





UNIVERSITI KUALA LUMPUR
ROYAL COLLEGE OF MEDICINE PERAK
CAMPUS LIFESTYLE DEPARTMENT
STUDENT HOUSING ADMINISTRATION

Doc. No:	UniKL/RCMP/ CLD/SHA-03
Revision No:	01
Date:	1/7/2017
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<p>Prepared by :</p>  <p>Name : Fahmi Abu Bakar Sidek Position : Supervisor Campus Lifestyle Dept. Date : 1/7/2017</p>	<p>Approved by :</p>  <p>Name : Prof. Dr. Noorzaid Bin Muhamad Position : Deputy Director Student Development & Campus Lifestyle Dept. Date : 1/7/2017</p>
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AMENDMENT RECORDS

No.	Date	Justification	Revision No.	Approved by
1	3/5/2014	Establishment	00	CEO, UniKL RCMP
2	6/6/2017	Revision - Dept. name - Process Flow	01	Deputy Director, SDCL UniKL RCMP



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1.0 OBJECTIVE

- 1.1 To provide guidelines for student housing admission via E-Citie.
- 1.2 To create a reliable database for student housing.

2.0 SCOPE

- 2.1 This procedure covers all UniKL RCMP student housing handled by Campus Lifestyle Department.

3.0 REFERENCES

- 3.1 This procedure covers all UniKL RCMP student housing handled by Campus Lifestyle Department.

4.0 DEFINITIONS / ABBREVIATIONS

- 4.1 CLD : Campus Lifestyle Dept.
- 4.2 CEO : Chief Executive Officer
- 4.3 HOD : Head of Department
- 4.4 CLO : Campus Lifestyle Officer
- 4.5 O/AA : Officer/Admin Assistant (if any)
- 4.6 MBBS : Bachelor of Medicine and Bachelor of Surgery

5.0 RESPONSIBILITY

- 5.1 The HOD is responsible for ensuring that this procedure is adhered to.
- 5.2 HOD is to monitor the usage of student accommodation for the duration of studies.
- 5.3 CLE is to monitor and arrange the movement of student between UniKL students housing due to their academic requirement.



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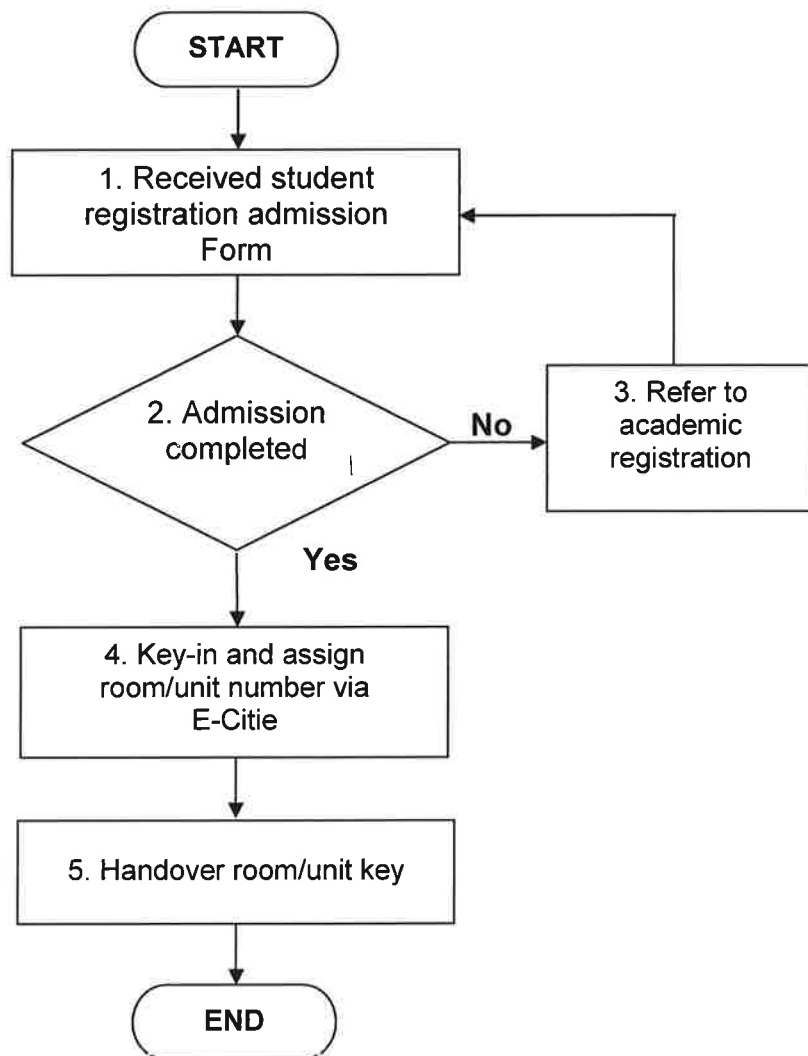
6.0 PROCEDURE

- 6.1 All new students are required to register for student housing via E-Citie during Orientation Week done by Accommodation Unit.
- 6.2 Registration will be done after all the admission process.
- 6.3 Student will be assign to the respective room as mapped in e-citie.
- 6.4 Student must adhere to the designated unit/room without exception.
- 6.5 Students are required to remain in the student housing within 6 months.
- 6.6 Students must vacate the student housing by the end of semester.
- 6.7 Refer to the process flow chart as below.



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7.0 DESCRIPTION

No	Description	Time / Duration	Person In Charge	Document
1.	Received student registration form from Admission.	During orientation week	Administration and Registration	Form in E-Citie Module
2.	CLD to verify on completion.	During orientation week	CLD	Form in E-Citie Module
3.	Student to refer back to Academic Registration if incomplete.	During orientation week	CLD/Academic	Form in E-Citie Module
4.	Campus Lifestyle Dept. to registered, key in and assign room/unit number via E-Citie (New Student Academic Registration Process)	During orientation week	CLD	E-Citie student housing module
5.	Hand over room/unit key.	During orientation week	CLD	-
6.	If there is any disciplinary issues, penalty will be imposed to the student.	Immediate	CLD & Finance Dept.	Summon Receipt
7.	Liase with Maintenance to conduct spot check to avoid any overloaded of electricity usage.	On & Off	CLD & Finance Dept	Summon Receipt
8.	Spot check the Cleanliness & Hygiene to avoid any infection.	Bi-weekly	CLD & Finance Dept.	Summon Receipt
9.	Liase with Safety & Health to conduct spot check on the functionality of fire extinguishers at hostel	Upon renewal	CLD & CHSES	Service Report



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8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1.	Student data in e-citie student housing module.	Campus Lifestyle Dept.	3 years
2.	Summon Receipt	Campus Lifestyle Dept.	3 years
3.	Service Report	Campus Lifestyle Dept.	3 years