

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 all costs incurred 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 as determined by the Office of Housing Services.*

Access Cards and Keys

10. Residents' matriculation cards will be programmed by the Office of Housing Services (OHS) when they check in for their hall and room access (referred to here as access cards). Except in cases of malfunction of their access cards, residents who request for assistance to unlock the door to their rooms shall pay an administrative fee of S\$5 (during office hour) or S\$10.00 (after office hour) per lock out. Waiver will be given for first request or before week 3 of new academic year, or for a valid reason.
11. *Residents who lose their access cards or facility keys (keys to venues that use manual keys), or fail to return them when they check out, shall pay for the replacement cost for any damage or loss incurred. . Residents who lose their access cards shall pay a fee of \$30 to OHS.*
12. *Residents are not to hand their access cards 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 facility keys and access cards 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.*

17.

Inspection of Rooms

18. 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 Regulations
 - c. If there is a breach or contravention of the immigration laws
 - d. If there is a breach of any provision of the Housing Agreement

Criminal Offences

19. 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.
20. *Residents found to have committed any criminal offence under Singapore Law will be referred to the Police and expelled from the Hall.*

General Conduct

21. 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.
22. 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.
23. 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.
24. Any form of ragging, intimidation, harassment of residents is strictly not allowed.
25. Gambling of all forms, including mahjong games, are not allowed.
26. Loud music, shouting or noisy activities that may disturb the peace are to be avoided at all times, especially after 11 pm.
27. No activities are to be carried out at the Hall basketball court between 10 pm and 7 am.
28. When members of the opposite gender 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 gender'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) or (29) will be assigned 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, kitchenette 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 (35) 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 of 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 Office of Housing Services Management 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 (38) will be assigned demerit points and will also have to pay any utility charge as determined by the Office of Housing Services.*
46. *Residents who infringe Rules (39) will be assigned demerit points and will also have to pay the utility charge as determined by the Office of Housing Services.*
47. *Residents who infringe Rules (40), (41), (42) or (43) 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 (57) or (58) 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 (62) 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 subject to approval by Office of Housing Services.

Formal Dinners

68. 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.
69. 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.

70. 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.
71. *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

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

Absence from the Hall

73. 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

74. Notice of withdrawal from the Hall must be made in writing to the Hall Office at least three days in advance.
75. Residents may withdraw from the Hall within two weeks of official check in date of each semester. Acceptance fees will be forfeited. The balance of any room and meal charges paid will be refunded.
76. Residents who withdraw after two weeks of official check in date of each semester will not be entitled to any refund. However, under exceptional circumstances, the Master may at their discretion grant a partial refund.
77. 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

78. Staying in the Hall during university vacations is a privilege granted at the discretion of the Master.
79. 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 \$10.*
80. Residents may be allocated different rooms or blocks if their applications are approved.
81. *Residents who overstay without filing any formal application will be subjected to an additional administrative fee on top of the room charges for the period overstayed.*

Security

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

Fire Alarms and Fire Drills

87. 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.
88. The fire alarm system is connected to the Singapore Civil Defence Force and must not be tampered with.
89. Fire hoses and extinguishers are not to be used for any purpose other than fire-fighting.
90. 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.
91. *Residents of the block that infringes Rule (87) or (88) will be assigned with demerit points and is subject to Board of Discipline hearing.*

Notices

92. 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

93. The Hall Office is out of bounds to residents and visitors, unless permission is given by Hall Office Staff.
94. 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

95. 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

96. 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

97. 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.
98. 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

99. 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

100. 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

101. 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)

102. 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.

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 Any points accumulated from the beginning of one semester will be carried over to the end of the following semester (including both vacation periods), and recorded for the purposes of points 1.2 and 1.3.
- 1.2 Housing Agreement is terminated upon accumulation of 16 demerit points (or more) within two semesters. A housing suspension of 12 calendar months will take effect from the date of the disciplinary outcome letter.
- 1.3 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.
- 1.4 Licensees are responsible for their registered occupant's and visitor's full compliance and observance of the Housing Agreement, and of the Rules and Regulations. Any breach by the registered occupants or visitors shall be deemed to be a breach by the Licensee.
- 1.5 When the Licensee is at any Hostel (residential college, residence, house or hall), he or she shall be liable for further sanctions under the DPS if they act in any way that will be a breach of the housing agreement.

S/N	Offence Types	Demerit Points		
		1st	2nd	3rd
1	Breach of Law/Sexual Misconduct/Other Serious Misconduct	16		
2	Subletting and/or accommodating non-residents, including overnight stay, in the room.			
3	Throwing of items from height ('Killer Litter')			
4	Use of opposite gender's shower and toilet facilities, including such inappropriate use by visitor(s) of the resident			
5	Duplication of key/Access Card			
6	Non-compliance with regulations, rules, policies, guidelines, codes of conduct or notices issued by the University or government authorities relating to health and safety	9	9	
7	Tampering with communal security/safety measures (including fire-exits, cluster/lift lobby doors, toilet doors and CCTVs, false fire alarm)			
8	Passing of Hostel keys to another person			
9	Leaving visitors unattended			
10	Visit by non-residents of the hostel during quiet hours			
11	Misconduct (including disorderly or disruptive behavior that interferes with the privacy, rights and well-being of other residents)			
12	Alcohol possession or consumption in the hostel or disorderly conduct/drunkenness at the hostel			
13	Smoking, inhalation, or oral consumption of tobacco products (cigarettes, shisha, chewing tobacco, Heat- Not-Burn tobacco etc) and/or using or possessing of vaporisers e-cigarettes, e-pipes, e-cigars) in Hostel			
14	Solicitation, sale or promotion of any goods or services using the hostel premises without permission	6	9	9
15	Removal of common furniture and fixture, appliances, food and personal items belonging to other residents			
16	Swapping of rooms			
17	Stay-over in the room of another resident in the same hostel			
18	Excessive noise during 'Quiet Hours'			
19	Activities that may cause fire, explosion or any kind of hazards (e.g. usage of candles, open-flame, 3D printers)	3	6	6
20	Placing of items that cause obstruction of common areas (e.g. passageways, stairs)			
21	Possession or use of unauthorised electrical appliances, personal refrigerators or coolers/air-conditioners without permit from the Management Office.			
22	Leaving any personal mobility device (PMD) unattended when charging the PMD.			
23	Littering and/or failure to upkeep cleanliness of common areas/room			
24	Keeping of Pets			
25	Failure to shut or secure the fire-exit door/cluster door			
26	Leaving lights/fans/appliances switched on when not in room			
27	Non-Compliance with Safe Management Measures (for COVID-19) in NUS Hostels (Refer to Appendix on page 2)			

Demerit Point Structure (DPS) for Housing Offences

Appendix to DPS

Offences under Clause 27 relate to non-compliance with prevailing university guidelines for safe management as provided on <https://nus.edu.sg/osa/student-services/hostel-admission/housing-agreement>. Examples of offences under Clause 27 include but are not limited to: not wearing a mask/wearing a mask improperly, failure to observe safe distancing rules, gathering of more than the number of persons permitted, breaching rules regarding non-resident visitors, etc. as specified in the relevant circulars. Each act of non-compliance is considered a separate offence in the issuance of demerit points.

Please note that:

1. Further actions may be taken at the discretion of the Master where breach involves use of hostel's common facilities.
2. Egregious breach(es) may result in students being penalized under Clause 6 of the DPS or referred to BOD.
3. Students are responsible for checking their official NUS email accounts and will be deemed to be notified once the outcomes have been delivered via email.

Non-compliance with Fast and Easy Testing (FET) Requirements will be tracked from Sunday, 6 February 2022 and students will be informed via email of failure to meet requirements. All hostelites are expected to comply strictly with the University's FET regimen for weekly or twice weekly self-testing, regardless of whether you are physically on campus on the day the test is due. Students are fully responsible for checking their official NUS e-mail accounts in a timely manner and taking note of these notifications. Accumulation of three non-compliance notifications within one semester (including the vacation period) will result in immediate termination of housing (which carries a 12-month housing suspension).

Office of Student Affairs
10 March 2022