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UNIVERSITI TEKNOLOGI MALAYSIA

**UNIVERSITIES AND UNIVERSITY COLLEGES ACT 1971
UNIVERSITI TEKNOLOGI MALAYSIA
(DISCIPLINE OF STUDENTS) RULES 1999**

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UNIVERSITIES AND UNIVERSITY COLLEGES ACT 1971
UNIVERSITI TEKNOLOGI MALAYSIA (DISCIPLINE OF STUDENTS)
RULES 1999

In exercise of the powers conferred by section 16C of the Universities and University Colleges Act 1971 (Act 30), the Board of Directors of the Universiti Teknologi Malaysia makes the following rules:

PART I
PRELIMINARY

Citation

1. These rules may be cited as the Universiti Teknologi Malaysia (Discipline of Students) Rules 1999.

Interpretation

2. In these Rules, unless the context otherwise requires -

"authorized person" means any person or body of persons duly authorized to act on behalf of the University;

"Campus" means the Campus of the Universiti Teknologi Malaysia including all the hostels, institutions and buildings of the University;

"cheating" includes copying;

"disciplinary authority" means the Vice-Chancellor or, where applicable, any Deputy Vice-Chancellor, any member of the staff, any officer or any employee of the University, or any board of members of the staff, officers or employees of the University, delegated by the Vice-Chancellor with disciplinary functions, powers or duties under subsection 16B(3) of the Act;

"disciplinary offence " means an offence under these Rules ;

"disciplinary proceeding" means a disciplinary proceeding under these Rules;

"disciplinary room" means a room allocated for the purpose of the conduct of disciplinary proceeding generally or for the purpose of a particular disciplinary proceeding;

"drug" means any drug or substance which is for the time being comprised in the First Schedule to the Dangerous Drugs Act 1952 [Act 234];

"examinations" includes any manner or method of assessment which results in a mark or a grade for a specific course or part thereof;

"gaming" means the playing of any game of chance, or of mixed chance and skill, for money or money's worth, and includes any wagering, any betting or any lottery;

"hostel" means any accommodation, by whatever name called, provided by the University for the residence of students;

"liquor" means any liquor of any alcoholic strength;

"motor vehicle" means every description of vehicle propelled by means of mechanism contained within itself and constructed or adapted so as to be capable of being used on roads, and includes any vehicle drawn by a motor vehicle whether or not part of the vehicle so drawn is superimposed on the drawing motor vehicle.

"parking" means the bringing of a vehicle to a stationary position and causing it to wait for any purpose other than that of immediately taking up or setting down person, goods or luggages;

"Pengetua" means the principal officer in charge of a hostel;

"poison" means any substance specified by name in the first column of the Poison List to the Poisons Act 1952 [Act 366] and includes any preparation, solution, compound, mixture or natural substance containing such substance;

"resident student " means a student residing in a hostel ;

"scholarship student" includes any student who is studying on a scholarship, bursary, loan, sponsorship, leave with pay or without pay, or on a grant or any other facility, from any Government, institution, statutory authority, commercial or business organization, or other body;

"staff" means any employee of the University;

"student" includes any postgraduate student, part-time student, student under the distance learning or off-campus programme, diploma student, matriculation student ,non-graduating student of the University and those doing full-time or part-time courses at the University;

"traffic direction" means any order, direction or instruction given by an authorized person to any person using a road or a vehicle within the Campus;

"traffic sign" includes a signal, warning sign post, direction post, sign,mark or device erected or provided on or near a road for the information , guidance or direction of persons using the road;

"vehicle" means a structure capable of moving or being moved or used for the conveyance of any person or thing and which maintains contact with the ground when in motion;

"Vice-Chancellor" means the Vice-Chancellor of the University, and includes any person or body of persons who is or are authorized by the Vice-Chancellor to act on his behalf.

PART II

GENERAL DISCIPLINE

General prohibitions

3. A student shall not -

- (a) conduct himself, whether within the Campus or outside the Campus, in any manner which is detrimental or prejudicial -
 - (i) to the interests, well-being or good name of the University, any of the students, staff, officers, or employees of the University; or
 - (ii) to public order, safety or security, morality, decency or discipline;
- (b) violate any provision of any written law, whether within the Campus or outside the Campus;
- (c) disrupt or in any manner interfere with, or cause to be disrupted or in any manner interfered with, any teaching, study, research, administrative work, or any activity carried out by or under the direction of or with the permission of the University;
- (d) prevent, obstruct, or interfere with, or cause to be prevented, obstructed or interfered with, any officer or employee of the University or any person acting under the direction or permission of such officer or employee, from carrying out his work, duty or function;
- (e) prevent or obstruct, or cause to be prevented or obstructed, any student from attending any lecture, tutorial or class, or from engaging in any legitimate activity;
- (f) organize, incite or participate in the boycott of any examination, lecture, tutorial, class or other legitimate activity carried out by or under the direction, or with the permission, of the University;
- (g) damage, tamper, interfere with, move, or in any manner deal with, any substance, object, article or property in the University;
- (h) do any act or cause any act to be done in the Campus, so as to cause or be likely to cause any obstruction, inconvenience, annoyance, loss or damage to any person in the university;
- (i) contravene any instruction or requirement of the University Librarian, a member of the library staff or other library employee in respect of the use of the library, its books and other facilities in the library.
- (j) contravene any instruction or requirement of an authorized person in respect of the use of any laboratory, laboratory equipment, apparatus or substance, and other facilities in the laboratory.

Attendance at lectures

4. (1) Where a student is required to attend any lecture, tutorial, class or other instruction relating to his course of study, he shall not absent himself therefrom without the prior permission of the Dean of the Faculty, or the Head of the School, Centre, Academy or Institute, as the case may be.

(2) Where the circumstances do not permit such prior permission to be obtained, the student shall, as soon as possible thereafter, satisfy the Dean or the Head, as the case may be, with regard to his absence and obtain approval in respect thereof.

Restriction on use of text of lecture

5. (1) Subject to subrule (2), a student shall not make use of the text of any lecture of instruction imparted to him in the University except for the purpose of pursuing his course of study; in particular, he shall not reproduce in any manner the whole or any part or such text for the purpose of publication, distribution or circulation, whether for payment or not.

(2) Nothing in this rule shall be deemed to restrict the discretion of the Vice-Chancellor to issue guidelines allowing a student, or an organization, body or group of students, to make copies of the text of any such lecture or instruction under the control and direction of the Vice-Chancellor, or the Dean of the Faculty, or the Head of the School, Centre, Academy or Institute, as the Vice-Chancellor may authorize, and the Vice-Chancellor may impose in the guidelines such terms and conditions as he deems necessary or expedient in respect of the reproduction of the text of any lecture or instruction.

Prohibition against plagiarism

6. (1) A student shall not plagiarise any idea, writing, data or invention belonging to another person.

(2) For the purpose of this rule, plagiarism includes-

- (a) the act of taking an idea, writing, data or invention of another person and claiming that the idea, writing, data or invention is the result of one's own findings or creation ; or
- (b) an attempt to make out or the act of making out, in such a way, that one is the original source or the creator of an idea, writing, data or invention which has actually been taken from some other source.

- (3) Without prejudice to the generality of subrule (2) a student plagiarises when he-
- (a) publishes, with himself as the author, an abstract, article, scientific or academic paper, or book which is wholly or partly written by some other person;
 - (b) incorporates himself or allows himself to be incorporated as a co-author of an abstract, article, scientific or academic paper, or book, when he has not at all made any written contribution to the abstract, article, scientific or academic paper, or book;
 - (c) forces another person to include his name in the list of co-researchers for a particular research project or in the list of co-authors for a publication when he has not made any contribution which may qualify him as a co-researcher or co-author;
 - (d) extracts academic data which are the results of research undertaken by some other person, such as laboratory findings or field work findings or data obtained through library research, whether published or unpublished, and incorporate those data as part of his academic research without giving due acknowledgement to the actual source;
 - (e) uses research data obtained through collaborative work with some other person whether or not that other person is a staff member or a student of the University, as part of another distinct personal academic research of his, or for a publication in his own name as sole author, without obtaining the consent of his co-researchers prior to embarking on his personal research or prior to publishing the data;
 - (f) transcribes the ideas or creations of others kept in whatever form, whether written, printed or available in electronic form, or in slide form, or in whatever form of teaching or research apparatus, or in any other form, and claims whether directly or indirectly that he is the creator of the idea or creation;
 - (g) translates the writing or creation of another person from one language to another whether or not wholly or partly, and subsequently presents the translation in whatever form or manner as his own writing or creation; or
 - (h) extracts ideas from another person's writing or creation and makes certain modifications without due reference to the original source and rearranges it in such a way that it appears as if he is the creator of those ideas.

Appearance for examinations

7. (1) Where a student's course of study entails his appearance for an examination and he is not otherwise debarred from such examination, he shall not fail to appear for the examination without the prior permission of the Dean of the Faculty, or the Head of the School, Centre, Academy or Institute, as the case may be.
- (2) Where the circumstances do not permit such prior permission to be obtained, the student shall, as soon as possible thereafter, satisfy the Dean or the Head, as the case may be, with regard to his absence and obtain approval in respect thereof.

Conduct during examination

8. No student shall -
 - (a) take any book, paper, document, picture or other things, except those authorized by the examiner, into or out of the examination room, or receive any book, paper, document, picture or other things from any other person while in the examination room, except that a student may, while he is in the examination room, receive from the invigilator such books, papers, documents, pictures or other things which have been recommended by the examiner or Board of Examiners, and authorized by the Vice-Chancellor;
 - (b) write, or have written by another person, any information or diagram which may be relevant to the examination he is sitting for, on his hand or on any other part of his anatomy, or on his apparel or clothing;
 - (c) communicate with any other student during an examination by whatever means; or
 - (d) cheat or attempt to cheat or conduct himself in a manner which can be construed as cheating or attempting to cheat in an examination, while the examination is being conducted.

Organizing assemblies

9. (1) No student, organization, body or group of students shall, without the prior permission of the Vice-Chancellor, hold, organize, convene or call, or cause to be held, organized, convene or called, or be, in any manner, involved in holding, organizing, convening or calling, or in causing to be held, organized, convened or called, or be, in any manner, involved in doing any act towards holding, organizing, convening or calling, any assembly of more than five persons in any part of the Campus or on any land or in any building belonging to or under the possession or control of the University or used for the purposes of the University.
- (2) In granting the permission referred to in subrule (1), the Vice-Chancellor may impose such restrictions, terms or conditions as he may deem necessary or expedient.
- (3) No student shall attend or participate in an assembly held in contravention of subrule (1) or (2).

Loudspeakers

10. (1) No student, organization, body or group of students shall own, or use, or have in his or its possession, custody or control, for public address purposes, any loudspeaker, loud hailer, amplifier, or other similar appliance without the prior approval of the Vice-Chancellor.

(2) In granting the approval in subrule (1), the Vice Chancellor may impose such restrictions, terms and conditions as he may deem necessary or expedient.

Banners

11. No student, organization, body or group of students, shall-

- (a) Make or cause to be made or do any act towards making or causing to be made;
- (b) fly, exhibit, display or in any manner make use of, or cause to be flown, exhibited, displayed or in any manner made use of; or
- (c) own or have in his or its possession, custody or control, any flag, banner, placard, poster, emblem or other device which is conducive to the promotion of indiscipline, disorder, disobedience or contravention of these Rules.

Publication, etc., of documents

12. (1) No student, organization, body or group of students, without the prior permission of the Vice-Chancellor, shall publish, distribute or circulate any document within the Campus or outside the Campus.

(2) In granting the permission under subrule (1), the Vice-Chancellor may impose such restrictions, terms or conditions as he may deem necessary or expedient.

(3) The permission required under this rule shall be in addition to any licence, permit or any other form of authorization which may be required under any other written law.

Student's activities outside Campus

13. (1) No student, organization, body or group of students, shall organize, carry out or participate in any activity outside the Campus which has a direct adverse effect on the University or which is prejudicial to the interests of the University.

(2) The Vice-Chancellor may issue guidelines in respect of activities which are prejudicial to the interests of the University.

Student engaging in occupation, etc.

14. No student shall, within the Campus or outside the Campus, engage in any occupation, employment, business, trade or other activity, whether on a full-time or part-time basis, which in the opinion of the Vice-Chancellor is undesirable.

Representations relating to University

15. No student, organization, body or group of students shall, without the prior of the Vice-Chancellor, make in relation to any matter pertaining to the University or to the staff or students of the University, in their capacity as such, or to himself in his capacity as a student of the University, any representation or other communication, whether orally or in writing or in any other manner, to any public officer or to the press or to the public in the course of any lecture, speech or public statement or in the course of any broadcast by sound or vision.

Student's objection to entry of persons into Campus

16. No student, organization, body or group of students, shall make any objection, whether orally or in writing or in any other manner, to the entry into, or the presence in, or the exclusion or expulsion from, the Campus of any person, body or group of persons.

Gaming within Campus

17. (1) No student, organization, body or group of students, shall organize, manage, run or assist in organizing, managing or running, or participate in, any gaming, wagering, lottery or betting within the Campus.
- (2) The prohibition in subrule (1) shall not apply to any gaming, wagering, lottery or betting within the Campus which is organized, managed or run by the University in accordance with any written law.

Consuming liquor and disorderly behavior

18. (1) No student shall, within the Campus, consume or have in his possession or under his custody or control any liquor.
- (2) Any student who is found in a state of drunkenness or who behaves in a disorderly manner under the influence of liquor, within the Campus, commits a disciplinary offence.

Obscene articles

19. (1) No student shall, within the Campus, have in his possession or under his custody or control any obscene article.
- (2) No student, organization, body or group of students, shall distribute, circulate or exhibit, or cause to be distributed, circulated or exhibited, or be in any manner concerned with the distribution, circulation or exhibition of, any obscene article within the Campus.
- (3) A student shall be deemed to distribute, circulate or exhibit an obscene article, regardless whether the distribution, circulation or exhibition is to only one person or to more than one person and regardless whether or not the distribution, circulation or exhibition is for payment or for any other consideration.

Drugs and poisons

20. (1) No student shall have in his possession or under his custody or control any drug or poison.
- (2) No student shall give, supply, provide or offer or propose to give, supply, provide or offer any drug or poison to any person.
- (3) No student shall consume orally, or smoke or inhale, or introduce into his body by injection or in any manner whatsoever, any drug or poison.
- (4) Nothing in this rule shall be deemed to prevent a student from undergoing any treatment by or under the prescription of a medical practitioner registered under the Medical Act 1971 [Act 50].
- (5) Any student who is found under the influence of any drug or poison commits a disciplinary offence.
- (6) The Vice-Chancellor may require a student suspected to be a drug dependent to submit himself for urine tests.
- (7) If a student refuses to submit himself to the tests mentioned in subrule (6), he commits a disciplinary offence.

Cleanliness within Campus

21. A student shall not do anything which may be prejudicial to the cleanliness and neatness of a student's living accommodation within the Campus, or of any hostel, lecture theatre, road, grounds or of any other part of the Campus, or of any other building or structure within the Campus.

Making noise

22. A student shall not make any sound or noise, or cause any sound or noise to be produced, by any means or in any manner, where such noise or sound causes or is likely to cause annoyance or disturbance to any person within the Campus.

Examination of student suspected to have a mental disorder

23. The Vice-Chancellor may require a student suspected to have a mental disorder to submit himself for medical examination by a qualified medical officer.

Living or sleeping in the Campus

24. No student shall use or cause to be used any part of the Campus or any part of any building within the Campus as a living or sleeping accommodation, except the accommodation which is provided for him in the hostel by the University.

Entry into prohibited parts of Campus or buildings

25. A student shall not enter into any part of the Campus or any part of any building within the Campus, the entry into which is prohibited to students generally or, in particular, to a student or class of students.

Student's attire

26. The Vice-Chancellor may issue such directions, in writing, as he deems necessary in relation to the manner of dressing of students within the Campus.

Disobedience

27. Where a student contravenes any legitimate instruction, direction or requirement given or made by any officer or employee of the University authorized to give or make the instruction, direction or requirement in the Campus, he commits a disciplinary offence.

PART III HOSTEL DISCIPLINE

Entering or remaining in a resident student's room

28. (1) No person shall enter a room in the hostel occupied by a resident student except the resident student himself.

(2) Subrule (1) shall not apply -

- (a) to any authorized person who enters such room for the purpose of carrying out his functions, duties or responsibilities;
- (b) to a person who enters such room in accordance with any permission given by, or on behalf of, the Pengetua; and
- (c) to a resident student of the same sex who enters such room for a visit for a normal social purpose.

(3) It shall be the responsibility of a resident student to ensure that the restriction in this rule is strictly observed.

Obstruction, etc., to enter and carrying out of functions by officers, etc.

29. A resident student shall not do anything to obstruct or prevent an authorized person from entering the resident student's room and in carrying out his functions, duties or responsibilities therein.

Remaining outside hostel at night

30. A resident student shall not, after midnight, remain outside the hostel premises except with the permission given by or on behalf of the Pengetua.

Remaining within hostel premises after midnight

31. After midnight, save for resident students in their respective hostels, no other student shall remain within the hostel premises except with the permission given by or on behalf of the Pengetua.

Using hostel premises with care and prohibition of nuisance

32. (1) A student shall use the hostel premises with proper care and shall not do anything which will disfigure, deface or cause any other damage to any part of the grounds or buildings or to any article or fixture therein.

(2) A student shall, in using the hostel premises and the facilities therein, take all care to ensure that he does not cause any inconvenience, annoyance, obstruction or nuisance to any other person.

Changing room without prior permission

33. Where a student is allotted a room at the hostel for his residence by the University, he shall not change his room to any other room without the prior permission in writing given by or on behalf of the Pengetua .

Transfer of residence

34. (1) A resident student resides in a hostel at the absolute discretion and pleasure of the University.

(2) The University may require a resident student to vacate his room at the hostel or to transfer him to a different accommodation provided by the University at any time without assigning any reason.

(3) Where a resident student is required to vacate his room at the hostel or is transferred under subrule (2), he shall within the time specified by the University remove all his belongings from the room which he is to vacate.

Pengetua's power to give orders, etc., regarding good order and discipline

35. (1) The Pengetua or any other person authorized by him may, from time to time, give whether orally or in writing, such orders, instructions or directions as he may deem necessary or expedient for the maintenance of good order and discipline in the hostel.

(2) The orders, instructions or directions may relate generally to all students or to a class or description of students or to a particular student, and it shall be the duty of every student to whom such orders, instructions or directions apply to comply with and give effect thereto.

(3) The disciplinary authority may at its discretion, in lieu of taking disciplinary proceedings under Part V, impose a summary disciplinary punishment of a fine not exceeding fifty ringgit upon any student who contravenes any of the orders, instructions or directions;

Provided that before such punishment is imposed on the student, the disciplinary authority shall inform him of the disciplinary offence committed by him and give him an opportunity to make, on the spot, oral representations in respect of the offence.

- (4) Upon the imposition of the punishment referred to in subrule (3), the disciplinary authority shall forthwith deliver to the student a written notice of the imposition in such form as the Vice-Chancellor may direct, and in respect of the fine imposed the provisions of rules 63 and 64 shall apply.

PART IV ROAD TRAFFIC DISCIPLINE

Written authorization for students keeping, possessing or owning motor vehicles on Campus.

36. (1) A student intending to keep, have in this possession or own any motor vehicle in the Campus shall, in the first instance, apply for and obtain from the Vice-Chancellor a written authorization in respect thereof, the application and the written authorization shall be in such form as the Vice-Chancellor may, subject (2), determine.
- (2) The application for such permission shall be made by the student in writing specifying the description of the motor vehicle and shall be accompanied by the current motor vehicle licence and the current third party risks insurance policy in respect of the motor vehicle and a valid driving licence in respect of the applicant.
- (3) The authorization of the Vice-Chancellor shall at all times be displayed conspicuously on the motor vehicle.
- (4) The authorization shall be renewed annually and the provisions of subrules (1) and (2) shall apply *mutatis mutandis* to an application for such renewal.
- (5) The Vice-Chancellor may refuse to grant the authorization or revoke any authorization granted if he is satisfied that it would not be in the interest of the University for the student to hold such authorization.

Register of students' motor vehicles

37. The Vice-Chancellor shall cause to be maintained a register of all motor vehicles kept, possessed or owned by the students in the Campus in such form as the Vice-Chancellor may deem fit.

Speed limit

38. No student shall drive a motor vehicle in the Campus at a speed in excess of that indicated by a traffic sign.

Motor vehicles to be driven only on carriageway of road

39. No student shall drive a motor vehicle on any place other than on that part of the road which is used as a carriageway for the passage of motor vehicles; in particular, no motor vehicle shall be driven by a student

on the pavement, side-table, grass verge, footpath, corridor, verandah, fivefoot way, courtyard or in any part of any building or other place, whether alongside the carriageway or otherwise, which is not ordinarily intended or specifically provided for the passage of motor vehicles.

Obstructive parking

40. No student shall park any vehicle at any place or in any manner so as to cause danger, obstruction or inconvenience to any other person or motor vehicle.

Use of allotted parking bays

41. Where a parking bay is allotted for a particular motor vehicle, no student shall park a different motor vehicle in such parking bay.

Pillion riding

42. (1) A student driving a two-wheeled motorcycle shall not carry more than one person on such motorcycle.
- (2) No student shall carry a person on a two-wheeled motorcycle unless such person is sitting astride the motorcycle behind the driver on a properly designed seat securely fixed to the motorcycle.
- (3) A student shall not allow himself to be carried on a two-wheeled motorcycle driven by any person, whether a student or not, in contravention of subrule (1) or (2).

Traffic directions and signs

43. A student shall comply with all traffic directions and traffic signs.

Production of driving licence and matriculation card

44. Any student who is driving or is in charge or control of a motor vehicle shall carry with him a valid driving licence issued to him under the Road Transport Act 1987 [Act 333] and his matriculation card and shall produce the driving licence or matriculation card for inspection by an authorized person whenever required to do so.

Obstruction of traffic flow

45. A student shall not conduct himself in any manner, or do any act, which obstructs or interferes with the smooth and orderly movement of traffic within the Campus.

Acts within Campus which are offences under the Road Transport Act 1987 to be disciplinary offences.

46. (1) A student commits a disciplinary offence under these Rules if he commits any act within the Campus which is an offence under the Road Transport Act 1987 or any subsidiary legislation made under the Act or deemed to have been made under the Act.

(2) It shall be a defence to any charge of a disciplinary offence under subrule (1) if a student produces evidence to show that he had already been or was in the process of being dealt with under the Road Transport Act 1987 or any subsidiary legislation made under the Act or deemed to have been made under the Act for that offence.

Summary disciplinary punishment

47. (1) The disciplinary authority may at its discretion, in lieu of taking disciplinary proceedings under Part V, impose a summary disciplinary punishment of a warning or a fine not exceeding fifty ringgit upon any student who commits a disciplinary offence under this Part in the presence of or within the sight of the disciplinary authority;

Provided that before such punishment is imposed on the student, the disciplinary authority shall inform him of the disciplinary offence committed by him and give him an opportunity to make, on the spot, oral representations in respect of the offence.

(2) Upon the imposition of the punishment referred to in subrule (1), the disciplinary authority shall forthwith deliver to the student a written notice of the imposition in such form as the Vice-Chancellor may direct, and where the punishment imposed is a fine the provisions of rules 63 and 64 shall apply.

**PART V
DISCIPLINARY PROCEDURE**

Disciplinary punishment

48. A student who commits a disciplinary offence under these Rules and is found of the offence shall be liable to any one or any appropriate combination of two or more of the following punishments-

- (a) a warning;
- (b) a fine not exceeding two hundred ringgit;
- (c) exclusion from any specific part or parts of the University for a specified period;
- (d) suspension from being a student of the University for a specified period;
- (e) expulsion from the University.

Attendance before disciplinary authority

49. Where it appears to a disciplinary authority that a student has committed a disciplinary offence under these Rules, the disciplinary authority shall notify the student of the alleged disciplinary offence and therein require the student to attend before it at such disciplinary room on such date and at such time as it may specify.

Consequence of failure to attend before disciplinary authority

50. Where a student fails to attend before the disciplinary authority in accordance with rule 49, he shall immediately be suspended from being a student of the University and shall not thereafter remain in or enter the Campus; such suspension shall continue until the student offers to attend before the disciplinary authority and does, in fact, attend before the disciplinary authority on the date and at the time which the disciplinary authority may specify after the student has offered to attend before the disciplinary authority.

Explanation of facts and taking of plea

51. At the disciplinary proceeding, the disciplinary authority shall explain to the student the facts of the disciplinary offence alleged to have been committed by the student and call upon him to plead thereto.

Plea of guilty and ensuing procedure

52. (1) If the student pleads guilty, the disciplinary authority shall explain to him the facts of the case.
- (2) If the student admits these facts and the disciplinary authority is satisfied that an offence had in fact been committed from the facts, the disciplinary authority shall pronounce him guilty of the disciplinary offence and invite him to forward any plea for the mitigation of punishment.

Procedure when student pleads not guilty

53. (1) If the student pleads that he is not guilty of the disciplinary offence or fails or refuses to plead or does not admit the facts of the case, the disciplinary authority shall examine any witness or any document or other article in support of the case against the student; the student shall be invited to question such witness and inspect such document or article, and the disciplinary authority may re-examine such witness.
- (2) For the purpose of subrule (1), the witnesses shall be summoned to give evidence at the hearing by the Vice -Chancellor.

Student's evidence

54. After the evidence referred to in rule 53 has been received, and the disciplinary authority finds that there is a case to answer, the student shall be invited to give his evidence, call any witness or produce any document or other article in his defence; the disciplinary authority may question the student or any of his witnesses and inspect any such document or article, and the student may re-examine any of his witnesses.

Recall of witness

55. The disciplinary authority may question or recall any witness at any time before it pronounces its decision.

Pronouncement of decision

56. After hearing the witnesses and examining the documents or other articles produced before it, the disciplinary authority shall pronounce its decision in the case, and if it decides that the student is guilty of the disciplinary offence it shall invite the student to forward any plea for the mitigation of punishment.

Imposition of punishment

57. After the student has forwarded his plea in mitigation of punishment, if any, under rule 52 or 56, as the case may be, the disciplinary authority shall impose on the student one of the punishments specified in rule 48 or any appropriate combination of two or more of such punishments .

Custody and disposal of exhibits

58. (1) The disciplinary authority may order any document or other article produced before it in the course of any disciplinary proceeding to be kept in its custody or in the custody of such person as it may specify pending the conclusion of the disciplinary proceeding .
- (2) The disciplinary authority shall, upon the conclusion of the disciplinary proceeding before it, make such order as it deems fit for the disposal of any document or other article produced before it in the course of the disciplinary proceeding, and may direct that such order shall take effect either immediately or at such time as it may specify.
- (3) The power of the disciplinary authority under subrule (2) shall include a power to order the destruction off any such document or article or the forfeiture thereof to the University.

Written notes of disciplinary proceedings

59. The disciplinary authority shall make or cause to be made written notes of all disciplinary proceedings before it but those notes need not be verbatim.

Custody of notes

60. The notes of the disciplinary proceedings shall be kept in the custody of the Vice-Chancellor.

Register of disciplinary proceedings

61. The Vice-Chancellor shall maintain a register of all disciplinary proceedings taken under these Rules; such register shall record the name of the student, the particulars of the disciplinary offence, the progress of the proceedings, the result of the proceedings, and such other information or particulars as the Vice-Chancellor may direct.

Report of proceedings to parent, Minister, etc.

62. (1) Where a student has been found guilty of a disciplinary offence, the Vice-Chancellor shall send a report in respect of the disciplinary proceeding to the following persons:
- (a) to the Minister;
 - (b) to the student's parent or guardian;
 - (c) in the case of a scholarship student, to the scholarship-sponsoring or scholarship-granting authority or body; and
 - (d) in the case of a student who is also an employee of the government, to the Head of Department of the employee.
- (2) The persons referred to in paragraphs (b) to (d) of subrule (1) shall on application be supplied with a certified copy of the notes of the disciplinary proceedings upon payment of a fee determined by the Vice-Chancellor, which fee shall not, in any case, exceed fifty ringgit.
- (3) A certified copy of the notes of the disciplinary proceedings in respect of any particular case shall be supplied by the Vice-Chancellor to the Minister if the Minister requires the same.

Payment of fine

63. (1) Where the disciplinary authority imposes a punishment of a fine on the student, it shall specify the period within which the fine shall be paid and the student shall pay the fine within that period to the Bursar.
- (2) The period referred to in subrule (1) shall not be less than fourteen days from the date of the decision of the disciplinary authority.

Failure to pay fine

64. If the student fails to pay the fine within the specified period, he shall immediately be suspended from being a student of the University and shall not thereafter remain in or enter the Campus; such suspension shall continue until the fine is paid.

Compensation order

65. (1) Where any disciplinary punishment has been imposed on a student, the disciplinary authority may, in addition, order the student to pay such compensation as it may determine in respect of any damage to any property or any loss or injury to any person for which the disciplinary authority may find the student to be guilty of.
- (2) A student may be ordered to pay compensation under this rule regardless whether the property which is damaged belongs to the University or to any other person.
- (3) The amount of compensation determined by the disciplinary authority under subrule (1) shall be a just and reasonable amount having regard to all the circumstances of the case and of the persons involved therein.
- (4) The compensation determined under subrule (1) shall be paid by the student to the Bursar within such period as the disciplinary authority may specify.
- (5) The provisions of rule 61 shall apply *mutatis mutandis* where the student fails to pay the compensation determined under subrule (1) within the period specified under subrule (4).
- (6) The Bursar shall pay out the compensation paid by the student under subrule (4) to such person as the disciplinary authority may certify as being entitled to receive payment thereof.
- (7) Any compensation payable or paid under these Rules shall be without prejudice to the right of any person to institute civil proceedings in a court of law for damages or compensation in respect of the damage, loss or injury referred to in subrule (1), or the right of any person to receive any payment or compensation under any other written law in respect of such damage, loss or injury.

Person who may be present at a disciplinary proceeding

66. No person shall be present at a disciplinary proceeding except -
- (a) members of the disciplinary authority;
 - (b) the student against whom the disciplinary proceeding is taken;
 - (c) the parent or guardian of such student;

- (d) a witness while he is giving evidence, or when required by the disciplinary authority; and
- (e) such other person as the disciplinary authority may for any special reason authorize to be present.

PART VI APPEALS

Notice of appeal

67. (1) Where a student is dissatisfied with the decision of a disciplinary authority, he shall give notice in writing of his intention to appeal against such decision by filing with the Vice-Chancellor a notice of appeal in duplicate within thirty days from the date of the service of the decision on him.

(2) The notice of appeal shall set out clearly the grounds of appeal.

Transmission of appeal to Minister

68. The Vice-Chancellor shall, upon receiving the notice of appeal, submit the same to the Minister together with a copy of the notes of the disciplinary proceeding in respect of which the notice of appeal is given and the grounds of decision.

Action by Minister on appeal

69. (1) The Minister may, on receiving the documents referred to in rule 65 from the Vice-Chancellor, call for such further information or particulars in relation to the disciplinary proceeding as he may deem fit.
- (2) If the Minister summarily rejects the appeal under subsection 16B(4) of the Act, the decision of the Minister shall be conveyed to the student through the Vice-Chancellor.
- (3) Where the Minister appoints a committee under subsection 16B(5) of the Act to consider the appeal, the Minister's decision on the appeal made after receiving the recommendations of the committee shall be communicated to the student through the Vice-Chancellor.

Appeal not to operate as stay of execution of punishment

70. An appeal by a student shall not operate as a stay of execution of the punishment imposed or as a stay of the payment of any compensation ordered to be paid, unless the Vice-Chancellor or the Minister otherwise directs.

PART VII GENERAL

Disciplinary offence

71. A student who contravenes any of these Rules, or any guideline, direction, instruction, condition or term imposed or given under these Rules, commits a disciplinary offence.

These Rules not to derogate from criminal liability

72. Nothing in these Rules shall derogate from the liability of any student or other person for any offence under any written law.

Revocation

73. The Universiti Teknologi Malaysia (Discipline of Students) Rules 1975 [P.U. (A) 386/75] are revoke.

Made 6 September 1999.
[KP (PUU)S10075/07/2/Jld. III; PN (PU²) 75G/I]

TAN SRI DATO' PADUKA SALLEHUDDIN MOHAMED
Chairman
Board of Directors of the
Universiti Teknologi Malaysia



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

**EXTRACT FROM UNIVERSITIES AND
UNIVERSITIES COLLAGES ACT 1971
(AMENDMENT 2012) (ACT 30)**

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Activities of students or students' society, organization, body or group

S. 15 (1) Subject to subsection (2), a student of the University may become a member of any society, organization, body or group of persons, whether in or outside Malaysia, including any political party.

(2) A student of the University shall not –

(a) become a member of any unlawful society, organization, body or group of persons, whether in or outside Malaysia ;

(b) become a member of any society, organization, body or group of persons, not being a political party, which the Board determines to be unsuitable to the interests and well-being of the students or the University ;
or

(c) be involved in political party activities within the Campus.

(3) A student of the University and any society, organization, body or group of students of the University which is established by, under or in accordance with the Constitution shall not express or do anything which may reasonably be construed as expressing support for or sympathy with or opposition to –

(a) any unlawful society, organization, body or group of persons, whether in or outside Malaysia ; or

(b) any society, organization, body or group of persons which the Board determines to be unsuitable to the interests and well-being of the students or the University.

(4) Notwithstanding subsection (3), a student of the University shall not be prevented from –

(a) making a statement on an academic matter which relates to a subject on which he is engaged in study or research ; or

(b) expressing himself on the subject referred to in paragraph (a) at a seminar, symposium or similar occasion that is not organized or sponsored by any unlawful society, organization, body or group of persons, whether in or outside Malaysia, or any society, organization, body or group of persons determined by the Board under paragraph (3)(b) to be unsuitable to the interests and well-being of the students or the University.

(5) The University shall regulate the activities of students and a society, an organization, a body or group of students of the University within the Campus.

15A. Prohibition on collection of money by a student or by an organization, body or a group of students

- (1)** No student of the University, or any organization, body or group of students of the University, shall, in or outside the Campus, or in or outside Malaysia, collect or attempt to collect, or promote or attempt to promote any collection of, or make any appeal orally or in writing or otherwise or attempt to make any such appeal or any money or other property from any person, not being money or property due or about to fall due under or by virtue of any written law, contract or other legal obligation.
- (2)** Any person who breaches subsection (1) shall be liable to disciplinary action.
- (3)** The Vice-Chancellor may, in any particular case, grant exemption to any person from the application of subsection (1), subject to such terms and conditions as he thinks fit.
- (4)** (Deleted by Act A1342)
- (5)** The provisions of this section shall be in addition to and not in derogation from the provisions of any written law relating to house to house and street collections, public collections, or collection of money or sale of badges.

15B. Liability of students or students' organization, body or group

Where a registrable offence has been committed under any written law and such offence has been committed or purports to have been committed in the name or on behalf of any organization, body or group of students of the University which is established by, under or in accordance with the Constitution, every person convicted of such offence shall be liable to disciplinary action and such organization, body or group of students shall be dealt with in accordance with section 16.

15D. Suspension of student charged with registrable offence and matters relating to detention, etc.

- (1) Where a student of the University is charged with a registrable offence—

 - (a) he may, in the discretion of the Vice-Chancellor, be suspended from being a student; and -
 - (b) if so suspended, he shall not during the pendency of the criminal proceedings, remain in or enter the Campus
- (2) Where a student of the University charged with a registrable offence under subsection (1) is convicted of that offence, the student shall be liable to disciplinary action.
- (3) Where a student of the University is detained or is subjected to any order imposing restrictions on him under any written law relating to preventive detention or internal security, the student shall be liable to disciplinary action.
- (4) A student of the University who is detained or is subjected to any order imposing restrictions on him under any written law relating to preventive detention or internal security, or is imprisoned or detained for whatever reason, may, with the consent of the Senate, be permitted to sit for the examination of the University subject to such order made or approval given by the Minister responsible for internal security or any other competent authority, as the case may require.
- (5) A student of the University who is suspended from being a student of the University under subsection (1) may, while he is so suspended, be admitted as a student of any University established under this Act with the written approval of the Minister, and if the Minister grants such approval, the Minister may impose such terms and conditions as he thinks fit.
- (6) A student of the University who ceases to be a student under this Act may be admitted as a student of that or any other University established under this Act with the written approval of the Minister, and if the Minister grants such approval, the Minister may impose such terms and conditions as he thinks fit.

- (7) If the determination of any application, appeal or other proceedings by the court in respect of any criminal proceedings against a student of the University for a registrable offence, results in his discharge or acquittal, the student, if suspended from the University or has served any period of imprisonment, as the case may be, shall be allowed to resume his studies at the University and the period of suspension or imprisonment, as the case may be, shall not be taken into consideration in calculating the maximum duration permitted to complete the course of study and in the computation of his results.
- (8) If the determination of any application, petition, appeal or other proceedings by the court or any competent authority in respect of the detention order against or order imposing restrictions on a student of the University under any written law relating to preventive detention or internal security, results in his release or the restrictions imposed on him being revoked, the student shall be allowed to resume his studies at the University and the period of detention and restriction he was subjected to shall not be taken into consideration in calculating the maximum duration permitted to complete the course of study and in the computation of his results.

16. Power of Vice-Chancellor to suspend or dissolve any organization, body or group of students

- (1) If any organization, body or group of students of the University conducts itself in a manner which the Vice-Chancellor considers detrimental or prejudicial to the interests or well-being of the University, or to the interests or well-being of any of the students or employee of the University, or to public order, safety or security, or if any such organization, body or group violates any provision of any written law, the Vice-Chancellor may after giving the organization, body or group of students of the University an opportunity to make a written representation, suspend or dissolve such organization, body or group.
- (2) Any organization, body or group of students of the University aggrieved by the suspension or dissolution made under subsection (1) may, within fourteen days from the date of receipt of the notice of the suspension or dissolution, appeal in writing to the Minister.

16A. Discipline of staff, officers and employees of University

(Deleted by Act A1342)

16B. Disciplinary authority in respect of students of the University

- (1) The disciplinary authority of the University in respect of every student of the University shall be the Vice-Chancellor.
- (2) The Vice-Chancellor, who is the disciplinary authority under subsection (1), shall have the power to take such disciplinary action and impose such disciplinary punishment as may be provided for under any disciplinary rules that may be made by the Board under section 16C.
- (3) The Vice-Chancellor may delegate his disciplinary functions, powers or duties to any of the Deputy Vice-Chancellors, employee of the University, or committee of employees of the University, in respect of any particular student or any class or category of the students of the University.
- (3A) The Vice-Chancellor, or Deputy Vice-Chancellor, employee or committee of employees delegated with the functions, powers or duties under subsection (3), shall inform the student in writing of the grounds on which it is proposed to take action against him and shall afford him a reasonable opportunity of being heard.
- (3B) A student of the University shall have the right to be represented by an employee or another student of the University in any disciplinary proceedings taken against him.
- (3C) A student of the University shall be allowed to make a written or an oral representation in any disciplinary proceedings taken against him.
- (3D) The decision of the Vice-Chancellor, Deputy Vice-Chancellor, employee or committee of employee, as the case may be, in any disciplinary proceedings taken against a student of the University shall be communicated in writing to the student within fourteen days from the date of the decision.
- (4) Any student of the University who is dissatisfied with the decision of the Vice-Chancellor, Deputy Vice-Chancellor, employee or committee of employees, as the case may be, under subsection (3D) may, within fourteen days from the date of receipt of the decision, submit an appeal in writing to the Student Disciplinary Appeal Committee established by the Board under subsection (5).
- (5) The Board shall establish a Student Disciplinary Appeal Committee to hear and determine any appeal submitted by a student under subsection (4).

- (6)** The Student Disciplinary Appeal Committee shall comprise three members to be appointed by the Board, two of whom shall be from amongst its members and one other person from within the University.
- (7)** The Board shall appoint any of its members referred to in subsection (5) to be the chairman of the Student Disciplinary Appeal Committee.
- (8)** No person who had exercised the powers under subsection (2) or (3) shall be a member of the Student Disciplinary Appeal Committee.
- (9)** (Deleted by Act A1433)
- (10)** A student of the University who has submitted an appeal under subsection (4) shall be allowed to make a written representation in any proceedings before the Student Disciplinary Appeal Committee.
- (11)** The Student Disciplinary Appeal Committee hearing an appeal under subsection (5) shall decide on the appeal within sixty days from the date of receipt of the appeal.
- (12)** The decision of the Student Disciplinary Appeal Committee on an appeal shall be communicated in writing to the student within fourteen days from the date of its decision.





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**EXTRACT FROM THE CONSTITUTION OF THE
UNIVERSITI TEKNOLOGI MALAYSIA
(ESTABLISHED ON 31st DECEMBER 2010 (P.U (A) 450/2010)**

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The Students' Representative Council

- 57** (1) The registered students of the University, other than external students, shall together constitute a body to be known as the Students' Union of the University (hereinafter in this Constitution referred to as "the Union").
- (2) The Board may make regulations for the conduct of elections to the Students' Representative Council and for all matters related to it.
- (3) The Union shall elect a Students' Representative Council (hereinafter in this Constitution referred to as "the SRC") in the following manner :
- (a) the registered students of each Branch Campus, Faculty, School, Centre, Academy and Institute shall elect by secret ballot conducted by the head of the Branch Campus or the Dean of the Faculty or the head of the School, Centre, Academy or Institute, as the case may be, such uniform number of registered students of the respective Branch Campus, Faculty, School, Centre, Academy and Institute to be representatives in the SRC, as may be determined by the Vice-Chancellor ;
 - (b) the registered students as a whole shall elect by secret ballot conducted by any officer appointed by the Vice-Chancellor for that purpose such number of registered students to be representatives to the SRC as may be determined by the Vice-Chancellor, being, in any case, not more than half of the number of representatives elected under paragraph (a).
- (4) The SRC shall elect from among its members a President, a Vice-President, a Secretary and a Treasurer, who shall be its only office-bearers, unless otherwise authorized in writing by the Vice-Chancellor; the office bearers so authorized by the Vice-Chancellor shall be elected by the SRC from the members of the SRC.
- (5) The members of the SRC and its office-bearers shall be elected for one year.
- (6) The SRC's decision shall be taken by a majority vote with not less than two thirds of the members being present and voting.
- (7) The SRC may from time to time, with the prior approval in writing of the Vice-Chancellor, appoint *ad hoc* committees from among its members for specific purposes or objects.

(8) No student against whom disciplinary proceedings are pending, or who has been found guilty of a disciplinary offence, shall be elected or remain a member of the SRC or an office-bearer of any student body or committee, unless authorized in writing by the Vice-Chancellor.

(9) A student who has not yet appeared for his first examination in the University for his course of studies, or who has failed, or did not appear for, the last examination held by the University for his course of studies immediately prior to any proposed election or elections to the SRC or by the SRC or to or by any other student organization or body, shall be disqualified from being elected at such election or elections.

(10) The objects and functions of the SRC shall be :

(a) to foster a spirit of corporate life among the students of the University;

(b) to organize and supervise, subject to the direction of the Vice-Chancellor, student welfare facilities in the University including recreational facilities, spiritual and religious activities, and the supply of meals and refreshments ;

(c) to make representations to the Vice-Chancellor on all matters relating to, or connected with, the living and working conditions of the students of the University ;

(d) to be represented on any body which may, in accordance with rules made by the Board for the purpose, be appointed to undertake student welfare activities in the University ; and

(e) to undertake such other activities as may be determined by the Board from time to time.

(11) The Union or the SRC shall not maintain any fund or make any collection of any money or property from any source whatsoever, but such reasonable expenses as the SRC may be authorized in advance in writing by the Vice-Chancellor to incur may be paid by the University where reasonable written claims supported by receipts and vouchers are submitted by the SRC to the Vice-Chancellor and are approved by the Vice-Chancellor.

(12) The Treasurer shall keep proper financial statement of the SRC and not later than three months after the end of every financial year, being a financial year as specified by the Vice-Chancellor, a copy of the financial statement which shall be audited by a person appointed by the Board shall be submitted by the SRC for approval to the Board.

(13) The SRC shall hold meetings from time to time as it may deem necessary and it shall be the duty of the Secretary to keep minutes of every meeting of the SRC and such minutes shall be confirmed at a subsequent meeting.

(14) (a) For the purpose of this section –

“registered student” means a student who is following a course of study in the University for a degree or diploma including a post-graduate diploma, but shall not include an external student :

“external student” means a student registered at a Campus outside Malaysia or who is pursuing a short term, part-time, distance learning, exchange or allied programme, whether in or outside Malaysia ;

“examination” includes any manner or method of assessment which results in a mark or a grade for a specific course or part of the specific course.

(b) A registered student shall cease to be a registered student under this section –

(i) Upon the publication of the results of the final examination for such course of study, if he passes such examination ; or

(ii) upon the publication of the results of any examination for such course of study, if he fails such examination, until he is, thereafter, registered again for that or another course of study applicable to a registered student under this subsection.

Establishment of other student bodies

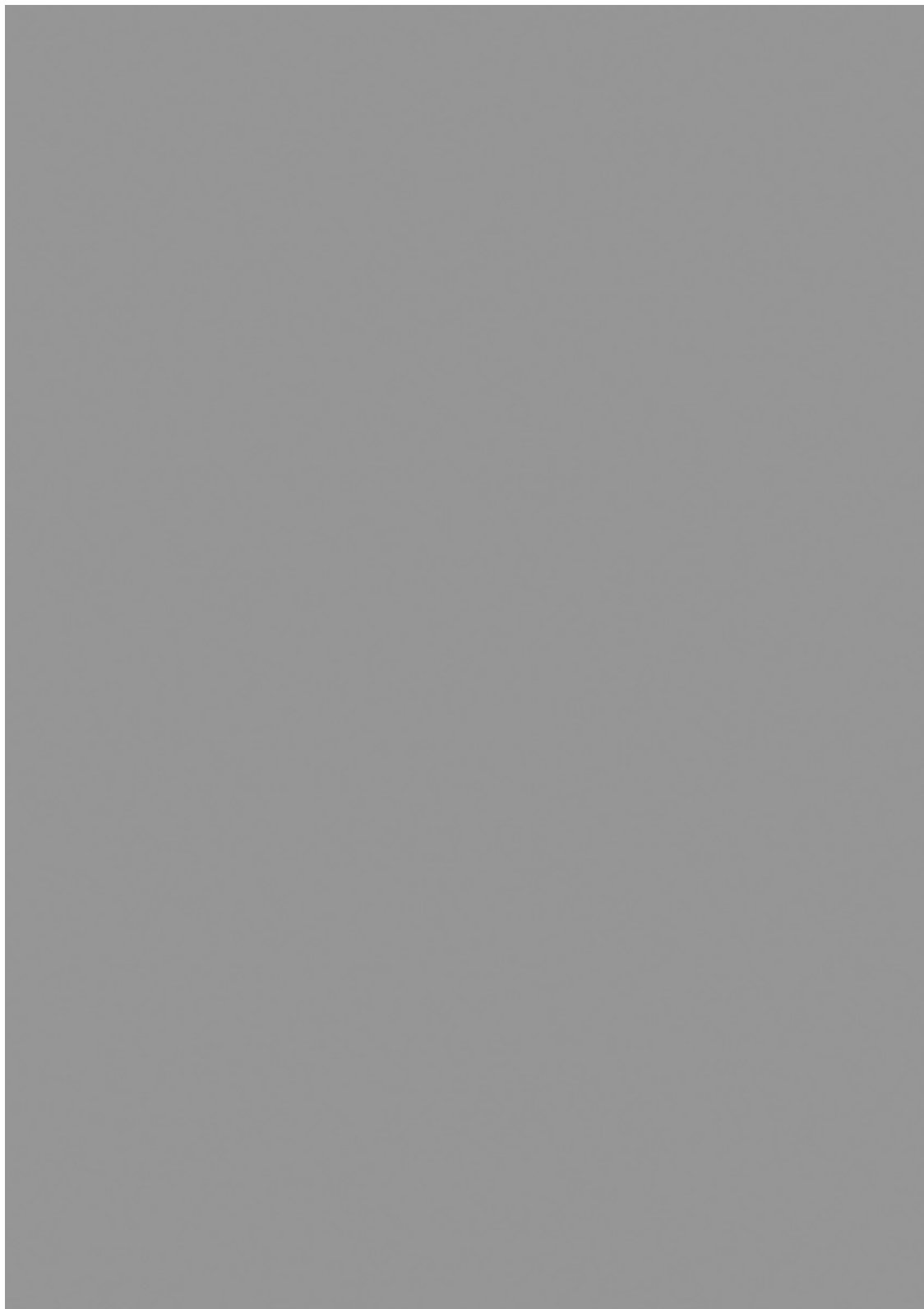
58 (1) Notwithstanding section 57, it shall be lawful for not less than ten students of the University with the prior approval of the Vice-Chancellor and subject to such terms and conditions as the Vice-Chancellor may specify, to establish a student body consisting of students of the University for the promotion of a specific object or interest within the University.

(2) Subsections 57(4), (5), (6), (7), (8), (9), (11), (12) and (13) shall apply *mutatis mutandis* to a student body established under this section as they apply to the SRC.

Acts *ultra vires* the Constitution of the SRC or a student body

- 59.** (1) If the Union or the SRC or a student body established under section 58 conducts itself in a manner which in the opinion of the Vice-Chancellor is detrimental or prejudicial to the well-being or reputation of the University or acts in contravention of the Constitution of the University or its own Constitution, or any statute, rules or regulations of the University, the Vice-Chancellor may suspend or dissolve the Union or the SRC or the said student body, as the case may be; and without prejudice to any liability that may arise under any other written law in force, every office bearer of the Union or the SRC or the said student body, as the case may be, shall be liable to any disciplinary punishment.

(2) Subsection (1) shall be in addition to and not in derogation from section 16 of the Act.





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**UNIVERSITI TEKNOLOGI MALAYSIA
COLLEGE REGULATIONS 1990/1991
(AMENDMENT 2006)**

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PART I PRELIMINARY

1. These Regulations may be cited as Universiti Teknologi Malaysia College Regulations 1990/91 (Amendment 2006).
2. 'College' means any accommodation by whatever name called, that is provided by the University for the students' residence.
3. 'Student' means any student who is legally registered with Universiti Teknologi Malaysia.
4. 'Resident' means any registered student who is legally residing in a college.
5. 'Deputy Vice Chancellor (Students' Affairs & Alumni)' means the Chief Executive Officer at the Students' Affairs who is appointed by the Minister of Higher Education of Malaysia.
6. 'Principal' means the Principal Officer in charge of a College. The duties of a Principal are as follows:-
 - 6.1 Responsible to the Deputy Vice Chancellor (Students' Affairs & Alumni)
 - 6.2 Leading the residents in appreciating the objectives of the University
 - 6.3 Responsible for all activities of residents in the College
 - 6.4 Responsible for the welfare of College residents
 - 6.5 Monitoring and assisting residents in resolving personal and academic problems
 - 6.6 Responsible for the peace and well-being of the College
 - 6.7 Determining and implementing all College regulations
 - 6.8 Responsible for the discipline of the residents
 - 6.9 Ensuring the use of all College facilities according to the rules stipulated
 - 6.10 Carrying out other duties as directed by the Vice Chancellor and/or Deputy Vice Chancellor (Students' Affairs & Alumni) from time to time
7. College Fellow means an officer who is responsible for assisting the Principal in the matters of students' welfare and development. The duties of a College Fellow are as follows:-
 - 7.1 Responsible to the Principal
 - 7.2 Responsible for the welfare and peace and order of the College
 - 7.3 Implementing the College regulations
 - 7.4 Encouraging or providing advice for all activities among College residents

- 7.5 Leading the residents towards the objectives of UTM
 - 7.6 Assisting the residents in resolving personal and academic problems
 - 7.7 Serving as advisor to the Student College Committee
 - 7.8 Carrying out other duties as directed by the Deputy Vice-Chancellor (Students' Affairs & Alumni) and/or College Principal from time to time
8. Fellow Assistant means an individual recommended by the Principal and appointed by the Students' Affairs Office who helps carry out duties relating to academic matters, students' activities and other duties as directed from time to time.

PART II GENERAL REGULATIONS

1. Student Placement Policy

- 1. It is **COMPULSORY** for all new students of Universiti Teknologi Malaysia, Skudai, Johor to reside in the Residential College as stated in the offer letter.
- 2. All senior students are required to reside in the residential college of their choice subject to vacancy in the college. However, the Students' Affairs Office reserves the right to make placement changes from time to time.
- 3. A service fee of RM50.00 shall be imposed on any student who moves/changes college two (2) weeks after the commencement date of the First or Second Semester.
- 4. Any student who moves/changes college shall be charged according to the original college rate and subject to whichever rental rate is higher.
- 5. The offer of hostel accommodation is for one academic session except for students who are undergoing industrial training or teaching practical.
- 6. The hostel fee shall be charged according to semester and students who leave the hostel during the semester or academic session shall still be charged.
- 7. During the Orientation Week, senior students are not allowed to remain in any hostels which are occupied by new students .
- 8. The allotment of college, room and block shall be determined by the College Office.

9. Students shall not move to other rooms without the written permission of the College Principal.
10. The College Principal may direct a resident to vacate a room/block or move to any other place at any time.
11. If a resident is required to move and/or remove all his belongings, he shall do so within the period stipulated. The University shall not be responsible for any losses suffered by the student as the result of the move.
12. Family Quarters are provided specifically for married students who live with their family members during the period of their residence in the College.

2. Accommodation Fees *

Accommodation fees are based on rental period according to the University's academic calendar and type of room.

- i) RM3.50 - RM12.00 per day for double room
- ii) RM4.00 - RM40.00 per day for single room
- iii) RM450.00 - RM1100.00 per month for Family Quarters

3. College Residential Conditions

1. Every resident is responsible for all the facilities provided and must ensure that the facilities are in good working condition until the end of his period of residence.
2. A resident shall use the College premises with proper care and shall not do anything that may disfigure, deface or cause any damages to any other part of the grounds or building or to any article or fixture therein.
3. A resident shall, in using the College premises, take all care to ensure that he does not cause any inconvenience, annoyance, obstruction or nuisance to any other person.
4. A resident shall be economical in the use of the water and electricity supplies.
5. Residents are responsible for cleaning their respective rooms and ensuring that all fixtures and clothing are properly stored and arranged. Clothing shall not be hung at the windows.

6. Every resident shall pay compensation for any property of the University that he loses, damages or defaces. In addition, disciplinary action may be taken.
7. A resident is wholly responsible for his belongings and himself.

4. Regulations during Semester Breaks

- 4.1 During the final semester break, residents shall remove all personal belongings from their rooms and surrender the keys to the College Office. All personal belongings may be placed in the store provided by the respective colleges.
- 4.2 The University shall not be responsible for any personal belongings that are left behind during breaks.
- 4.3 A student who wishes to rent a room during the final semester break may make an application at the College Office at least a week before the rental date. In the case of applications for academic purposes, recommendation from the Faculty must be obtained, while recommendation from the Students' Affairs Office must be obtained for applications for activity programmes.
- 4.4 The Students' Affairs Office/College reserves the right to determine the college block/room to be rented.

5. Visitors

- 5.1 Visiting hours are as set by the College:-
Monday to Friday : 4.00 p.m. to 9.00 p.m.
Saturday, Sunday and public holidays : 9.00 a.m. to 9.00 p.m.
- 5.2 All visitors must wear the visitor pass issued by the Security Office.
- 5.3 Visitors and guests may be entertained at the common area provided by the College Office.
- 5.4 The female students' block is a prohibited area for any visitors/male students except the hostel office grounds and guest rooms provided at the College Office premises.
- 5.5 The male students' block is a prohibited area for female students.
- 5.6 Non-halal food shall not be brought into the College.
- 5.7 Students are not encouraged to bring food with gravy and pungent smell into their rooms for hygienic reason.

6. Conditions for Residing in Family Quarters

- 6.1 Family quarters are provided specifically for married students who live with their family members during the period of their residence in the College.
- 6.2 Applications must be accompanied by copies of the marriage certificate, birth certificate/identity card.
- 6.3 The spouse, children and dependants shall stay together throughout the period the student resides in the quarters. Failure to stay together by itself invalidates the eligibility of the student.
- 6.4 The residents of the family quarters consist of only the student, spouse, children and dependants.
- 6.5 The resident is prohibited from renting any part of the quarters to any other person.
- 6.6 The rental offer is for a period of an academic session. Application for extension shall be made at the College Office three months before the expiry of the rental period.
- 6.7 Residents of family quarters are also subject to the Universities and University Colleges Act 1971, Universiti Teknologi Malaysia (Discipline of Students) Rules (Amendment 1999) and all regulations issued by the University.
- 6.8 The University reserves the right to withdraw its approval at any time it deems fit.

PART III COLLEGE DISCIPLINE

1. No person shall enter or remain in a room occupied by a resident except the resident himself

Provided that this paragraph shall not apply to an officer, employee or agent of the University who enters such room for the purpose of carrying out his functions, duties or responsibilities, or to a person who enters or remains there in accordance with permission given by or on behalf of the Principal.

And provided further that this paragraph shall not be deemed to prohibit a student from entering the room of a resident of the same sex for a visit for a normal social purpose.

It shall be the duty and responsibility of a student to ensure that the restrictions in paragraph 1 are strictly observed.

2. A resident shall not do anything to obstruct, impede or prevent an officer, employee or agent of the University from entering the resident's room and carrying out his functions, duties and responsibilities therein.
3. After midnight, a resident shall not remain outside his college except with the permission given by or on behalf of the Principal.
4. A resident who wishes to go out of the College and return late must obtain permission given by or on behalf of the Principal one day in advance.
5. After midnight, except for registered students in their respective rooms/blocks, no other residents shall remain in the rooms/blocks except with the permission given by or on behalf of the Principal.
6. Peace and order shall prevail at the College and its vicinity between 11.00 p.m. and 6.00 a.m. Headphones or earphones shall be used during this period. Talking loudly is prohibited at all times.
7. No student, organization, body or group of students shall organize, manage, run or assist in organizing, managing, running or participating in any gambling, betting or lottery within the College.

Any form of gambling is strictly prohibited within the college grounds 8.
No resident shall have in his custody or control any pornographic material in the college.

No student, organization, body or group of students shall distribute, circulate or exhibit, or cause to distribute, circulate or exhibit or in any manner participate in the distribution, circulation or exhibition of any pornographic material, regardless of whether or not the distribution, circulation or exhibition is for payment or any other consideration.

No student shall voluntarily view or hear any pornographic material in the College.

9. No student shall have in his possession or under his custody or control any liquor in the College.

Any resident found to be intoxicated from the consumption of liquor shall be guilty of a disciplinary offence.

10. Students are strictly prohibited from bringing non-halal food into the College.
11. No student shall have in his possession or under his custody or control any drug or poison.

No resident shall give, supply, provide or offer or propose to give, supply, provide or offer any drug or poison to any person.

Nothing in this regulation shall be deemed to prevent a resident from undergoing any treatment under the Medical Act 1971 .

Any resident found to be under the influence of any drug or poison shall be guilty of a disciplinary offence.

12. Ragging in whatever form is strictly prohibited.
13. Dangerous games such as throwing water bombs are also prohibited.
14. The putting up of all types of display such as pictures, posters, lecture notes, inside or outside the buildings and within the College grounds is strictly prohibited except on the notice board provided by the University, with permission from the Students' Affairs Office/College Administration.

The act of defacing or drawing on any property of the University including walls, pillars and doors is strictly prohibited.

The University reserves the right to conduct inspection of the students' rooms and University properties at any time.
15. Residents shall comply with the hair regulation as contained in the general regulations for UTM students.
16. Students' vehicles shall be parked at parking bays reserved for students.

All vehicles entering the College grounds shall comply with the traffic regulations as contained in the Universities and University Colleges Act 1971, Universiti Teknologi Malaysia (Discipline of Students) Rules (Amendment 1999), Part IV, Road Traffic Discipline.
17. Residents shall wear their respective identity card (student matrix card) when they are in the campus grounds.
18. Residents are prohibited from issuing any order or instruction to any staff on duty at the College.
19. Residents are prohibited from using abusive, rude or obscene language.
20. Residents must always be on their best behavior, polite, responsible and maintain their dignity and discipline as befit their status as University students.
21. Residents shall be decently and neatly attired when they are in the Guest Area and outside the block as stated in Part V of the Dress Regulations.
22. Shoes shall be kept and neatly arranged inside the residents' rooms. Shoes are only allowed to be kept/arranged outside the residents' rooms on the shoe racks provided.
23. Disciplinary action shall be taken against any resident found misusing facilities provided by the University such as public telephones.
24. Students are prohibited from smoking in any part/place inside the campus of Universiti Teknologi Malaysia.
25. Students are not permitted to use any motor vehicles after 12.00 midnight.
26. All electrical equipment that is permitted shall be registered with the College Office.

27. No students/residents shall be involved in any business without the prior permission of the College Principal.
28. The University may from time to time issues orders, instructions or directives orally or in writing that it deems necessary or expedient for the maintenance of order or discipline in the College and such orders, instructions or directives may relate generally to all students or a group or category of students or a particular student and it shall be the duty of every student to whom such orders, instructions or directives apply to comply with and give effect thereto.
29. If penalty has been imposed on a resident at least three (3) time for any repeat offence, the management of the College may refer the resident to the University's Student Disciplinary Authority.
30. Disciplinary action as contained in the Universities and University Colleges Act 1971, Universiti Teknologi Malaysia (Discipline of Students) Rules, (Amendment 1999) shall be taken against all residents who contravene College regulations.

PART IV COLLEGE CAFETERIA REGULATIONS

1. All non-halal food and drinks are not allowed in the College grounds.
2. Residents must be neatly and decently attired and shall always be well-behaved while in the cafeteria to take or enjoy their meals.
3. Residents are not allowed to wear sleeveless shirts and shorts while in the cafeteria.
4. Eating utensils shall not be taken out of the cafeteria.
5. The kitchen and employee room as well as the goods store are prohibited areas for residents and they are not allowed to enter such places except with the permission of the Principal.

PART V SECURITY REGULATIONS

1. Residents shall ensure that the door and windows of their respective rooms are constantly locked when they leave their rooms.
2. Residents who wish to use electrical equipment are required to register their equipment at the College Office and pay a registration fee according to the rate stipulated.
3. Residents are not allowed to cook in their rooms except in the area provided after obtaining permission from the Deputy Vice-Chancellor (Students' Affairs & Alumni).

4. The igniting of fireworks, sparklers and garbage is strictly prohibited.
5. The use of heater for boiling water is prohibited.
6. Residents must always be on guard to prevent a fire from breaking out.
7. Residents are not allowed to damage, slip under or climb the fences.
8. Residents are prohibited from riding any vehicle (bicycle/motorcycle) along any corridor inside the campus.
9. Residents shall comply with fire prevention regulations and other related regulations.
10. Motor vehicles and bicycles that are parked at places provided by the University shall always be locked.
11. All motor vehicles shall be registered and parked at the designated places.
12. Residents are prohibited from entering rooms or areas in the blocks except through the doors provided.

PART VI

DRESS REGULATIONS

1. Students are not allowed to wear purdah (veils).
2. Students are not allowed to wear tight or patched and scruffy pants.
3. Students are not allowed to wear shorts outside the blocks except at the sports fields and sport arenas.
4. Students are not allowed to wear sleeveless shirts outside the blocks except on the sports fields or courts.
5. Students are advised to be neatly dressed and well behaved while they are inside and outside the campus in order to uphold the good name of the students, families and the University.
6. Female students are not allowed to wear indecent clothing such as tight or short attire which expose their midriff, short skirts and others.
7. Students are not allowed to wear slippers at the office, library and lecture halls.
8. Male students are strictly prohibited from wearing female clothing.
9. Students must comply with the Student Dress Code throughout their period of study.

PENALTIES FOR CONTRAVENTING COLLEGE REGULATIONS

OFFENCE	ACTION
1. Residents who remain in other residents' rooms after 12.00 midnight.	1. Warning 2. Fine of RM25.00
2. Residents who allow other residents of the same sex to remain in their rooms after 12.00 midnight.	1. Warning 2. Fine of RM25.00
3. Students who remain in residents' rooms outside visiting hours.	1. Warning 2. Fine of RM25.00
4. Students of opposite sexes who remain within the college grounds/resident block and inside students' rooms without permission.	1. Disciplinary Authority
5. Residents who obstruct/prevent officers, staff or agents of university from entering their rooms to carry out their duties.	1. Disciplinary Authority
6. Residents who returns to the campus between 12.00 midnight and 5.00 am without reasonable explanation.	1. Warning 2. Fine not exceeding RM50.00
7. Residents who remain outside their colleges between 12.00 midnight and 5.00 am without permission from the Principal.	1. Warning 2. Fine of RM25.00
8. Students who make noise and disturb the peace.	1. Warning 2. Fine of RM25.00 3. Confiscation of the equipment used
9. Students who run gambling, betting or lottery activities.	1. Disciplinary Authority
10. Possessing, exhibiting and distributing and pornographic material.	1. Disciplinary Authority
11. Possessing, consuming, distributing and selling liquor.	1. Disciplinary Authority
12. Possessing, using and distributing drugs, poisons or any materials which have the same effects.	1. Disciplinary Authority

PENALTIES FOR CONTRAVENING COLLEGE REGULATIONS

OFFENCE	ACTION
13. Ragging	1. Disciplinary Authority
14. Putting up pictures, notes, etc. without permission of the College Administration except at the designated places.	1. Confiscation 2. Fine of RM25.00
15. Male or female students with colored hair/outrageous hair fashion.	1. Warning 2. Fine not exceeding RM25.00
16. Male students with long hair.	1. Warning 2. Fine not exceeding RM25.00
17. Vehicle:	1. Warning 2. Fine of RM25.00 (each offence)
<ul style="list-style-type: none"> a) Without permission b) Wrongly parked c) Exceeding speed limit d) No lights at night e) Did not bring/posses valid driving license f) Did not bring/posses valid road tax g) Vehicle with disturbs the peace h) Carrying excess passengers i) Not wearing helmet 	
18. Couples of the sexes who behave in a disrespectful and improper manner while on their motorcycles or inside their vehicle.	1. Disciplinary Authority
19. Not wearing student identity card (student matrix card) at the:	1. Warning 2. Fine of RM25.00
<ul style="list-style-type: none"> a) Office b) Lecture hall/lab c) Library for official purposes 	
20. Borrowing or lending student identity card (student matrix card).	1. Disciplinary Authority
21. Using rude/crude/obscene language	1. Warning 2. Fine of RM25.00

PENALTIES FOR CONTRAVENING COLLEGE REGULATIONS

OFFENCE	ACTION
22. Misusing University properties and public facilities.	1. Warning 2. Fine not exceeding RM25.00 3. Disciplinary Authority
23. Damaging university properties and public facilities.	1. Disciplinary Authority
24. Changing rooms/block/colleges without permission.	1. Fine of RM50.00
25. Refusing to surrender keys and vacate rooms when directed to do so by the Principal.	1. Warning 2. Fine of RM25.00 3. Non-return of Day Rate Rental for the period
26. Failure to switch off electrical equipment when not in the room.	1. Warning 2. Fine of RM25.00
27. Bringing non-halal food and liquor into the College.	1. Warning 2. Confiscation 3. Fine of RM25.00
28. Entering the kitchen area of the cafeteria without permission of the Principal.	1. Warning 2. Fine of RM25.00
29. Smoking inside College buildings or any prohibited areas.	1. Warning 2. not exceeding RM30.00
30. Using electrical equipment without permission.	1. Warning 2. Confiscation 3. Fine of RM25.00
31. Cooking inside the room.	1. Warning 2. Confiscation 3. Fine of RM25.00
32. Possessing or distributing or igniting fireworks/sparkles or burning garbage's.	1. Warning 2. Confiscation of items 3. Fine of RM50.00/ or Disciplinary Authority

PENALTIES FOR CONTRAVENING COLLEGE REGULATIONS

OFFENCE	ACTION
33. Climbing/breaching college fence.	1. Warning 2. Fine of RM25.00
34. Duplicating keys/losing rooms keys.	1. Warning 2. Fine of RM25.00
a) losing keys	
b) Duplicating keys	1. Fine of RM50.00 2. Disciplinary Authority
35. Stealing or possessions of stolen goods	1. Fine of RM50.00 2. Disciplinary Authority
a) Stealing	
b) Possessing of stolen goods	
36. Disobey order or direction from the Principal or his/her representative.	1. Warning 2. Fine of RM25.00
37. Residents who allow outsider of opposite sexes remain in their rooms.	1. Disciplinary Authority
38. Male student wearing clothes or accessories resemble to female or female student wearing clothes or accessories resemble to male.	1. Warning 2. Fine of RM25.00
39. Hitting, fighting or cause harm to other person.	1. Disciplinary Authority
40. Climbing, infiltrate, entering room through window or balcony.	1. Warning 2. Fine of RM25.00

PENALTIES FOR CONTRAVENING COLLEGE REGULATIONS

OFFENCE	ACTION
41. Hanging clothes at prohibited places.	1. Warning 2. Fine of RM25.00
42. Using antenna outside of resident room.	1. Warning 2. Confiscation 3. Fine of RM25.00
43. Making a network line connections from a room to other room.	1. Warning 2. Confiscation 3. Fine of RM25.00
44. Bring in motorcycle or bicycle into resident room.	1. Warning 2. Fine of RM25.00

Notes:

- i) The Deputy Vice Chancellor (Students' Affairs & Alumni) reserves the right to amend any items contained in Part VII of the Regulations without notice to students.
- ii) A student who commits an offence under the College regulations and is found guilty of the offence may be liable to any one or any combination of two or more of the above penalties.

*The new amendment has been approved by UTM Management Committee Meeting no. 7/2011 dated 27th July 2011.





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LETTER OF UNDERTAKING

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LETTER OF UNDERTAKING

I

NRIC/Passport No : Year / Programme :

Matric No: do solemnly and truly declare that I will fervently strive to achieve excellence and to perpetually improve my disposition. I will comply with all laws, statutes, rules, regulations and any orders that are applicable to the students of Universiti Teknologi Malaysia ("University"), that are enforced from time to time as long as I remain a student of the University. Thus, I hereby undertake that I will, among other things :-

- 1) comply with subsection 15(1) of the Universities and University Colleges Act 1971 (Amendment 2012) that a student may become a member of any society, organization, body or group of persons, whether in or outside Malaysia, including any political party.
- 2) comply with subsection 15(2) of the Universities and University Colleges Act 1971 (Amendment 2012) that a student of the University shall not –
 - (a) become a member of any unlawful society, organization, body or group of persons, whether in or outside Malaysia ;
 - (b) become a member of any society, organization, body or group of persons, not being a political party, which the Board determines to be unsuitable to the interests and well-being of the students or the University ; or
 - (c) be involved in political party activities within the Campus.
- 3) comply with subsection 15(3) of the Universities and University Colleges Act 1971 (Amendment 2012) not to express or do anything which may reasonably be construed as expressing support for or sympathy with or opposition to –
 - (a) any unlawful society, organization, body or group of persons, whether in or outside Malaysia ;
or
 - (b) any society, organization, body or group of persons which the Board determines to be unsuitable to the interests and well-being of the students or the University.
- 4) comply with the provisions of general discipline as specified in the Universiti Teknologi Malaysia (Discipline of Students) Rules 1999 including –
 - (a) not to breach the provisions relating to general prohibitions, which among other things include –
 - (i) not to cause any detriment to the interests, well-being or good name of the University, any of the students, staff, officers or employees of the University;
 - (ii) not to cause any detriment to public order, safety or security, morality, decency or discipline ; and

(iii) not to violate any provision of any written law, whether within or outside Campus;

- (b) provisions relating to attendance at lectures, restrictions on use of text of lecture and plagiarism ;
 - (c) provisions relating to appearance for examinations and conduct of students during the examinations ;
 - (d) provisions relating to publication, distribution and circulation of any document within or outside campus ;
 - (e) provisions relating to organizing assemblies, using of loudspeakers and banners;
 - (f) provisions relating to student's activities outside Campus and student engaging in occupation;
 - (g) provisions relating to prohibition on gaming, consumption and possession of liquor, acting in a disorderly behaviour, possessing obscene articles, possessing and usage of drugs and poison ; and
 - (h) provisions relating to cleanliness within Campus and student's attire ;
- 5) comply with the provisions relating to Hostel Discipline as specified in the Universiti Teknologi Malaysia (Discipline of Students) Rules 1999 ;
- 6) comply with the provisions relating to Road Traffic Discipline as specified in the Universiti Teknologi Malaysia (Discipline of Students) Rules 1999 ; and
- 7) comply with the provisions relating to the Code of conduct on students' political activities in Universiti Teknologi Malaysia campus.

I hereby acknowledge and understand that if I fail to comply with any of the provisions in any laws, statutes, regulations, rules or orders, then subsequently an action can be taken against me according to the laws, statutes, regulations, rules, orders, including expulsion from the University.

..... Date :

Signature of Student

Name :

Permanent Address :

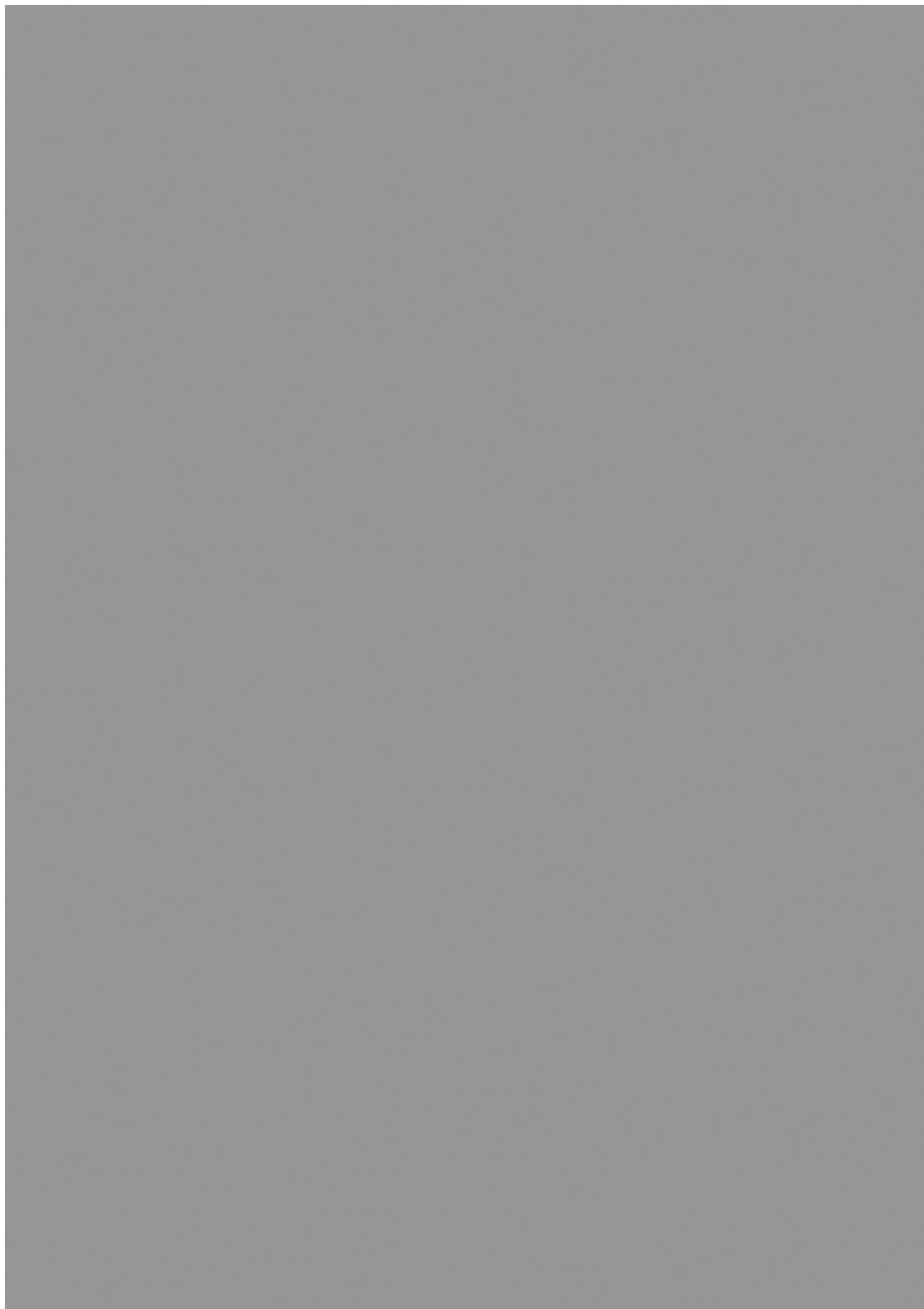
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.....
Signature

Name :

Designation :

Deputy Vice Chancellor (Student Affairs & Alumni) /or Representative.





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STUDENT DRESS CODE

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UNIVERSITI TEKNOLOGI MALAYSIA

STUDENT DRESS CODE

1. Students are expected **TO BE CLEAN, WELL GROOMED** and **DRESSED** in a manner appropriate to the Malaysian custom or norms.
2. Students must **MAINTAIN A PROFESSIONAL APPEARANCE** by wearing collared shirts/ t-shirt, shoes, slacks or long skirts while attending classes and /or on official visits to Faculties/Administration Buildings.
3. Avoid **WEARING INAPPROPRIATE CLOTHING** or **FOOTWEAR** including : -
 - a) Short skirts or boxer or any short pants.
 - b) Round-neck T-shirt
 - c) Sleeveless shirts.
 - d) Tight slacks / pants
 - e) Slippers / sandals
4. During any formal/official university event, male students are **REQUIRED TO BE WELL DRESSED** by wearing long-sleeved shirts, neck-tie, slacks (not jeans) and leather shoes or **COMPLETE NATIONAL OUTFIT**. Female students are **REQUIRED TO WEAR 'BAJU KURUNG'** or any **APPROPRIATE SUIT** such as long skirts or loose slacks.
5. Female students are not allowed to **WEAR VEILS** in campus.
6. Headgears such as **BANDANA** or **CAPS** must be removed while on formal/official visits or business on campus, except during sport activities.
7. For male students, **HAIR MUST BE NEATLY TRIMMED** and **REASONABLE IN LENGTH**. **COLOURING** and **FREESTYLE HAIRDO** are strictly prohibited.
8. **CROSS DRESSING** or the use/wearing of any accessory belonging to the opposite gender is prohibited
9. **MALE STUDENTS** are prohibited **TO PUT ON ANY FEMALE COSTUMES** and/or **ACCESSORIES** and **VICE VERSA**.
10. Male students are strictly prohibited **FROM WEAR BANGLES, BRACELETS, EARRINGS** and **NECKLACES**; and female students are prohibited to have their **EARS PIERCED IN MORE THAN ONE PLACE**, as it is against the norms of Malaysian society.
11. **TATTOOS** are prohibited on any parts of the body.
12. Students are expected **TO DRESS APPROPRIATELY** during **LABORATORY, SPORTS** and **CULTURAL ACTIVITIES**.
13. Students **MUST PUT ON** their **MATRIC CARD** at all times while on campus/premises. The matric card **MUST BE WORN** and **DISPLAYED** at chest level.

FAILURE TO COMPLY WITH ANY OF THESE REGULATIONS WILL RESULT IN THE STUDENT BEING GIVEN A WARNING OR FINE NOT MORE THAN RM50.00 (FOR FIRST OFFENCE). STUDENTS WILL BE REFERRED TO THE DISCIPLINARY AUTHORITY FOR REPEATED OFFENCE.

Students Disciplinary Authority
Office of Students Affairs
Universiti Teknologi Malaysia



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**ILLUSTRATIONS OF
APPROVED AND DISAPPROVED,
ATTIRE, HAIRSTYLE AND FOOTWEAR FOR STUDENTS**

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**ILLUSTRATIONS OF APPROVED ATTIRE DURING OFFICIAL UNIVERSITY
FUNCTIONS AND EVERY MONDAY
(SMART DAY)**



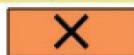
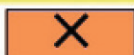
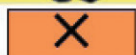
**ILLUSTRATIONS OF APPROVED ATTIRE FOR MALE AND FEMALE STUDENTS
(FOR ATTENDING LECTURES, TUTORIALS,
EXAMINATIONS AND WITHIN THE CAMPUS)**



ILLUSTRATIONS OF DISAPPROVED ATTIRE FOR MALE STUDENTS



ILLUSTRATIONS OF DISAPPROVED HAIRSTYLE FOR FEMALE STUDENTS



ILLUSTRATIONS OF DISAPPROVED HAIRSTYLE FOR MALE STUDENTS



ILLUSTRATIONS OF DISAPPROVED HAIRSTYLE FOR FEMALE STUDENTS



ILLUSTRATIONS OF APPROVED FOOTWEAR FOR MALE STUDENTS



ILLUSTRATIONS OF DISAPPROVED FOOTWEAR FOR MALE STUDENTS



ILLUSTRATIONS OF APPROVED FOOTWEAR FOR FEMALE STUDENTS



ILLUSTRATIONS OF DISAPPROVED FOOTWEAR FOR FEMALE STUDENTS



