



STUDENT DORMITORY REGULATIONS

Institut Teknologi Sepuluh Nopember



PERATURAN DAN TATA TERTIB

Rules and Regulations

ASRAMA MAHASISWA

Student Dormitory

INSTITUT TEKNOLOGI SEPULUH NOPEMBER

HAK DAN KEWAJIBAN PENGHUNI ASRAMA

Rules and regulations of students living in dormitory

A. Rights of students

1. Menggunakan fasilitas asrama
Have the access to dormitory facilities
2. Memperoleh layanan yang sama untuk semua penghuni
Receive equal services among dormitory occupants
3. Memperoleh perlindungan keamanan
Receive guaranteed and secure environment
4. Berkreasi, apresiasi sesuai dengan kreatifitas masing-masing
Have the capability to be creative on each students' interested fields
5. Berpendapat, berorganisasi sesuai dengan minat dan aspirasi masing-masing penghuni
Deliver opinions and participate in student organizations
6. Membina diri sesuai dengan keyakinan beragama masing-masing secara bersama-sama

Practicing a religion in accordance with students' religious views

B. Responsibilities of students

1. Membayar iuran asrama

Pay the dormitory dues punctually

2. Menaati tata tertib, peraturan dan pedoman kehidupan di asrama

Behave in accordance to the Dormitory Rules and Regulations

3. Menjaga keamanan asrama bersama-sama dengan Pengurus Asrama

Get involved in providing secure environment with other students and dormitory officers

4. Menjaga ketertiban dan kenyamanan bersama dalam asrama

Maintain the discipline and comfort in dormitory environment

5. Menjaga dan memelihara kebersihan dalam asrama

Keep and maintain the dormitory environment clean

- Penghuni asrama diwajibkan menata alas kaki (sandal/sepatu) dengan rapi

Occupants have to tidy up their sandals or shoes

- Penghuni asrama diwajibkan membuang sampah ke tong sampah yang terdapat pada masing-masing lantai

Occupants have to put the garbage in the trash can or in the designated containers which is provided in each floor

- Bagi penghuni yang kedapatan membuang sampah ketempat selain ke tong sampah asrama akan dikenakan denda sebesar Rp. 20.000,- uang denda akan digunakan untuk dana sosial
Occupants who are caught throwing garbage not in the trash bin or in the designated containers will be fined Rp 20.000,- for social funds
6. Menjaga dan memelihara fasilitas dan peralatan asrama
Keep and maintain dormitory facilities and equipments
- Fasilitas yang diberikan di asrama untuk setiap orang penghuni yaitu kasur, tempat tidur, kursi belajar, meja belajar almari, dan cermin
Standard facilities provided for each student are a bed, a set of chair and desk, a cupboard and a mirror
 - Apabila ada kekurangan fasilitas standard asrama, maka penghuni diharuskan melapor kepada pengelola asrama ketika serah terima kamar atau paling lambat 3 hari setelah mendapatkan buku panduan ini. Bagi yang tidak melapor berarti fasilitas kamar dianggap lengkap
Lack of standard facilities has to be reported to the dormitory officer as soon as possible. If there is no report in three days, the accepted facilities are assumed to be complete
 - Kran air, bola lampu kamar, dan bola lampu kamar mandi hanya diberikan ketika masuk

asrama, seandainya kran rusak atau bola lampu putus pada rentang masa huni, maka penghuni kamar berkewajiban untuk menggantinya. Apabila dibutuhkan bantuan untuk membantu memasang atau memperbaiki kerusakan bisa melapor ke pengurus asrama

Faucet and lamps are only given once when occupants starts to stay at the room at the first time. If they are broken during the period of stay, students have to replace it. If the occupants need assistance to install or repair the damage, they can ask the dormitory officer

7. Mengikuti semua program kegiatan pembinaan yang dilakukan di asrama baik rutin maupun insidental

Participate in dormitory development activities which are scheduled or incidental

- Bagi mahasiswa yang beragama Islam, wajib untuk mengikuti ibadah sholat subuh di gedung masing-masing atau di masjid Manarul Ilmi

Moslem occupants have to attend Subuh prayer at their buildings or at Manarul Ilmi (ITS' mosque)

- Bagi mahasiswa yang beragama Islam, wajib untuk mengikuti ceramah Subuh setiap hari Sabtu di masjid Manarul Ilmi

Moslem occupants have to attend Subuh lecture every Saturday at Manarul Ilmi (ITS's mosque)

- Bagi mahasiswa non-muslim, wajib untuk beribadah sesuai dengan keyakinan masing-masing

Non-moslem occupants have to pray in accordance to their individual beliefs

- Bagi mahasiswa non-muslim, wajib untuk mengadakan pembinaan keagamaan sekali dalam seminggu berdasarkan musyawarah dengan petugas asrama

Non-moslem occupants have to hold religious development program(s) once a week based on discussion between students and the dormitory officer

8. Keluar dan masuk asrama di luar batas waktu yang telah ditentukan harus sepengetahuan pengurus asrama

Inform the dormitory officer when occupants want to come and go out outside the scheduled time

- Mahasiswa harus berada di asrama sebelum pukul 23.00. Jika mahasiswa masih memiliki kegiatan sehingga harus kembali setelah jam 23.00, mereka harus menginformasikan pada petugas asrama untuk mendapatkan ijin

Occupants have to be in the dormitory before 11pm. If the occupants still have activities which make them come over after 11pm, they have to inform the dormitory officer to get permission

- Penghuni asrama yang akan bepergian atau meninggalkan asrama lebih dari 24 jam harus melapor kepada pengurus asrama. Ijin hanya dapat diberikan bagi penghuni asrama yang memiliki keperluan mendesak

Occupants who want to leave dormitory for 24 hours or more have to inform the dormitory officer. The permission is only given for urgent needs

9. Menerima tamu di tempat yang disediakan

Meet guests in the provided room

- Penghuni dan pengunjung putra tidak dibenarkan memasuki blok asrama dan lokasi asrama yang ditetapkan sebagai area putri dan berlaku sebaliknya kecuali telah mendapatkan ijin dari pengelola asrama atau dalam keadaan darurat
Male occupants are prohibited to come at female occupants blocks or areas and on the other way around except if there is permission from the dormitory officer
- Mahasiswa penghuni asrama tidak diijinkan membawa tamu menginap di asrama
Occupants are prohibited to let a friend or family members to stay in their rooms
- Interaksi tamu dengan mahasiswa penghuni asrama yang berlainan jenis pada malam hari tidak diperbolehkan lebih dari 30 menit
Male occupants are prohibited to have any interaction with female occupants for more than 30 minutes in the evening and at night
- Tidak diperbolehkan bagi mahasiswa penghuni asrama atau tamu asrama yang berlainan jenis duduk berdua-duaan di tempat sepi atau di sepanjang jalan lingkar asrama

Male and female occupants are prohibited to have a date or meeting in dark and quiet places around students dormitory

10. Memelihara kerukunan beragama, bertoleransi, bekerja sama antar sesama penghuni
Maintain the religious harmony, tolerance, and cooperation among dormitory members

PERATURAN UMUM

General Rules in Dormitory

All of the occupants are required to comply with general rules applied. The general rules are as follows:

1. Saling menghormati dan menjaga ketenangan suasana untuk mendukung kegiatan belajar
Maintain mutual respect and comfortable atmosphere to support learning activities
2. Menjaga nama baik pribadi, almamater, dan kerukunan antar penghuni asrama
Maintain good image, almamater, and harmony among occupants
3. Penghuni asrama dizinkan menempati setelah *check-in* asrama sesuai tanggal yang ditetapkan
Occupants are allowed to occupy the room after check-in on the specified date
4. Penghuni asrama wajib meninggalkan asrama pada akhir masa huniannya sesuai dengan tanggal yang telah ditetapkan dan melakukan penyelesaian administrasi asrama selambat-lambatnya tiga hari sebelum masa ijin tinggal berakhir

Occupants have to leave the dormitory at the end of the contract day in accordance to the predetermined date and have to settle the dormitory administration no later than three days before the contract ends

5. Mahasiswa asrama harus memakai pakaian yang sopan ketika berada di lingkungan asrama

Students have to wear proper clothes when they are around the dormitory

- Mahasiswa penghuni asrama terutama yang putri tidak diperbolehkan memakai pakaian tidur (piama, tanktop atau yang sejenisnya) ketika keluar dari kamar

Occupants, especially the female ones, are prohibited to wear pajamas, sleeveless top or the improper clothes when they are outside of their rooms

6. Penghuni dilarang membuat keributan atau gangguan (membunyikan *radio tape*, alat musik dengan keras atau mainan lainnya) yang dapat mengganggu ketentraman penghuni lainnya

Occupants are prohibited to make a noise or disturbance (loud radio tape, music or other devices) that may disturb others

7. Penghuni dilarang menjemur pakaian di depan kamar, di balkon, dan di tempat yang tidak diperuntukkan untuk itu

Occupants should hang and dry clothes in the provided places and are prohibited to do so in front of their room, on the balcony, and at a place which is not provided for it

8. Penghuni dilarang menduplikasi kunci kamar, jika kunci kamar hilang maka dikenakan denda
Occupants are prohibited to duplicate the room key. If the key is lost, students will be fined
9. Penghuni dilarang memindahkan atau mengeluarkan setiap peralatan kamar milik asrama
Occupants are prohibited to move or take out any dormitory equipments
10. Penghuni dilarang mencoret-coret permukaan pintu masuk, dinding atau peralatan kamar milik asrama
Occupants are prohibited to draw on doors, walls or any other dormitory equipments
11. Penghuni diwajibkan mengunci kamar apabila meninggalkan kamar untuk menghindari masalah yang tidak diinginkan. Pengelola asrama tidak bertanggung jawab terhadap kehilangan barang-barang milik penghuni asrama
Occupants are required to lock the door when leaving the room to avoid unwanted problems. Dormitory officer is not responsible for any lost of the occupant's belongings
12. Dilarang menyimpan, mengedarkan dan memanfaatkan barang cetakan, audio visual yang bersifat pornografi, minuman keras, narkoba, obat-obatan terlarang, senjata tajam dan senjata api, dan melakukan pencurian
Occupants are prohibited to keep, distribute and use any printed and audio-visual materials of pornography, liquor, narcotics, illegal drugs, weapons, and commit in theft
13. Dilarang melakukan perjudian dalam hal apapun, perkelahian fisik atau tindak kekerasan lainnya, dan

melakukan intimidasi fisik dan psikis terhadap sesama penghuni asrama

Occupants are prohibited to involve in gambling, physical fights or other violence, physical and psychological intimidation against other students or occupants

14. Dilarang melakukan perbuatan atau perlakuan tidak senonoh atau perbuatan yang melanggar kesusilaan, norma agama, diskriminasi dan pelecehan seksual

Occupants are prohibited to commit indecent acts or to do any actions which violates decency, religious norms, discrimination and sexual harassment

15. Dilarang memelihara hewan peliharaan di lingkungan asrama

Occupants are prohibited to have any pet

16. Dilarang merokok di dalam ruangan tertutup, bangunan asrama dan hall

Occupants are prohibited to smoke inside a closed room, dormitory area and hall

17. Setiap penghuni asrama dilarang pindah kamar tanpa mendapat persetujuan dari pengelola asrama. Bagi penghuni yang pindah kamar tanpa seijin pengelola, maka setiap kerusakan dan kehilangan fasilitas akan dikenakan denda kepada penghuni ketika serah terima kamar pada waktu *check-in* awal masuk

Occupants are prohibited to move to another room without any permission from the dormitory officer. For those who move to another room without permission will be charged for any damage

18. Penghuni asrama dilarang memasak di asrama kecuali menggunakan *rice cooker* dan *dispenser* yang ditetapkan dengan peraturan yang berlaku

Occupants are prohibited to cook in dormitory area except if they cook with rice cooker and dispenser

SURCHARGE

Standard facilities given by dormitory officer are a bed, a set of desk and chair, a cupboard and a mirror. If students bring additional electronic equipments, they will be charged for electronic equipments as follows:

- | | |
|--------------------------|------------------------|
| a. TV | Rp 20.000,-/month/unit |
| b. Rice cooker/Dispenser | Rp 20.000,-/month/unit |
| c. Electric kettles | Rp 20.000,-/month/unit |
| d. Personal Computer | Rp 25.000,-/month/unit |
| e. Refrigerator | Rp 75.000,-/month/unit |

**Additional electronic equipments which is not listed above may also be charged. Please contact the dormitory officer for more details.

TERMS OF PAYMENT

1. Students have to pay the total rent for one period of stay (per June)*
2. Students who do not pay the rent or quit from dormitory without notice will be processed by the dormitory officer and will be associated with the administrative requirements in ITS

*)The method of payment may be negotiated based on agreement between students and the dormitory officer.

ATURAN CHECK-OUT ASRAMA

Terms of Checking Out

1. Mahasiswa asrama wajib keluar asrama sesuai tanggal yang tercantum dalam surat perjanjian masuk asrama yang ditandatangani ketika awal masuk asrama

Occupants have to quit the dormitory on the date specified in the agreement signed by students and dormitory officer at the beginning of the stay

2. Mahasiswa dinyatakan boleh keluar asrama ketika sudah mendapatkan surat bebas asrama

*Occupants are allowed to leave dormitory after they receive “**surat bebas asrama**”*

3. Syarat-syarat untuk mendapatkan **surat bebas asrama** adalah :

*The requirements to get “**surat bebas asrama**” are:*

- a. Telah melunasi sewa asrama selama masa tinggal kontrak di asrama

Occupants have paid the dues for the whole period of their stay

- b. Menyerahkan kunci pintu kamar dan kunci-kunci lainnya dengan lengkap

Occupants have returned the room keys to the dormitory officer

- c. Menyelesaikan kewajiban denda kerusakan yang diperbuat ketika dana deposit mahasiswa yang

bersangkutan tidak mencukupi untuk mengganti fasilitas yang rusak

Occupants have paid the fine and any other administrative matters related to the damage they made or damage that happened during their stay

IMPORTANT NOTES for INTERNATIONAL STUDENTS:

- Occupants can contact the dormitory officer or ITS International Office (ITS IO) if they do not understand and wish to clarify the above rules and regulations.
- In a special condition, occupants may opt to move out from the dormitory according to the letter of agreement. However, once the occupants wish to re-enter the accommodation, the dormitory officers have the right to decide whether to approve the re-entry request of the occupants based on his/ her track records during his/ her stay.
- Occupants who receive any forms of scholarship must pay the dues punctually. If the occupants fail to do so, they will not receive their scholarship fund for the next month.

Translated by ITS International Office for ITS Dormitory
Service

Tuesday, 25 July 2014

NO. DOK : FM-ASR.KEAM.KMT – 22
REVISI : 02
TGL. TERBIT: 15 FEBRUARI 2014
HALAMAN : 1 dari 1

LETTER OF STATEMENT
UNIT ASRAMA MAHASISWA
INSTITUT TEKNOLOGI SEPULUH NOPEMBER
(ITS)

I, the undersigned below:

Name :

Place/ Date of Birth :

NRP :

Faculty/ Department :

Building/ No., Room : (A, B, C, D, E, F, G, H, I, J) Number :

have read and understood completely the regulations at ITS Dormitory, and thus declare that I will comply with the regulations applied during my stay at ITS Dormitory. Should I violate the regulations, I agree to receive penalty or punishment from the Dormitory officers.

Surabaya,

LETTER OF AGREEMENT

No: /IT2.25/RT/20..

Day :, date:, month :, year:

The undersigned below:

1. Name : Ir. Aguk Zuhdi MF, M. Eng., Ph. D
Position : Head of ITS Dormitory
Address : Jl. Teknik Elektro, Surabaya 60111
Hereinafter called **THE FIRST PARTY**.

2. Name :
Department :
NRP :
Address of Origin :
Hereinafter called **THE SECOND PARTY**.

- **THE FIRST PARTY** and **THE SECOND PARTY** has achieved an agreement concerning accommodation at ITS Dormitory.
- **THE FIRST PARTY** provides the following room facilities: bed, mirror, chair, desk, and wardrobe.
- If the staying period ends, **THE SECOND PARTY** must return all room facilities provided by **THE FIRST PARTY**. **THE SECOND PARTY** must return the bed room, bath room, and keys in good condition (the rooms are clean without any stain, graffiti, posters, holes, or other damages; and the keys are complete).
- Should there be found damages on the room and its facilities, **THE SECOND PARTY** is obliged to replace the facilities. The value of the replacement will be taken from the deposit **THE SECOND PARTY** made when s/he rents the dormitory. If the deposit is not sufficient to replace the damages, **THE SECOND PARTY** is required to add or replace the damaged facilities with the new one(s).
- **THE FIRST** and **SECOND PARTIES** agree that length of stay for **THE SECOND PARTY** is months starting from:, 20... until, 20...

10. Leave waste papers, plastics, or cigarette at any place at ITS Dormitory.
11. Stay outside the dormitory without permission from the Dormitory officers.
12. Dormitory is closed on 23:00 and open on 06:00.

OBLIGATIONS:

1. Keep the room facilities in exact condition as in the first place.
2. Fix/exchange the room facilities if damaged by **THE SECOND PARTY**.
3. Wear polite clothing (long-/ short-sleeved attires and long-legged trousers) while going outside the room.
4. Maintain security, discipline, cleanliness and serenity at dormitory.
5. Stay in the room designated by ITS dormitory.
6. Keep the cleanliness, drawing the wall and dormitory's belongings is restricted
7. Park the vehicle in the provided area
8. Should **THE SECOND PARTY** needs to stay outside the dormitory or being late for home, s/he must report and fill the form provided by Coordinator of Dormitory's Security Officers.

REGULATION

PROHIBITIONS:

1. Bring in, store and/ or consume alcoholic drinks and drugs.
2. Risk his/ her money for a bet.
3. Bring in visitors to **THE SECOND PARTY's** room.
4. Commit immoral activities at the dormitory.
5. Commit fighting or other violence at the dormitory.
6. Keep in pets.
7. Bring in food seller into ITS Dormitory.
8. Impede and/ or interfere with Dormitory officers
9. Cause damage or move room facilities provided by **THE FIRST PARTY**.

PUNISHMENTS:

1. **THE FIRST PARTY** has the right to expel **THE SECOND PARTY** if s/he commits a crime and the remaining funds of the rent will be forfeited.
2. If **THE SECOND PARTY** moves out from the dormitory before the staying period ends, the remaining funds of the rent will be forfeited and could not be traded with another occupant.
3. Any crime schemes and felonies will be reported to the authorized department.

The rules which are needed to be settled in the future will be proposed later on.

THE FIRST PARTY,

Ir. Aguk Zuhdi MF, M.Eng., Ph.D
NIP. 1956 0519 198 610 1001

THE SECOND PARTY,

Stamp Duty
Rp6.000

.....

**MINISTRY OF EDUCATION AND CULTURE
STUDENT DORMITORY UNIT
INSTITUT TEKNOLOGI SEPULUH NOVEMBER
(ITS)**

Jalan Teknik Elektro, Surabaya. Phone (031) 5925965

COMPLAINT LETTER

I, the undersigned:

Name :

NRP :

Faculty / Department :

Occupant's Block :, Room Number :

as an ITS Dormitory occupant, for : () months, herewith submit complaints for :

- | | | |
|--------------------------------|------------------------------|-----------------------|
| A. Broken door lock | E. Loss of Electricity power | I. Dormitory Security |
| B. Small tap water flow | F. Toilet flush | J. Cleaning Service |
| C. Leaking ceiling | G. Lamp/lights | |
| D. Windows unable to be locked | H. Customer Service | |

Please kindly assist on solving the problem. Thank you for your kind attention and cooperation.

Surabaya, 20.....
Signature of occupant,

(.....)
Nrp. :

Complaint Handling

The complaint reported by the occupant has been well acknowledged; therefore we as duty officers have carried out the orders from Head of ITS Dormitory unit to take care of the occupants for every refinement given.

We have delivered the best solution for the complaint. Thank you for the cooperation.

Surabaya, 20.....
Duty Officer,

Occupant

(.....)
NRP. :

Acknowledged by,
Housekeeping Coordinator,

(Ahkmad Ustadziwasis)
NIPH. 9 1000 4 00 1



ITS
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Teknologi
Sepuluh Nopember

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