



RAFFLES HALL RULES & REGULATIONS

All Raffles Hall residents are advised to familiarise themselves with the rules.

The following rules and regulations have been drawn up to encourage responsible and considerate behaviour by all 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.

All residents must comply with and observe all the Hall Rules which are subject to change and/or amendments. The Hall Rules set out herein are not intended to be exhaustive and from time to time, there may be additions to the Rules. The Hall Rules apply to every Resident and to every visitor to the hall.

Interpretation

“Hall premises” shall include both common areas in the Hall and the rooms of Residents. Every footpath, the hard courts and the car parks in the immediate vicinity of the Hall are part of the Hall premises for the purposes of the Hall Rules.

Checking In/Out & Room Stay/Withdrawal

Every Resident must personally check in at the **Housing Service (HS) Office** and collect the room access card.

Where the Resident fails to collect the room access card within 7 days of notification to do so, the Resident shall be deemed to have given up the room and the Hall has the right to allocate the room to any other person.

Every Resident must reside in the room allocated to him/her and where the room is left vacant for an unreasonable period of time, shall be deemed to have vacated the room and the Hall has the right to re-allocate the room to any other person.

No Resident shall be allowed to change his or her room without the prior approval of the HS.*

Once accepted into Raffles Hall, the Resident is obliged to stay for the rest of the Academic Year. Where there is intent to withdraw from the Hall, the Resident is personally responsible to notify HS and settle all outstanding charges.

* For demerit points, please refer to <https://osa.nus.edu.sg/accommodation/hostel-application/housing-agreement-and-rules-regulations/>

** For Schedule of Costs, please refer to <https://uci.nus.edu.sg/campus-life/housing-services/general-information-for-student-housing/housing-schedule-of-costs-guidelines/>

If a Resident fails to comply, the Resident shall not be considered as having validly withdrawn from the Hall and such a Resident shall continue to pay Hostel fees and other proper charges including meal charges.

Withdrawal from the Hall is allowed for the first 2 weeks of the semester, there shall be no refund of any hostel fees (includes accommodation and meals charges) thereafter.

All residents are to move out of their rooms when stipulated by the office or risk having their belongings removed forcibly. No claim of any loss of such belongings will be entertained.

Access Cards

Residents' matriculation cards will be programmed by Housing Services (HS) 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**

Each Resident has the responsibility to safeguard his/her belongings and should lock their doors when absent from the room.

No Resident is permitted to duplicate access cards. Any access cards lost must be reported loss to the HS and the Resident concerned shall pay the replacement cost** to change the lock of the room concerned and the cost of replacement keys.

If locked out of the room, the Resident shall seek assistance from the HS during office hours. After office hours, the Resident who is locked out of his/her room shall approach their respective block Resident-Fellow.

Room Furniture, Fixtures, Fittings

Residents are not allowed to put linoleum over the rubber tile floor, or any permanent or semi-permanent flooring in rooms.

Painting of the room is not allowed.

No hooks are allowed to be nailed or be stuck on the walls and doors and any other part of the room.

Any alterations or perceived enhancements of the rooms (such as stickers, drilling or permanent or semi-permanent fixtures) are not allowed.**

General Conduct

Residents are expected to conduct themselves with due propriety, responsibility and good sense consistent with the dignity of the Hall. No Resident shall conduct himself or herself (whether or not on Hall premises) in a manner as to bring disrepute to the Hall. The use of profanities or vulgarities, whether written, drawn or spoken, is not acceptable.

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The **consumption or possession of any form of alcohol** (in whatever quantity) is strictly prohibited on the Hall premises* including in the rooms and toilets, unless so permitted by the Hall Master on special occasions.

Gambling of any form is strictly prohibited on the Hall premises (including in the rooms).*

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
- d. Littering within the boundaries of the Hall

Community Living

All Residents are to respect the right of other Residents to a quiet environment conducive for studying and rest and should aim toward the maintenance of harmonious relations by avoiding noise and boisterous activities. Quiet hours start from 11 pm.*

Every Resident shall exercise consideration for other Residents in the use of Hall equipment and Hall facilities and in the use of personal musical instruments and electrical appliances, computer gaming, online chatting, console gaming, online movie streaming and such like.

No Resident shall disturb the peace of the Hall. Anyone who engages in rowdy or unruly behaviour will be expelled from the Hall.*

Inspection of Rooms

The Hall Master, Resident-Fellows and Office staff has **right of access to a resident's room** in cases of

- a. emergency, health or safety circumstances
- b. necessary repair Work
- c. Inspections: 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

Hall & Personal Property

Residents are to take reasonable care of all Hall property including equipment in the gymnasium, furniture, computers, printers, billiard tables, billiard cues, all sporting equipment, electrical appliances, television sets, washing machines, fans, lights and other electrical equipment, cooking utensils, refrigerators, crockery, microwave ovens, induction cookers and etc. on the Hall premises. Residents who fail to do so shall be required to pay such damages as deemed appropriate by the Master of the Hall.

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The Hall is not responsible for any loss of personal property. Articles of value should be kept securely.

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

Every Resident must take reasonable measures to conserve and/or minimise electricity usage and to this end, switch off all electrical appliances, television sets, fans, lights, air-conditioning units, spotlights and other electrical equipment in the common areas of the Hall when the electrical appliances, television sets, fans, lights, air-conditioning units, spotlights and other electrical equipment are not in use or when room is unoccupied.* Exception: This rule does not apply to refrigerators.

The Hall reserves the right to disallow the use of any electrical appliance with a wattage rating above the prevailing limit and all appliances must have the 'safety mark' logo.

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.

Residents who intend to have refrigerators in their rooms are required to seek the permission of the HS BEFORE bringing in the refrigerators. An electricity charge per semester (or such other amount as may be revised from time to time) will be levied for each refrigerator in any room. **

The use of air-conditioning units or coolers in rooms of Residents is strictly prohibited.**

Fire Safety

Residents are **not allowed to put equipment/furniture along the corridor** as they constitute a fire hazard and obstruct free passage.*

Residents shall not store or bring into their rooms any flammable, explosive or hazardous substances.

Nothing should be placed in front or on top of firefighting equipment, e.g. hosereels, extinguishers as they would obstruct Fire Fighting Operations. Residents are expected to take care of the **immediate spaces outside their room*** and take steps to clear any obstructions found, regardless of ownership.

For easy reference, our Hall has already labelled the yellow cross in front of these equipment to remind residents to not to place items there. You may however place items within designated yellow boxes that do not have a cross within them, so long as they do not obstruct the corridor.

Residents should not obstruct any fire-exit doors and fire safety doors (e.g. doors at the end of each split level).

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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 as it is connected to the Singapore Civil Defence Force and must not be tampered with.

Fire hoses and extinguishers are not to be used for any purpose other than fire-fighting.

Fire drills shall be conducted once per semester. All residents who are physically present in the Hall during a fire drill must participate in the drill by assembling at the designated areas. Residents avoiding assembly by escaping the hall premises shall be subject to disciplinary action.

Housekeeping

Within the Room

Residents are to put their dustbins inside their rooms and not along the corridor.*

Common Areas and Facilities

Residents are responsible for the general cleanliness and tidiness of Block facilities including all furnishings and appliances. They are also to ensure utensils or crockery belonging to the Hall are not to be removed from the Dining Hall.

Furniture and fixtures are not to be removed from any part of the Hall without the consent of HS.

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.

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.

Laundry and Clothes Racks

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 clothes racks on the ground floor and on towel bars outside your room. Clothes found on railings or clothes racks left along corridors may be confiscated by without notice. Residents are allowed to use their own foldable clothes racks but must ensure there is sufficient walking space (1.2 m clearance) along the corridor and keep them immediately once clothes have dried.

Parking

Cars, motorcycles and bicycles belonging to residents and their visitors should be parked only in designated public car parks in the university e.g. No parking inside the blocks, outside sets room, gymnasium etc. The Hall's car park red lots are strictly reserved for the Master and Resident Fellows.

Unauthorized vehicles parking at the reserved lots will be subject to wheel clamp and paying the cost to remove the clamps.

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Visitors and Guests

No Resident is allowed to sublet his or her room, in whole or in part or permit any other person to use his or her room. Offenders will be evicted from the Hall. Unless the permission of the Master has been obtained, a Resident shall not permit any other person to use his/her room.*

A Resident is not permitted to have a non-resident in the room after 2300 hrs.*

Visitors and guests are to be accompanied by the resident at all times within the Hall. Unaccompanied visitors will be treated as trespassers.

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.

Animals and Pets

A student Resident is not permitted to keep animals in the Hall.*

Meals

During term time, meals are served as follows:

Breakfast: Mon-Sat, 0700-0900

Dinner: Sun-Fri, 1730-2000

Payment for meals (breakfast and dinner) provided by the Hall is compulsory and non-refundable**.

All Residents are not entitled to any rebates for any unconsumed meals in the Hall. The meal cards are not transferable.

Vacation Stay

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. *

Residents may be allocated different rooms or blocks if their applications are approved.

Security

Residents who notice any suspicious person within the Hall are to inform the Security Guard or Hall Management, who has the right to demand identification from anyone found within the Hall at any time.

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Notices

Residents are not allowed to post notices around the Hall without prior approval. Notices are only to be posted on the designated notice boards / poster slots and are to be removed after the expiry of the notices.**

SCRC & JCRC

The Resident-Fellows (RFs) of the Hall have been delegated the authority to assist the Master in the observance of the hall rules.

The members of the Junior Common Room Committee (JCRC) have the responsibility to ensure observance of the Hall Rules and may exercise such disciplinary functions as are delegated to them by the Master.

All Residents may seek the effectuation of their rights by approaching the Master or any of the RFs directly.

Sanctions for breach of Hall rules

Residents who breach any of the Hall Rules are liable to such sanctions as the Master may in absolute discretion impose, including:

- (a) eviction
- (b) suspension or exclusion from the Hall
- (c) fines
- (d) demerit points
- (e) such forms of reparation as the Master may deem appropriate.

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