep a small table-top refrigerator in their rooms provided they declare its use to the Hall Office and pay an additional non-refundable utility charge of S\$64.20 (inclusive of GST) per semester.
40. The Hall reserves the right to disallow the use of any electrical appliance with a wattage rating above 1500W. Air coolers and air-conditioners are strictly prohibited.
41. Preparation of food and cooking shall be confined to the block kitchenette. The use of naked flames, electric cookers or anything that may be a fire hazard in the rooms is strictly prohibited.
42. Use of scented candles, incense sticks and oil burners in the rooms is not permitted.
43. Residents are to switch off their room lights and fan before they leave their rooms unless they expect to be back within one hour.
44. Residents are expected to switch off the lights, fans and air-conditioner in their block kitchenette, lounge and laundry room when these rooms are not occupied.
45. *Residents who infringe Rules (39) will be assigned demerit points and will also have to pay the utility*

*charge for the semester and admin fee of S\$10.70(inclusive of GST).*

46. *Residents who infringe Rules (40) will be assigned demerit points and will also have to pay the utility charge of S\$4.00 per day from the date of check-in and remove air-con unit out of hall within 3 days.*
47. *Residents who infringe Rules (41), (42), (43) or (44) will be assigned demerit points.*

### **Laundry and Clothes Racks**

48. The Hall provides laundry machines and clothes dryers for use by residents. Items to be dried may be hung only in designated drying areas: on the clothes lines outside the laundry room, or on clothes racks in the laundry room and in the open space on Level 4 of each block. Clothes found on railings or clothes racks left along corridors may be confiscated by the Hall Office without notice.
49. Clothes racks are to be labelled with the owner's name. Failure to do so may result in the confiscation of the clothes and racks.

### **Common Areas and Facilities**

50. Residents are responsible for the general cleanliness and tidiness of Block facilities including all furnishings and appliances.
51. Utensils or crockery belonging to the Hall are not to be removed from the Dining Hall.
52. Furniture and fixtures are not to be removed from any part of the Hall without the consent of the Hall Office.
53. Residents are not to store or leave any other personal belongings along corridors or at any of the common areas in the Hall. Items left along corridors or at common areas may be removed without notice, and will not be returned without satisfactory proof of ownership.
54. Residents may leave only their footwear along the common corridors. These are to be placed neatly in a row outside their doors or stacked neatly on the shoe racks.
55. *Residents who infringe Rules (50), (51) or (52) will be assigned demerit points. They will also have to pay an administrative fee of S\$30.*

### **Parking**

56. Cars, motorcycles and bicycles belonging to residents and their visitors should be parked only in designated public car parks in the university. The Hall's car park is strictly reserved for the Master and Resident Fellows.
57. *Unauthorized vehicles parking at the reserved lots will be subject to wheel clamp and paying the cost to remove the clamps.*

### **Visitors and Guests**

58. Residents are to sign in their visitors and guests at the Hall Office before proceeding anywhere in the Hall with them, and sign them out when they leave the Hall. Visitors and guests are to be accompanied by the resident at all times within the Hall. Unaccompanied visitors will be treated as trespassers.
59. Residents are to ensure that their visitors and guests leave the Hall by 11 pm. Non-residents found within the Hall after 11 pm will be treated as trespassers.
60. Visitors and guests are strictly prohibited from staying overnight in the Hall. Non-residents found staying overnight will be evicted without notice and barred from coming to the Hall.
61. *Residents who infringe Rule (59) or (60) will be assigned demerit points.*
62. *Residents who allow any non-resident to stay overnight in their rooms will face a Board of Discipline*

*hearing.*

#### **Animals and Pets**

63. Residents are not permitted to keep animals or pets of any kind in the Hall. They should also refrain from feeding stray animals and birds around the Hall.
64. *Residents who infringe Rule (63) will be assigned demerit points.*

#### **Meals**

65. During term time, breakfast is served from 7 am to 9.30 am daily except on Sundays. Dinner is served from 5.30 pm to 8.30 pm daily except on Saturdays.
66. Payment for meals (breakfast and dinner) provided by the Hall is compulsory and non-refundable.
67. Residents will not be granted rebates for unconsumed meals. Exceptions, on a case-by-case basis, may be made on religious or medical grounds only. On approval by the Master, a 60% rebate on meal charges will be given.
68. All residents are expected to have their meals in the Communal Hall.

#### **Formal Dinners**

69. Residents are not to be absent from Hall formal dinners without valid reasons. Residents who wish to be excused from a formal dinner must seek approval from the Master one week before the event.
70. Residents are expected to be punctual and to observe the dress code for all formal dinners. Those who are late or inappropriately attired may be barred from attending the dinner and marked as absent.
71. Residents with valid reasons for not attending a formal dinner are to submit a written explanation to the Master the day after the dinner, failing which they shall be considered absent without reasonable cause.
72. *Residents who are absent from any formal dinner without prior approval or reasonable cause will have to pay an administrative fee of \$30 for each occasion.*

#### **Illness**

73. All cases of serious illness must be promptly reported to the Hall Office, Resident Fellows or Master.

#### **Absence From The Hall**

74. Residents who intend to be absent from the Hall for three (3) or more days consecutively must provide written notice to their respective Resident Fellow as well as the Hall Office before leaving.

#### **Withdrawal and Refunds**

75. Notice of withdrawal from the Hall must be made in writing to the Hall Office at least two weeks in advance.
76. Residents may withdraw from the Hall within the first month of each semester by giving two weeks' written notice and paying an additional two weeks' room and meal charges. The balance of any room

and meal charges paid will be refunded.

77. Residents who withdraw after the first month of each semester will not be entitled to any refund. However, under exceptional circumstances, the Master may at his discretion grant a partial refund.
78. If a resident is hospitalised, there is no refund of Hall charges for the period of hospitalisation as the hospital fees are met by the University.

### **Vacation Stay**

79. Staying in the Hall during university vacations is a privilege granted at the discretion of the Master.
80. Application for residence during university vacations must be made before the semester ends according to the announced deadlines. *Applications received after the closing date will incur a late fee of S\$20.*
81. Residents may be allocated different rooms or blocks if their applications are approved.
82. *Residents who overstay without filing any formal application have to pay an administrative fee of S\$20 on top of the room charges for the period overstayed.*

### **Security**

83. Residents who notice any suspicious person within the Hall are to inform the Security Guard/Night Watchman, Hall Office, Resident Fellows or Master.
84. The Master, Resident Fellows, Hall Manager and Security Guard/Night Watchman have the right to demand identification from anyone found within the Hall at any time.
85. Residents should not compromise the communal security/safety measure, including tampering with the fire-exit doors and cluster gates.
86. Residents should keep any gate and fire-exit door shut at all time.
87. *Residents who infringe Rules (84) or (85) will be assigned demerit points.*

### **Fire Alarms and Fire Drills**

88. All fire alarms shall be treated as genuine unless there are instructions to the contrary. Residents are not to activate the fire alarm without reasonable cause.
89. The fire alarm system is connected to the Singapore Civil Defense Force and must not be tampered with. Residents of the block will be penalised for any abuse of the fire alarm system.
90. Fire hoses and extinguishers are not to be used for any purpose other than fire-fighting.
91. Fire drills will be conducted by the Hall Office. All residents who are physically present in the Hall during a fire drill must participate in the drill.
92. *Residents of the block that infringes Rule (88) or (89) will be assigned with demerit points and is subject to Board of Discipline hearing.*

### **Notices**

93. Notices or posters may be put up only at designated areas and must be removed immediately after the event. Only removable non-permanent adhesives may be used to affix the notices and posters. All notices or posters must be approved and endorsed by the Junior Common Room Committee or Hall Office.

### **Hall Office**

94. The Hall Office is out of bounds to residents and visitors, unless permission is given by Hall Office Staff.
95. Booking of all Hall facilities must be done through the Hall Office. *An administrative fee of \$5 will be imposed for late return of keys for facilities used.*

### **Statements To The Media**

96. All statements on matters within the purview of the Junior Common Room Committee shall be made by the President on behalf of the residents, after consultation with the Master. Residents are not to communicate with the media, including social media, on matters pertaining to the Hall or University without authorization.

### **Right of Appeal**

97. Residents may appeal to the Master against any demerit points or fees imposed on them if they feel they have a reasonable case. The Master's decision on the appeal is final.

### **Eligibility**

98. The Halls of Residence are for the exclusive occupancy of students who are registered with the National University of Singapore, during the stipulated period of stay. Residents shall be ineligible to stay in the Hall upon ceasing to be students of the university, and shall vacate the Hall as notified by the Hall Office.
99. Resident who is an international student shall ensure that his/her Student's Pass is valid. Any Resident without a valid pass faces expulsion from the University and action by the Immigration and Checkpoints Authority (ICA).

### **Commitment for Service Agreement**

100. A resident who has entered into a written agreement committing to provide certain services to the Hall in exchange for a place in the Hall must fully fulfil the commitment as set out in the written agreement. If the resident fails to fulfil any part of the signed Commitment for Service to the Hall, the Hall shall be entitled to terminate the Hostel stay as set out in the Housing Agreement

### **Notice To Vacate**

101. The Hall Office reserves the right to notify the Resident to vacate the Hall in the event of any of the following:
  - a. If the Resident ceases to be a student of the university.
  - b. If the Resident is an international student and does not have a valid Student's pass.
  - c. If the Office of Student Affairs deems such termination necessary or advisable.

In the event that the Resident is ineligible to stay in the Hall, the Hall Office shall have the unconditional right to take complete possession of the room, by any lawful means, without being guilty of any manner of trespass and without prejudice to any other remedies.

Failure to comply with a notice to vacate may result in liability for accommodation fees at such rates as

the University may determine until the Resident vacates the Room and/or in civil or criminal trespass.

**Rental of Vehicles**

102. Residents may not rent or drive rental vehicles for any Hall activities without the written approval of the Resident Fellows and Master. Committee Heads must justify the need for vehicle rentals according to procedures specified by the Hall. Residents who rent vehicles without prior approval will face disciplinary action.

**Demerit Point Structure (DPS)**

103. A list of the Demerit Point Structure (DPS) for Housing Offences that the University may impose on Residents is attached at Appendix A.

**This list of rules and regulations does not profess to cover every eventuality. Rules may be revised, amended and introduced as and when deemed necessary by the Master. Any changes to existing rules posted on the Hall notice boards shall be deemed to have been brought to the notice of all residents.**



## Appendix A: Demerit Point Structure (DPS) for Housing Offences

The Demerit Point Structure (DPS) is to be read in conjunction with the Housing Agreement. Please be familiarized with the following guidelines:

1.1 Each residential year begins on 1 June and ends on 31 May.

1.2 Demerit points (below 16 points) accumulated within a residential year are reset to '0' on 1 June.

1.3 Housing Agreement is terminated upon accumulation of 16 demerit points (or more) within one residential year.

1.4 Housing Agreement is terminated upon accumulation of 25 demerit points throughout all residential years and eligibility for on campus housing will be withdrawn for the rest of the candidature.

S/N	Offence Types	Demerit Points		
		1st	2nd	3rd
1	Theft	16		
2	Vandalism or causing damage to facilities/rooms/common areas			
3	Misconduct / Inappropriate Behaviour / Breach of Law (e.g., Outrage of Modesty, Peeping Tom)			
4	Subletting to external parties (i.e., non-NUS students)			
5	Throwing of items from height ('Killer Litter')			
6	Subletting of room to NUS students			
7	Use of opposite gender's facility	9	9	
8	Activating fire alarm without reasonable cause			
9	Unauthorized room-sharing (including overnight stay) with non-resident			
10	Passing of room transponder/key to another person			
11	Duplication of key			
12	Compromise of the communal security/safety measures (tampering with fire-exits and cluster doors)			
13	Unauthorized removal of common furniture/appliances			
14	Smoking in room/Hostel compound			
15	Alcohol consumption in the hostel or disorderly conduct/drunkenness at the hostel			
16	Swapping of rooms without authorisation			

17	Failure to keep room-door ajar when there is a member of the opposite gender in the resident's room (a.k.a. "Male-Female behind closed door")	<b>6</b>	<b>9</b>	<b>9</b>
18	Unauthorised stay-over in another resident's room			
19	Visit by non-residents of the hostel during quiet hours			
20	Leaving guests unattended			
21	Excessive noise during quiet hours			
22	Obstruction and other potential fire hazards (e.g. usage of candles, open-flame)			
23	Littering in Common Areas	<b>3</b>	<b>6</b>	<b>6</b>
24	Failure to upkeep cleanliness of common areas			
25	Failure to upkeep cleanliness of room			
26	Installation of personal refrigerator or any electrical appliances without permit from the Management Office			
27	Installation and use of cooler/air con without permit			
28	Keeping of Pets			
29	Failure to shut or secure the fire-exit door/cluster gate			
30	Leaving lights/fan/appliances switched on when not in room			

(Updated on 16 March 2017)