



# KENT RIDGE HALL

National University of Singapore  
10 Heng Mui Keng Terrace, Singapore 119617  
Tel: 6516 2077/6774 0792 Fax: 6779 2522 Email: krhsec@nus.edu.sg



## HALL RULES AND REGULATIONS

### General Information

- *These rules and regulations are drawn up to ensure responsible behaviour of residents in the Hall. The Hall expects all residents and their guests to be thoroughly familiar with these rules and to adhere to them strictly. All violations are punishable regardless of whether the punishments are explicitly stated or not.*
- *The Rules and Regulations set out below apply to all residents and guests of the Hall. They may be amended at any time by the Master or the Senior Common Room Committee, who will post such amendments on the Hall notice board and/or NUSync (Kent Ridge Hall) after which, residents and guests are deemed to be properly informed of the changes and be held accountable for any infringement.*
- *Residents are to conduct themselves in a manner that at all times upholds the good name and image of the Hall as well as the university.*
- *The Master, Resident Fellows and Hall Admin Staff have the right to inspect residents' rooms at all times without prior notice in order to monitor compliance with the rules and regulations.*
- *If there are conflicts of interpretation of Hall rules and regulations, the final interpretation and rendition will be made by the Master of the Hall.*

### Allocation of Rooms

1. No change of rooms is permitted unless authorised by the Senior Common Room Committee.
2. Residents are not allowed to sublet their rooms, either in whole or part. It is a serious Hall offence to sublet your room.

### Room Access

4. Access to all rooms will be by the resident's matriculation card. If the matriculation card is lost, report the loss to Office of Housing Services (OHS) immediately.
5. Residents are not allowed to pass their access card (or any other medium) to anyone else for unauthorized access into the hall and usage of hall facilities.



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6. Residents are to seek assistance from Student Leaders / Hall Office / Resident Fellows / Master for lock-out cases. In the event the service of a locksmith / specialist is required, the Resident shall bear the service cost incurred.

## Room Furniture, Fixtures and Fittings

7. 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.
8. All fixtures and furniture in the room are not to be dismantled or moved.
9. Furniture from other parts of the Hall or University is not to be moved to residents' rooms or elsewhere without prior approval.

## Use of Electricity and Electrical Appliances

15. Residents are reminded to switch off their room lights, fans and any other electrical appliances (e.g. laptop, printer etc) before they leave their rooms.
16. Residents must not leave any personal mobility device (PMD) unattended when charging the PMD.
17. All refrigerators and table-sized coolers (not more than 30" high) and any electrical equipment with high power consumption (as decided by SCRC) which are to be brought into the Hall by residents must be promptly declared as soon as residents are in possession of one. This is regardless of whether the equipment is being used or its condition (no differentiation between those that are plugged in or not, those that are in working condition or not). This can be done at any time during the semester, or even during the vacation if you are staying back in the hall.
18. Once such equipment is brought into the hall, declaration must be made. No reasons/excuses will be entertained for any non-declaration of such equipment e.g. fridge. Violation of which will constitute an offense which will result in disciplinary actions taken against the resident.
19. There should not be more than 1 fridge per resident room.
20. The use of heating and food preparation appliances, waterbeds, air conditioners, air coolers and any other items not expressly approved by the Hall are prohibited in the room. If these equipment are found in residents' possession, it is presumed to be used by them from the date of purchase or from the beginning (check-in date) of each semester. Residents are advised to check with SCRC / Hall Administration Office if he is unsure whether the appliance is permitted for use in the room.



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## Personal Property and Safety

21. The Hall is not responsible for any loss of personal property. Articles of value should be kept securely. Room doors should always be locked whenever residents leave their rooms.
22. Residents shall not store or bring into their rooms any flammable, explosive or hazardous substances.
23. Residents are not allowed to place any personal items at the common areas / corridors (e.g. bicycles, boxes and luggage). Any items found left in the common areas / corridors will be removed.
24. Residents are to place their shoes in the shoe rack provided. A maximum of 2 pairs of shoes are allowed to place outside their room.
25. Residents are to remove all personal belongings from their rooms at the end of any period of stay. Any items left behind will be disposed and no claims will be entertained.

## Hall Property

26. Residents are collectively responsible for the proper use and cleanliness of Common Hall and Block Facilities such as the lounges, pantries, seminar rooms, multi-purpose hall and gym etc.
27. Any loss or damage to the Hall property must be reported to the Hall Administration Office at the earliest opportunity.
28. Furniture and fixtures are not to be removed from any part of the Hall without the consent of the Hall Admin Office.
29. Hall facilities, such as dance studio, band room & seminar rooms, as well as all associated equipment are provided as a privilege for hall residents only. Residents must book and obtain approval before usage from relevant authorities. Such facilities and equipment are not allowed for use by guests unless written approval is sought from Hall Admin Office.
30. Residents are reminded to switch off the lights, fans, air-conditioners and any other electrical appliances at the multi-purpose hall / seminar rooms / common areas when not in use.

## General Conduct & Maintenance of Pleasant Living Environment

31. At all times, there should be no shouting to gather residents or loud music that disturbs the peace of other Hall residents and our neighbours in the vicinity of the Hall.
32. "Quiet Hours" must be observed between 10pm to 7am. Musical instruments should be played in the Band Room. Noisy activities should be conducted only in rooms specially designated by the Hall Administration Office.



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33. Residents should be properly dressed when in common areas such as the block lounges and dining hall. Bathrobes, night-dresses, swimwear, skimpy shorts and negligees are not considered proper attire.
34. When members of the opposite sex are in the same room, the door of the room must be kept fully opened.
35. Rubbish should be discarded at the designated rubbish points on each floor.
36. No pets are allowed in the Hall. Residents must not feed birds and stray animals within the vicinity of the Hall.
37. The following are strictly prohibited:
  - (a) The use of profanities or vulgarities, whether written or spoken
  - (b) Any form of ragging or intimidation of residents
  - (c) Gambling of all forms including mah-jong/card games
  - (d) Smoking in all areas within the hall premise
  - (e) Consumption of alcoholic drinks
  - (f) Use of habit-forming drugs
38. The Hall car park is reserved for the Master, Resident Fellows, Hall Administration Office Staff and authorised personnel only. Residents are not allowed to park in the Hall's carpark unless permission is sought. Residents have to park at designated carparks in the University. Illegal parking will constitute a traffic offence.
39. Bicycles should be parked only at the designated bicycle bay in the Hall.
40. Residents are not to communicate with the media on Hall-related matters without the explicit permission of the Master.

## Security & Fire Alarm

41. Residents are not allowed to open the security and emergency exit doors (except during emergencies).
42. If any suspicious person is spotted loitering around the Hall premises, the resident must report it to the Hall Administration Office during office hours or Hall Resident Fellows/Security Officer after office hours.
43. The fire alarm is connected to the Singapore Civil Defense Force and is not to be tampered with. Firefighting equipment such as Fire hose reels, fire exits, fire blankets and fire extinguishers etc. are not to be used for any purpose other than firefighting.
44. All fire alarms should be treated as a warning of a real fire unless you have been informed to the contrary. Fire drills will be conducted regularly. Participation in fire drills is compulsory.



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## Dengue Prevention

45. Residents should do their part to manage breeding of its carrier, the Aedes Mosquitoes; by frequently checking for and removing stagnant water, if any.
46. Any fines / penalty issues by NEA for breeding source(s) found within the rooms shall be borne by the resident(s).

## Visitors

47. Visitors to the Hall must be accompanied by a resident at all times. All visitors must leave the Hall by 10pm for security reasons. Otherwise, they shall be deemed as trespassers. The Master, Resident Fellows, Hall Manager and Security Guard have the right to demand identification from visitors at all times.
48. Visitors are strictly prohibited from staying overnight in the Hall. Residents harbouring illegal squatters will be severely dealt with. Non-residents found staying overnight will be evicted without notice and barred from visiting the Hall.

## Notice to Vacate

49. The Hall Administration 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 Pass/VISA to stay in Singapore
  - (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 Administration 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.

## Demerit Points Structure (DPS) & Disciplinary Process

50. A list of the Demerit Point Structure (DPS) for Housing Offences that the Hall/University may impose on Residents is attached at Appendix A.
51. The DPS serves as a reference and deviations in terms of demerit points accorded for disciplinary offences (depending on the severity and circumstances) can be made at the discretion of the Master.
52. Without prejudice, the Hall/University may initiate disciplinary proceedings and impose sanctions in line with the NUS Statutes and Regulations with regards to Student Discipline for any incidents/cases it deems necessary.



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THESE RULES AND REGULATIONS ARE NOT EXHAUSTIVE AND MAY BE REVISED, AMENDED AND ADDED ON TO AS AND WHEN DEEMED NECESSARY BY THE UNIVERSITY. ANY CHANGE TO THESE RULES AND REGULATIONS WILL BE POSTED ON THE HALL NOTICE BOARDS, OR NUSYNC, AND/OR SENT VIA RESIDENTS' OFFICIAL NUS EMAIL AND SHALL BE DEEMED TO HAVE BEEN BROUGHT TO THE NOTICE OF ALL RESIDENTS ON THE DATE OF SUCH POSTING.

**Revised as of 11 April 2019**



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## 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 shower and toilet facilities	9	9	
8	Activating fire alarm without reasonable cause			
9	Unauthorised 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	Solicitation, sale or promotion of any goods or services using the hostel premises without permission is prohibited within the hostel			
14	Unauthorised removal of common furniture, appliances, food and personal items belonging to other residents			
15	Smoking of cigarettes, using or possessing of imitation tobacco products (Vaporisers such as electronic cigarettes, electronic pipes, electronic cigars and the like, shisha, chewing tobacco, Heat-Not-Burn tobacco products etc) in room/Hostel compound	6	9	9
16	Alcohol consumption in the hostel or disorderly conduct/drunkenness at the hostel			
17	Swapping of rooms without authorisation			
18	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")			
19	Unauthorised stay-over in another resident's room			
20	Visit by non-residents of the hostel during quiet hours			
21	Leaving guests unattended			
22	Excessive noise during quiet hours	3	6	6
23	Obstruction and other potential fire hazards (e.g. usage of candles, open-flame)			
24	Installation and use of unauthorised electrical appliances, personal refrigerators or coolers/air-conditioners without permit from the Management Office.			
25	Leaving any personal mobility device (PMD) unattended when charging the PMD.			
26	Littering in Common Areas			
27	Failure to upkeep cleanliness of common areas/room	3	6	6
28	Keeping of Pets			
29	Failure to shut or secure the fire-exit door/cluster gate			
30	Leaving lights/fans/appliances switched on when not in room			

(Updated on 11 March 2019)