



MEMORANDUM

Reference : 100-INTEC (HEP 6/1/1) – 4/2021
 To : Students (A-Level, ACCA, ICAEW, CAT Programme)
 From : Student Affairs Management
 Date : 19th March 2021
 Subject : **RETURNING TO INTEC EDUCATION COLLEGE (5 APRIL 2021)**

Ministry of Higher Education (MOHE) has imposed guidelines and rules for students who are returning to campus starting March 2021. Therefore, INTEC Management has decided that the second batch of students from A-Level, ACCA, ICAEW, CAT Programme students in the attached list who will sit for external examination, have special needs and have chosen to stay at INTEC Student Residential will be called return to campus in April 2021.

Below are the guidelines that must be followed by the students involved,

1. This memo is required for cross-state purpose.
2. Using 'MySejahtera' application every time entering INTEC Education College premises.
3. Student who decide to stay at INTEC Student Residential can choose the option as below,

NO.	ISOLATION PERIOD	RT-PCR (Swab Test)	REMARKS
1.	10 Days		<ol style="list-style-type: none"> 1. Students who undergoing isolation are highly advised to minimise movements. 2. Caterer will take students' food order and send to respective isolation block or order using delivery service (Food Panda, Grab Food etc.) 3. Students can attend online class during the isolation period from respective own room only
2.	Not required		<ol style="list-style-type: none"> 1. 3 days before returning to INTEC. 2. RT-PCR (Swab Test) cost are borne by the student.

4. INTEC will pick-up students from Sabah & Sarawak upon arrival at the airport.
5. Once students have registered to stay in INTEC Student Residential, students are **NOT ALLOWED to return home** until further announcement from INTEC Education College as INTEC Education College is following the SOP from MOHE. This is also to ensure the safety of students in INTEC Student Residential
6. Refer and follow the registration schedule in **Attachment A**.

REGISTRATION DATE	TIME	VENUE	CHECKLIST	REMARKS
5 th April 2021 (Monday)	8.30 am – 2.00 pm	Drive-thru counter near Post Guard at Cemara and Akasia.	Handover all the complete documents, <ol style="list-style-type: none"> 1. Accommodation Registration Form (Attachment B). 2. Health Declaration Form (Attachment C). 3. Attached the RT-PCR (Swab Test) result. 	Students are required to register on the stated date only as INTEC Education College is following the SOP from MOHE and MKN.

7. Students are required to comply with,
 - 7.1 Wear a face mask.
 - 7.2 Physical distancing of at least 1 meter.
 - 7.3 Accompanied by **ONE person only** during the registration process.
 - 7.4 Only 7 cars can be at residence area at one time with maximum of **15 minutes**.
 - 7.5 INTEC Education College registration guidelines (**Attachment D**).
 - 7.6 Standard Operation Procedure at the Student Isolation Centre (**Attachment E**).
 - 7.7 SOP recommended by Ministry of Health (MOH).

8. Self-sponsored students YPPB-MetroC and MARA scholars,
 - 8.1 Pay the RENTAL FEE to the INTEC Finance Unit before register at INTEC Student Residential.
 - 8.2 The fees are as below,

DURATION OF STAY	FEES	REMARK
15 Days or less	RM 15.00 per day	Online payment to, Bank Account: BANK ISLAM MALAYSIA BERHAD (BIMB) Payable To: UITM PRIVATE EDUCATION SDN BHD Account No.: 122-340-1000-3584
More than 15 days	RM 300.00 per month	

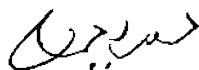
9. For any cancellation regarding staying at INTEC Student Residential, kindly INTEC Residence Office via email at residential@intec.edu.my.
10. Students are required to make a 'Room Clearance Process' (**return room-key and fill in the room clearance form**) during office hour only after the end of the examination or semester.
11. Students will be charged an additional RM15.00 per day if the student stays beyond the agreed period during the check-in.
12. Further enquiries, please contact the respective department as below,

DEPARTMENT	CONTACT
Finance	finance@intec.edu.my
Student Affairs (SOP Returning to INTEC Residential)	studentaffairs@intec.edu.my
INTEC Student Residential Office	residential@intec.edu.my or 03-55482451

Your commitment and cooperation with the above matters are highly appreciated.

Thank you.

Regards,



NORBAHYAH ABDUL RAHMAN
Director (Academic & Student Affairs)

- c.c. Senior Manager, Corporate Communications & Strategic Development
Senior Manager, Operation
Manager, Student Affairs Management
Assistant Manager, Residential Unit

INTEC RESIDENTIAL ACCOMMODATION APPLICATION FORM

PARTICULARS OF APPLICANT

Full Name : _____
 Programme : _____ Sponsor : _____
 NRIC No. : _____ Student I.D. : _____
 Sex : M / F Nationality : _____ Race : _____ Religion : _____
 Home Address : _____

 H.P No. : _____ Email : _____
 Medical Illness (if any) : _____

PERSON TO CONTACT IN CASE OF EMERGENCY

Name : _____ Relationship : _____
 H.P No. : _____ Office No. : _____

GENERAL CONDITIONS FOR ACCOMMODATION

1. Rooms are allocated on a **first-come-first-serve basis**.
2. Changing of the room without approval or instructed by the management is not allowed.

Declaration

1. I declare that the in this application form are true to the best of my knowledge, and I have not wilfully suppressed any material fact. Any misrepresentation or omission of information will render me ineligible for student accommodation.
2. I undertake to abide by the INTEC Residential Accommodation Code of Conduct.

Signature : _____ Date : _____

FOR INTEC RESIDENTIAL OFFICE

Confirmed the applicant is INTEC Education College student at stayed at respective residential as below;

RESIDENTIAL	BLOCK	ROOM NO.
Cemara		
Akasia		
Cendana		

Verified by;

Signature : _____
 Name : _____
 Date : _____

Approved by;

Signature : _____
 Name : _____
 Designation : _____
 Date : _____

INTEC RESIDENTIAL ACCOMMODATION CODE OF CONDUCT

1. All students are required to carry their valid student card issued to them by the INTEC Education College.
2. Students must ensure that the doors are lock and all electrical switches are switched off when not in use.
3. Anything used electrical energy must be registered, RM 40.00 (per semester) for each electrical equipment which allowed by the management of INTEC Education College (rice cooker, kettle, iron, toaster, fan, hair dryer, laptop/pc, handphone and wireless broadband only).
4. The responsibility for overall cleanliness of their unit lies with the students of the respective unit.
5. All students are expected to be in the unit before 12.00 midnight and students who wishes to be away from the hostel after that time, must obtain prior permission from the Resident Staff (RS).
6. All visitors must register at the security upon arrival and departure. No visitors are allowed after 12.00 midnight and strictly prohibited from staying overnight.
7. Students are personally responsible for ensuring all visitors comply with the rules and regulations and they would not cause any inconvenience to other residents.
8. Students are strictly prohibited from admitting strangers or persons of the opposite sex into the room.
9. Students are not permitted to give their hostel keys to any other person to use while they are away. Students found committing such an offence will be evicted.
10. Smoking, consumption of alcohol, drugs or gambling/gaming which involves betting is strictly prohibited within the residential area.
11. Viewing, possession and or dissemination of pornographic materials are strictly prohibited.
12. Vandalism or removing residential property is a very serious offence. Students found guilty can or will be evicted from the residence. The cost of making good any items vandalized will be charged accordingly to the students.

No	Offence	Compound
1.	Parking vehicles in residential areas or in any INTEC premises without permission or not in student parking areas or areas that may obstruct traffic.	Maximum RM100
2.	Carrying prohibited items (not in the list of electrical equipment allowed to carry)	Maximum RM100
3.	Unregistered Electrical Equipment (no electrical stickers)	Maximum RM50
4.	Vandalism (Ex: Damage the door knob, furniture, etc.)	Maximum RM100.00 (including installation costs)
5.	Do not return the keys or do not do a room clearance	Maximum RM50.00.
6.	Violating Student Personality	Maximum RM50 for evrery case
7.	Installation costs by the contractor	As the charges apply

13. Students who was found causing embarrassment, unsolicited compliments, sexually tainted jokes, spreading false rumours will be evicted from the residence.
14. Fighting or any physical violence is not allowed. Students found committing such an offence will be evicted.
15. Students must obtain prior permission from Student Affairs Department before organizing any social events in the residential area.
16. The management of INTEC Education College reserves the right to change or reshuffle the room's arrangement where necessary under certain circumstances.
17. The management of INTEC Education College reserves the right to alter, amend, add or delete any of the rules and regulations at any time without prior notice.
18. The INTEC Residential staff reserves the right for its designees to enter and inspect a residence in the interests of safety and proper conduct of the students. Entry can be made at any time, whether the students are present or not, and without prior notice to the students.

NOTE:

I confirm and agree that I have read the Code of Conduct and shall abide with the said INTEC Residential Accommodation Code of Conduct. In the event I fail to adhere to the established Code of Conduct, I hereby agree that the INTEC Education College can terminate my accommodation and request me to vacate the residential premises immediately.

I agree that I will not take any action against the INTEC Education College in the event the above action is taken against me because I fail to adhere to the established Code of Conduct.

Student's Name : _____ NRIC No. : _____

Signature : _____ Date : _____

Witness by Parent/Guardian:

Name : _____ NRIC No. : _____

Signature : _____ Date : _____

STUDENT HEALTH DECLARATION FORM

NAME : _____

NRIC : _____ EMAIL : _____

CONTACT NO. : _____ STUDENT ID : _____

PROGRAM : _____ BATCH : _____

SPONSOR : _____ DATE : _____

I hereby declare that I am free from the following diseases/conditions:

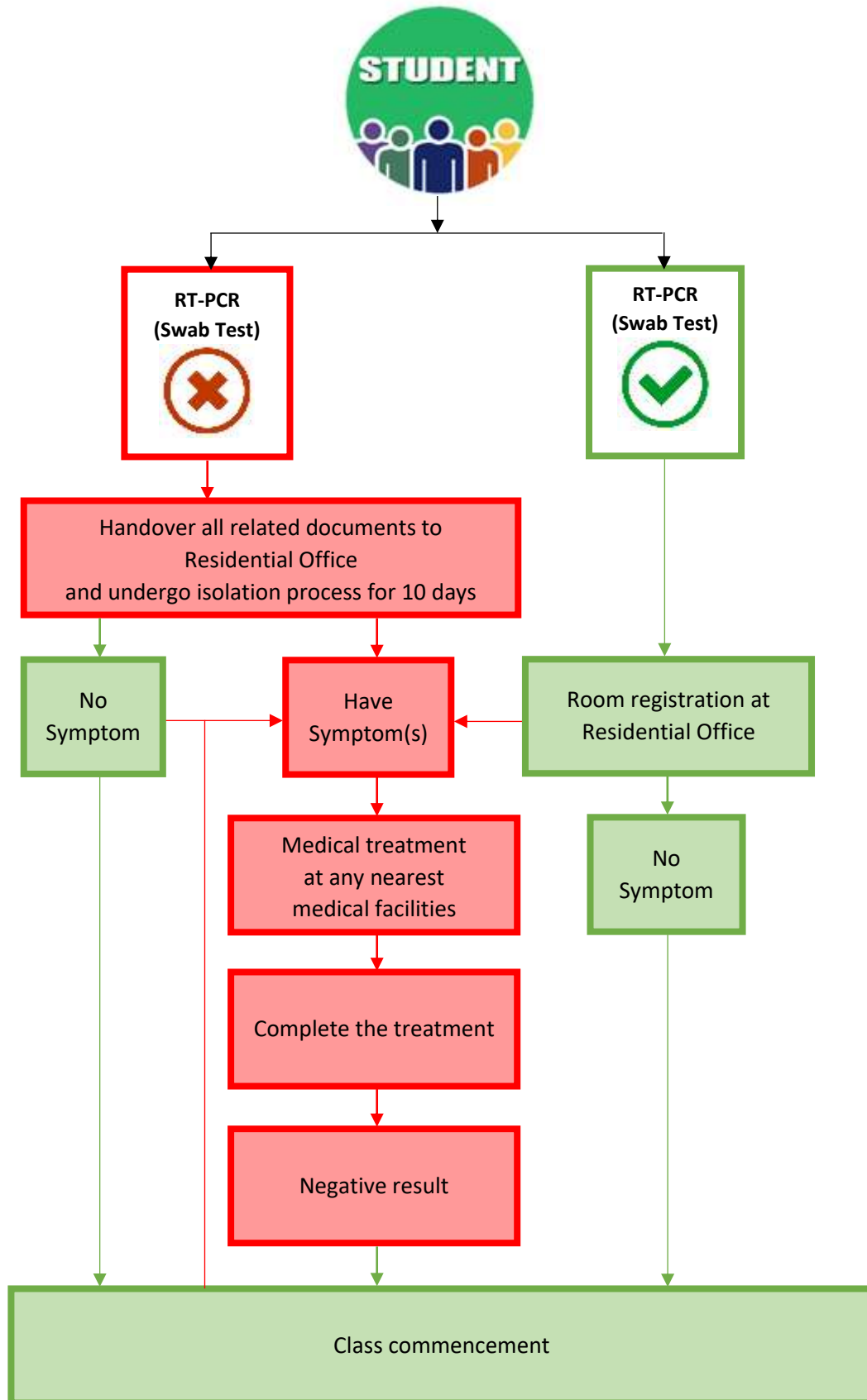
ITEMS	SELF	
	YES	NO
Covid-19 (please attach the RTK-Ag result)		
Cold/Cough/Fever (>37.5°C) /sore throat/shortness of breath or history of symptoms that are suspected as COVID-19		
Within the last 14 days I have a history of traveling to countries/regions that have been infected with COVID-19		
Within the last 14 days there is a family member/person under the same roof with me who has a history of traveling to countries/regions that have been infected with COVID-19		
I am included in the COVID-19 Supervisory List for having COVID-19 symptoms (ODP), or COVID-19 Patient under Surveillance (PDP), or suspected or proven positive patient for COVID-19		
Within the last 14 days I have interacted or conducted any physical contact with people who have a status of ODP, or PDP, or suspected or proven positive for COVID-19		

- This statement is made truthfully and with full responsibility.
- I am willing to comply with the health and safety protocol defined by INTEC Educational College.
- Please ensure all the information given is correct and accurate. INTEC Education College will not be responsible for any inaccurate data and bare any cost for medical expenses causes by inaccurate data given.
- In accordance with the Personal Data Protection Act ('Act') 2010 to regulate the processing of personal data in commercial transactions, UiTM Private Education Sdn. Bhd (hereinafter referred to as 'us' or 'we') is committed to ensuring complete compliance with the Act. (<https://www.intec.edu.my/students/information/personal-data-act>).

(Signature)

NAME:
NRIC:
DATE:

GUIDELINES FOR RETURNING STUDENTS TO INTEC RESIDENTIAL COLLEGE



NOTE: INTEC Education College will arrange transportation from airport to INTEC Residential College for students from Sarawak & Sabah only.

**STANDARD OPERATION PROCEDURE AT THE STUDENT ISOLATION CENTRE,
INTEC EDUCATION COLLEGE**

REGISTRATION

1. Student are required to fill all related documents as stated in the Memo during the registration day at Isolation Centre, Student Accomodation INTEC Education College.
2. Student must undergo screening (medical screening for symptoms and temperature check) during registration and then be isolated in isolation centres/units for 10 days before they are allowed to enter the campus.
3. Even if students have undertaken an RTK (Rapid Test Kit) test before arriving on campus, he/she will still need to be isolated for 10 days.

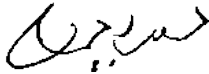
DURING THE ISOLATION PERIOD

1. All local students are required to fulfil the minimum 10 days quarantine.
2. Only one student in each room (2 student per house) during the isolation period.
3. Student only allowed to buy foods (packed or take away) using any delivery services.
4. Restrict movements for essential purposes only and advised to adhere to social distancing and other Standard Operating Procedures (SOP) that are in place.
5. Mass event, social & leisure purposes are restricted. Student are advised to stay at the isolation centre and avoid crowded locations. Non-compliance may lead to detention or/and a fine of RM10,000.00 by the local authority.
6. Students are advised on the below:
 - 6.1 Using facemask during all the time in the isolation area.
 - 6.2 Practice strong personal hygiene by washing your hands and sanitizing them regularly.
 - 6.3 Social distancing at least 1 meter away.
 - 6.4 Avoid unnecessary personal contact with other persons - we suggest placing your hand to your chest as an alternative to customary forms of greetings such as handshakes and hugging.
 - 6.5 No visitor is allowed during isolation period.
7. Should you display any symptoms commonly identified with COVID-19, please seek immediate medical attention from INTEC Residential Office (03-5548 2451 / 2455) or Resident Staff on duty.
8. Student who had cold/cough/fever (>37.5°C) /sore throat/shortness of breath that are suspected as COVID-19 will be send to the nearest medical facilities for further treatment.
9. Student who confirmed Postive COVID-19 will be send to the quarantine centre as required by Ministry of Health Malaysia.
10. Student are allowed to attend online class during the isolation period from respective own room only.

CHECK-OUT/CLEARANCE

1. Student are required to fill all related documents during the check-out at Isolation Centre and will be assign to new room at INTEC Student Residential.

Further disciplinary actions will be taken to the student who did not comply with Isolation Centre at INTEC Student Residential rules and regulations and Standard Operations Procedure .



Norbahyah Abdul Rahman
Director (Academic & Student Affairs)

GUIDELINES FOR DAILY HEALTH SCREENING

