UniKL STUDENTS
CODE OF CONDUCT
3rd Edition

Prepared by: Student Development & Campus Lifestyle
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The UniKL Students Code of Conduct 3rd Edition provides the framework for the conduct of student activities and the code of conduct of students of UniKL.

The UniKL Students Code of Conduct 3rd Edition was endorsed for adoption in the UniKLT Top Management Meeting on 29 October 2013.

The new UniKL Students Code of Conduct is implemented on the Diploma and Bachelor’s (Honours) Degree Programme students starting with the January 2014 academic session.
STUDENT CODE OF CONDUCT

1.0 PRINCIPLES

1.1. The Student Code of Conduct was drawn based on
1.1.1. The laws of the country
1.1.2. The official national philosophies, mainly;
1.1.2.1. The National Education Principles (Rukun Negara), that are:
   a. Belief in God
   b. Loyalty to King and Country
   c. The Supremacy of the Constitution
   d. The Rule of Law
   e. Courtesy and Morality

1.1.2.2. The National Education Philosophy,
   “Education in Malaysia is a continuous effort to further develop individual potentials in a general and integrated manner in order to create an intellectually, spiritually, physically and emotionally strong individual who believes in God and strictly adheres to her/his respective religious teachings. These efforts are meant to inculcate praiseworthy values such as being knowledgeable, skilled, morally strong and responsible. This will surely contribute to the well-being, racial harmony and prosperity of the country and nation.”

1.2. The universal norms of national culture.

1.3. The concept of emphasizing on the prevention of wrongdoing.
2.0 OBJECTIVES

2.1 The Universiti Kuala Lumpur Students Code of Conduct (hereafter referred to as the Code) was formed with the following objectives:

a. To provide a guideline to UniKL students as to how they should behave and to explain the type of disciplinary action that would be taken if they break the provisions of the code.

b. To develop a disciplined community of students with high moral consciousness, that possesses qualities like compassion, high aims, mutual respect and a love for the environment.

c. To instill a sense of peace and harmony among all residents of UniKL.

3.0 THE USE OF THE CODE (APPLICATION)

3.1 This code applies to students of UniKL, especially within the UniKL campus/institute. It is not meant to replace the provisions made by the laws of the country. Any action that is taken under the provisions made by this Code is not meant as a substitution of the country’s law but action can still be taken under the provisions of the Code.

4.0 DEFINITION OF TERMS

For the purposes of this Code of Conduct, the following terms shall have the meanings defined herein:-

4.1 “Campus/Institutes” refers to any area, or areas, developed or otherwise where UniKL operates, which includes buildings and properties.
4.2 “Code” refers to the UniKL Student Code of Conduct, inclusive of rules and regulations pertaining or relating thereto whether currently in force or as may be amended and all present and future laws, rules and regulations implemented or to be implemented by UniKL from time to time.

4.3 He/Him/His
The usage of these terms applies to the male, female and neuter gender.

4.4 “Head of Campus” refers to an Officer appointed by the University as the head of Campus/Institute.

4.5 “International Students” refers to UniKL students who are not Malaysian citizens.

4.6 “Investigation Officer” or IO refers to an independent individual or individuals appointed by the SDS to investigate all matters regarding a report of a student’s breach of the Code.

4.7 “Institute” is the learning centre where the academic programs of the University are delivered.

4.8 “IPTS” means Institusi Pengajian Tinggi Swasta or ‘Private Institution of Higher Learning’.

4.9 “Major Offences” refer to serious offences set out in this code whereby, if a student is found guilty the student can be made to pay a fine, be deprived of the use of UniKL facilities, or be suspended or even dismissed from the University. Refer Appendix A: Offence Category.
4.10 “Minor Offences” refers to any compoundable offences set out in this code whereby if a student is found guilty of the offence, the said student would receive a warning or reprimand or fine. Refer Appendix A: Offence Category

4.11 “Offensive items” refers to letters, pictures, remarks, words, prints, publications, writings, comments, or any other things or items that may offend certain quarters of the public or any reasonable person.

4.12 “Panel of Inquiry” or PI refers to an independent committee formed by the SDS to fairly hear any allegation of misconduct by a student and thereafter to submit to the SDS its finding of guilt or innocence and, if guilty, its recommendation for punishment.

4.13 “President” is the Chief Executive Officer or whomsoever who holds the office of the Chief Executive as per Article 10 of the UniKL Constitution. He is the highest executive appointed by the Board of Directors of UniKL to manage and administer the operations of UniKL.

4.14 “Prime facie” refers to the standard of proof required to be achieved to prove any allegation or accusation against any person which is that the accuser has to adduce credible evidence to support each ingredient of the accusation which if unrebuted or unexplained would warrant a finding of guilty.

4.15 “Student” refers to the individuals who are registered with the University to study for any particular academic program.

4.16 “Student Appeal Council” or StAC refers to a committee chaired by the President/CEO to hear and determine in accordance with the Code, any appeal by a student pertaining to a decision made by the Student Disciplinary Council.
4.17 The ‘Student Development and Campus Lifestyle (SDCL)’ manages the development of students, activity, hospitality, welfare, Alumni, social responsibilities, general studies, marketing, international students' activities and support services which comprises the following:

4.17.1 ‘Student Services (SS)’ manages amongst others the development of students, student services activities, hospitality, and welfare;

4.17.2 ‘Campus Lifestyle (CL)’ manages amongst others, the student Alumni, social responsibilities, general studies, Alumni and support services;

4.17.3 ‘Marketing, Students Recruitment and Admission (MeSRA)’ manages all matters pertaining to marketing of UniKL to future students, UniKL admission handling, students' enrolment data analysis and international students’ management process.

4.18 “Student Disciplinary Council” or SDC refers to a committee chaired by the Deputy President of Student Development and Campus Lifestyle regarding matters pertaining to student discipline including review, mitigation and punishment.

4.19 “Student Disciplinary Secretariat” or SDS refers to the secretariat set up by the SDCL campus which is responsible for managing and resolving student disciplinary matters in the University including offering to compound a compoundable offence, investigation of any misconduct and setting up a Panel of Inquiry.

4.20 “Universiti Kuala Lumpur” or “UniKL” or “University” is a private institution of higher learning incorporated and established in 2002 under the Private Higher Education Act 1995 (Act 555).
4.21 "UniKL Authority" refers to the following UniKL staff who are authorized to enforce this Code as Student Disciplinary Enforcement Authority (SDEA):

i. Management of UniKL;
ii. StAC, SDC, SDS, PI, and IO;
iii. Head of Campus/Dean, Deputy Dean, Heads of Section;
iv. Managerial staff;
v. Executives;
vi. Lecturers and Assistant Lecturers; and
vii. Security consultant and staff.

4.22 "UniKL Campus / Institutes" refer to all UniKL campuses/ institute nationwide and "UniKL branch campus/institute" shall refer to a specific branch campus/ institute of UniKL.

4.23 "UniKL Resident" refers to an individual whose activities involve learning or working in UniKL including students, course participants, trainers, UniKL staff and employees of other organizations who work in UniKL.

4.24 "UniKL Staff" refers to the permanent employees of UniKL who are not students, contract employees or consultants.

5.0 AUTHORITY

5.1. The President /CEO have the power to make the final decisions pertaining to student discipline and conduct, including the enforcement of the Code.

5.2. The Head of Campus is authorized to act on behalf of the President, empowered to make decisions pertaining to student discipline and conduct, including the enforcement of the Code and determining the punishment for breach of the Code as determined by the same except for the decision to dismiss a student and to decide on a student’s appeal after dismissal.
5.3. Any UniKL Authority is authorized by the President to enforce the rules of this Code against any student who is caught or deemed or reported to breach or be in default or in violation of the Code or suspected of breaching, disobey, defaulting or contravening the Code.

6.0 STUDENTS RESPONSIBILITIES

6.1 The Student shall at all the time observe good behavior, concentrate fully on his program of study, and attend all compulsory activities and abide by UniKL regulations.

6.2 The Student shall uphold UniKL’s good name, reputation and integrity at all times and shall be subject to all the rules, regulations, codes, requirements and by laws of UniKL.

6.3 The Student shall not act in any manner that is or appears to be contemptuous of UniKL authority or official body or an officer of UniKL.

6.4 No Student shall conduct himself, whether within or outside the UniKL campus, in any manner that is detrimental or prejudicial to the interests, well-being or good name of any of the students, staff, officers or employees of UniKL, or to public order, safety or security, or to morality, decency or discipline and which may tarnish the good name of UniKL.

6.5 Save and except in accordance with the provision of s.47 (3) of the Private Higher Education Institutions Act 1996 (as amended by Act A1434), no student nor organization, body or group of students, shall make any representation or others communication, whether orally or in writing or in any other manner in relation to any matter pertaining to UniKL or to any or all UniKL residents in their capacity as such for or with regards to himself in his capacity as a student of UniKL, to any public officer or the press or the public in the course of any lecture, speech or public statement or in the course of any broadcast.
7.0 ATTITUDE DESIRED IN STUDENT

7.1 Strive to develop oneself – Students shall strive to develop and improve their positive talents or abilities and to attain leadership abilities.

7.2 Strive to become a balanced and harmonious individual – Students shall strive to become balanced and harmonious individuals in terms of intellect, spiritual aspects, physical ability, philosophy of life and good behavior.

7.3 Strive to develop one’s intellectual capacity – Students shall strive to develop their intellectual capacity, especially in the following aspects:
   i. Creative and innovative thinking
   ii. Logical and analytical thinking

7.4. Strive to widen one’s knowledge - Students shall strive to widen their knowledge to bring about truth and benefit to society.

7.5. Strive to develop spiritual capacities – Students shall strive to become dutiful individuals with a sense of responsibility towards religion, race and the country by observing the following:
   i. Faith in religion
   ii. Integrity of the soul
7.6. Strive to portray good behavior / character – Students shall strive to portray the best possible behavior, which should display the following qualities:
   i. Observation of the norms and values of society
   ii. Mutual respect
   iii. Readiness to serve
   iv. Good manners and discipline

7.7. Strive to improve physical well-being – Students shall strive to be physically fit and healthy to enable them to live independently in a society.

7.8. Strive to practice a matured and harmonious philosophy of life – Students shall strive to practice a philosophy that is both matured and harmonious in nature. Students should always observe tolerance towards others and have mutual respect for one another in order to achieve integrity in a multi ethnic and multi religious community.

7.9. Wealth creation and entrepreneurship – Students shall implement a culture of entrepreneurship and shall endeavor to create wealth through entrepreneurship.

8.0 RULES

8.1 GENERAL RULES

8.1.1 Obey The Laws Of The Country

8.1.1.1 Students are required to obey the laws of Malaysia at all times.

8.1.1.2 If a student is found guilty of a crime by any court of law in Malaysia or in any other country, regardless of the severity of the punishment imposed, the student shall be considered to have breached the Code and such breach shall be deemed a major offence.
8.1.3 International Students shall refrain from being involved in or engaging in any way whatsoever in any kind of work, business or similar activity whether full-time or part time which is prohibited by the Immigration Act 1959/63 or by any other statute.

8.1.4 The Student is also prohibited from participating in any kind of activity that could affect or jeopardize his or her study.

8.1.2 Compliance with the Code

8.1.2.1 Student must obey the Code currently in force and/or as amended and modified by UniKL from time to time.

8.1.2.2 It is an offence for a student to breach any of the provisions of the Code or act in contravention of the Code. An offence is deemed ‘major’ or ‘minor’ depending on the seriousness of each offence and the severity of each offence shall be determined by the SDS on a case by case basis.

8.1.2.3 Although the SDS has the absolute discretion to determine the nature of an offence as minor or major, Minor Offences shall be considered a Major Offence if:

   a. a student commits the same Minor Offence more than three (3) times within six (6) months, or
   b. a student commits three different Minor Offences within one (1) month, the third offence shall be deemed and treated as a Major Offence.
8.1.3 Cooperation with the UniKL Authority(s) when disciplinary action is taken

8.1.3.1 It shall be compulsory for a Student to;

a. Cooperate with the UniKL Authorities in all kinds of disciplinary action, whether on behalf of one’s own self or others, including but not limited to appearing when summoned, providing clear and truthful answers when questioned, or when requested to provide evidence to the UniKL Authorities.

b. Obey the directives given by UniKL lecturers, executives or staff who are authorized with any particular duty when discharging that duty.

c. Not obstruct, detain, interfere or prevent in any way, or cause a delay, interrupt, or hinder any UniKL Authorities or UniKL staff from carrying out their duties and responsibilities.

d. Refrain (whether individually or in a group) from deliberately refusing to answer questions, or show a lack of cooperation in way whatsoever, when UniKL Authorities carry out investigations or perform other duties related to student conduct and offences.

e. Communicate with UniKL Authorities on matters pertaining to rules, guidelines or laws or anything of a similar nature that aims to protect and/or safeguard the interests, peace and discipline in UniKL.
f. To allow himself to be searched or questioned by the security unit or by other parties acting under the directive of UniKL or any of UniKL’s Authorities.

g. Not make any false confession or during false statement or provide false evidence during an investigation by UniKL Authorities or at the hearing before the PI whether during examination in chief, cross examination or re-examination and throughout the appeal process.

h. Refrain from fabricating false evidence for any purpose. Fabricating false evidence shall include but shall not be limited to causing any circumstances to exist for the purposes of misleading any party or make any false entry in any book or record, or make any documents containing false statement for any reason whatsoever. Fabricating false evidence shall be deemed to be a contravention (violation) of this Code and shall be an offence under this Code.

i. Refrain from causing any evidence to disappear or be destroyed or be faked with the intention of screening or protecting an offender from any punishment or with the intention of causing an innocent person to be punished.

j. Inform the UniKL Authorities of any offence in the event that he/she shall have information of such offence being committed or going to be committed by any UniKL Resident. No student shall withhold any information of a crime or offence or any evidence pertaining to a crime or offence.
k. Comply with and not refuse or contravene (violate) any legitimate order, instruction, direction or requirement given or made by any officer or employee of UniKL authorized to give or make the same.

8.1.4 Reasonable Care and Safety

8.1.4.1 Students are responsible for their own safety in all aspects whether they are inside or outside campus/ institute premises. Students shall exercise reasonable care at all times to ensure that personal items are not damaged, lost or stolen. UniKL shall not be responsible for any incidents that occur or matters that arise out of, due to or caused by student’s carelessness and/or negligence.

8.1.4.2 Students shall be responsible for the safety of all UniKL properties when using the same and are prohibited from damaging any property belonging to UniKL.

8.1.4.3 No students shall use any equipment, machinery and/or tool that could cause danger to persons or properties in the campus.

8.1.4.4 Negligence in handling machineries, toolbar, equipment, furniture or other property of UniKL that had been entrusted to Student to the extent it results in a loss to UniKL or injury to any person or damage to any property belonging to UniKL or any other person shall be tantamount (equivalent) to an offence under this Code.

8.1.4.5 Failure to obey the safety rules or damaging safety equipment shall be tantamount (equivalent) to an offence under this Code.
8.1.4.6 Students shall not do anything within or outside campus premises that could ruin or damage or destroy or negatively affect the interests, peace, safety or reputation of UniKL.

8.1.4.7 Students with access to poisonous material or substances as prescribed by UniKL for permitted uses, shall not act (whether knowingly or negligently) in any manner that may likely to cause hurt or injury to another person or damage to property or fail to handle the poisonous material or substance with reasonable care in accordance with the safety rules and procedures set in place by UniKL. Failure to comply with this provision shall be an offence under this Code.

8.1.4.8 Students who (whether intentionally, negligently or rashly) do any act, with fire and any other combustible matter including explosive substances, in a manner which would endanger human life or property, or to be likely to cause hurt or injury to any person or being, or who negligently fails to guard against any probable danger of the same shall be guilty of an offence under this Code.

8.2 APPEARANCE

8.2.1 Attire

8.2.1.1 Students must be decently and appropriately dressed when in lecture halls, administration offices, labs, during practical trainings, library, religious places and any other place within UniKL Campus/ Institutes compounds at all times.
8.2.1.2 Students must be neatly attired and shall not wear indecent clothing, including but not limited to attires that are flimsy, see-through, with slits, tight fitting or revealing.

8.2.1.3 Students must always dress in a proper manner. No worn-out jeans, miniskirts, shorts, slippers or display of offensive items are allowed. Only skirt of ankle length is allowed.

8.1.2.4 Female students must dress neatly and appropriately (e.g. wear long gowns, slacks with blouse) at all times on campus/institutes.

8.1.2.5 Female students must dress in a manner that does not attract unnecessary attention or invite danger.

8.1.2.6 Students shall observe modesty and decency in their attire and dress so as not to attract undue attention to themselves while in UniKL Campuses and Premises.

8.1.2.7 Without prejudice to the existing Rules, the Head of Campus may issue further and or additional orders, policies or directives as it deems fit for the purpose of ensuring the decency of the students and any orders, policies of directives shall be deemed to be a part of this Code.

8.2.2 Personal Hygiene and Grooming

8.2.2.1 Students must always maintain personal hygiene.

8.2.2.2 Students’ hair must be neatly groomed at all times.
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8.2.2.3 Male students should not keep long hair. As a guideline, the hair should not reach the collars. Female students with long hair shall ensure that it be kept neat and tidy at all times.

8.2.2.4 Students are prohibited to have strange or improper haircut or hairstyle such as Mohican style, punk or skinhead or any other style not deemed appropriate by UniKL from time to time.

8.2.2.5 Students are prohibited from extreme use of jewelry and accessory. The guidelines are as follows;

a. Male students are PROHIBITED from wearing any kind of earrings or practice “body piercing” and having tattoos.

b. Female students are PROHIBITED from wearing earrings on any other body parts except earlobes, practice “body piercing” or adorn themselves with tattoos. Nose rings are only allowed for Indian (female) students.

8.3 INDECENT BEHAVIOR

8.3.1 Coupling

8.3.1.1 A student is not allowed to be in a pair with a partner in a secluded or hidden place or behave in a manner that may cause suspicion of a possible sexual activity.

8.3.2 Indecent Behavior

8.3.2.1 Students shall not act, display or perform any behavior that can be categorized as indecent or engage in sexual activities with students or
non-students of the opposite sex. Students of the different sexes are not allowed to engage in cohabitation with each other.

8.3.2.2 Students shall not engage in sexual activity with students or non-students of the same sex or indulge in homosexual or lesbian or gay behavior.

8.3.2.3 Students shall not display behavior that is deemed as indecent or lewd (rude) in public.

8.3.2.4 Students are prohibited from becoming pregnant or causing pregnancy out of wedlock which is tantamount (equivalent) to a breach of the provisions of this Code.

8.3.2.5 Students shall not commit or engage in indecent behavior which shall include but is not limited to uttering or committing or displaying acts of obscenities (rudeness) or chaos (disorder).

8.3.2.6 No student is allowed to engage in any business or profit making venture involving immoral, illegal or indecent activities.

8.4 SPECIFIC RULES

8.4.1 Behavioral

8.4.1.1 Students must be well behaved and well-mannered at all times towards all people.

8.4.1.2 Students must never show disrespect, display or act or use words that are rude, impolite or vulgar to any person in UniKL.
8.4.1.3 Students shall not do anything that endangers his/her own or others' lives and safety.

8.4.1.4 Students shall not steal or attempt to steal, cheat or attempt to cheat, or conspire or attempt to conspire to steal any property or property belonging to UniKL or to any other person.

8.4.1.5 Students shall not do anything to a student or UniKL resident or behave in such a manner that could be interpreted as a deliberate attempt to defame the good name of the said student or to UniKL.

8.4.1.6 Students shall not perform an act of fraud or forgery.

8.4.1.7 Students shall not damage any property which is not his/her own.

8.4.1.8 Students should not be involved in any activities or display any behavior within UniKL Campus/Institutes that could including attending political rallies or demonstrations or involved in any groups, legal or illegal, that may cause embarrassment to UniKL or any of its staff and students. These activities shall be tantamount to a major offence under this Code.

8.4.1.9 Students shall not act in any manner that constitutes or appears to constitute a threat or intimidation or is injurious, physically or mentally, to the well-being and safety of any other students or any members of staff of UniKL or the security and harmony of Campus life in UniKL.

8.4.1.10 Students should not 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 activities carried out by or under
the direction of or with the permission of UniKL, or do any acts which may cause such disruption or interference. Any students who breach this provision shall be deemed to have committed an offence under this Code.

8.4.1.11 Any prevention or obstruction, or interference with, or any acts which may cause such prevention, obstruction or interference towards or against any officers or employees of UniKL or any persons acting under the direction or permission of such officers or employees, from carrying out their work, duty or function, shall be an offence under this Code.

8.4.1.12 Any prevention or obstruction of, or any acts which may cause the prevention or obstruction of, any students from attending any lectures, tutorials or classes or from engaging in any legitimate activities shall be an offence under this Code.

8.4.1.13 Students shall not organize, incite or participate in the boycott of any examinations, lectures, tutorials, classes or any other legitimate activities carried out by or under the direction or with the permission of UniKL or boycott any of the staff of UniKL.

8.4.2 Making Disturbances and Nuisance

8.4.2.1 The Students shall not;

a. Make any sound or noise or cause such sound or noise to be made that causes disturbance to any parties in campus.
b. Commit any acts or an omission which causes injury, obstruction, danger or annoyance to the public or the people in general within the vicinity of UniKL Campus/Institute compound.

c. Voluntarily cause disturbances to any lawful assembly engaged in the performance of religious worship or ceremonies or destroy, damage or defile any places of worship or any objects held sacred by any class of persons with knowledge that such damage or destruction may be regarded as an insult to their religions.

d. Cause or promote to cause any disharmony, disunity or feelings of enmity, hatred or ill-will, or prejudice, amongst or between UniKL Residents either by words or by writing or by conduct or by influence or by any other way whatsoever for any reason whatsoever.

e. Own or use or have in his or her possession, custody or control, any loudspeaker, loud-hailer, amplifier, or other similar appliance.

f. Invade the privacy of any parties whether physically or electronically or in any other manner without the express consent or permission of the party.

8.4.3 Cleanliness On Campus/Institute

8.4.3.1 Students shall at all times observe and maintain the cleanliness and neatness of the campus/Institute including the hostels/residential area, lecture halls, buildings or other constructions, roads and all other areas within the campus/Institute.
8.4.4 Smoking, Drunkenness and Intoxication

8.4.4.1 A student shall commit a breach this Code if the student;


b. Is in possession of cigarettes, lighters, matches or other inflammable materials within any area of the UniKL Campus/Institute which is labeled or designated as a fire prone area.

c. Is in a state of intoxication or intoxicated while in UniKL Campus/Institute and premises.

d. Consumes liquor or any substances that shall intoxicate the student or injects or inserts or consumes any intoxicating substances in any manner into his/her own body or injects or inserts into the body of any others anything that could cause paranoia, drunkenness, inebriation or any elements of intoxicated state. No students shall consume, drink or possess or have in their custody, any liquor, beer or spirits or any other consumable with alcoholic content within the campus/Institutes premises.

e. Is under the influence or consumes, by way of injection or smoking or inhaling or by way of any other methods of application, insert into the students' body, any intoxicating substance, poison or any similar substance as stipulated in section 8.4.4.3 that may cause a state intoxication to the student

f. Smokes pipe or inhaling or consuming any substances that is similar to smoking including but not limited to smoking opium or cannabis or
8.4.4 Smoking, Drunkenness and Intoxication

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b. Is in possession of cigarettes, lighters, matches or other inflammable materials within any area of the UniKL Campus/Institute which is labeled or designated as a fire prone area.

c. Is in a state of intoxication or intoxicated while in UniKL Campus/Institute and premises.

d. Consumes liquor or any substances that shall intoxicate the student or injects or inserts or consumes any intoxicating substances in any manner into his/her own body or injects or inserts into the body of any others anything that could cause paranoia, drunkenness, inebriation or any elements of intoxicated state. No students shall consume, drink or possess or have in their custody, any liquor, beer or spirits or any other consumable with alcoholic content within the campus/Institutes premises.

e. Is under the influence or consumes, by way of injection or smoking or inhaling or by way of any other methods of application, insert into the students' body, any intoxicating substance, poison or any similar substance as stipulated in section 8.4.4.3 that may cause a state intoxication to the student.

f. Smokes pipe or inhaling or consuming any substances that is similar to smoking including but not limited to smoking opium or cannabis or glue and adhesives sniffing or any other substances that may or may not cause disorientation and intoxication.

8.4.4.2 Students are not allowed to possess, distribute, sell or consume liquor or other drinks that do/do not contain alcohol which may cause intoxication, while being in the campus/Institute premises.

8.4.4.3 Students are not allowed to possess any other substances that may cause hallucination, intoxication, delusion, delirium including but not limited to glue and adhesives, or any other substances which may cause a hallucinating or intoxicating effect, whether in gaseous, liquefied or solid form and no students is allowed to own, possess, withhold, suppress, consume, sell, distribute or use such substances at any time within or outside UniKL Campus/Institute.

8.4.5 Gambling

It shall be a major offence under this Code for:

8.4.5.1 A student or organization body or student groups to organize, manage, run or conducts or attempt to organize, manage, run or conduct or assist in the organization, managing, running or conducting or be involved or participate in any way whatsoever with any gambling, gaming, wagering, betting or lottery activities within or outside UniKL.

8.4.5.2 A student to purchase, abet to purchase or conspire to purchase any lottery tickets or tickets from any sources which involves or promotes gambling or any element of gambling.
8.4.6 Use Of Violence

The Students;

8.4.6.1 Or any establishment, organization body or student groups is prohibited from performing, organizing, managing or helping to conduct, or join in any activities that involve violence, black-mail, molest, disturbance of peace and others towards any parties, students or non-students, within or outside the UniKL Campus/Institutes.

8.4.6.2 Shall not involve directly or indirectly in any ragging or bullying or abusive activities or anything similar to it within or outside the UniKL Campus/Institutes.

8.4.6.3 Shall not employ violence, attack or threaten to attack or cause injury or threaten to cause injury to any person within or outside the UniKL Campus/Institutes premises.

8.4.6.4 Shall not riot or behave wildly or quarrel or fight or use physical violence against any person within or outside the UniKL Campus/Institutes premises.

8.4.6.5 Shall not outrage the modesty or attempt to outrage the modesty of, any parties within UniKL Campus/Institutes premises or UniKL residents anywhere, or non-residents within the campus/Institute premises.

8.4.6.6 Shall not initiate, participate, conspire to initiate or participate or support any activities that may invite conflict, arguments or hostilities and a fighting between any persons or students.
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8.4.6.5 Shall not outrage the modesty or attempt to outrage the modesty of, any parties within UniKL Campus/Institutes premises or UniKL residents anywhere, or non-residents within the campus/Institute premises.

8.4.6.6 Shall not initiate, participate, conspire to initiate or participate or support any activities that may invite conflict, arguments or hostilities and a fighting between any persons or students.

8.4.6.7 Shall not cause any bodily pain, disease or infirmity to any persons, whether grievous or otherwise, and whether caused with or without weapons or dangerous means or any instruments which is used as weapon of offence or by means of fire or corrosive substances or poison or explosive substance or other means that causes bodily pain, disease or infirmity to any persons.

8.4.7 Offences Against Property

8.4.7.1 Students shall not in any manner whatsoever:

a. damage or cause to be damaged, or demolish, destroy, wreck or vandalize any property belonging to any persons or to UniKL; or

b. do any acts which may cause such damage; or

c. tamper, interfere with, move, or in any manner whatsoever deal with, any substances, objects, articles or property whatsoever, or knowingly do any acts or cause any acts to be done in the UniKL Campus/Institutes, so as to cause any obstruction, inconvenience, annoyance, loss or damage to any persons.

8.4.7.2 Students shall not disrupt, disturb, transfer, seize, steal or take or violate, vandalize or damage any objects, articles, things or properties which may cause obstruction, difficulty, inconvenience, trouble, mess or filth to any persons.
8.4.7.3 Students shall not dishonestly take or attempt to take, keep or attempt to keep or move or attempt to move any properties belonging to UniKL or belonging to persons or other parties in the UniKL Campus/institutes without consent.

8.5 ACADEMIC INTEGRITY

8.5.1 Students must adhere to the academic rules and regulations and maintain academic integrity at all times. Students are prohibited from indulging in any form of academic cheating like copying or allowing others to copy, plagiarism or similar activities and so on during examination, lab work, essay or research paper, thesis and so on. Please refer the Academic Rules and Regulation for the Academic Offences Section.

8.6 PROHIBITED ITEMS

8.6.1 Pornographic Materials

8.6.1.1 No student or any establishment, body or student group is allowed to possess, or supervise, or control, let, hire, distribute, exhibit, circulate, produce, re-produce any pornographic or obscene materials that include any articles or materials which are considered objectionable by the public at large within or outside campus/ Institute premises.

8.6.1.2 No student or any establishment, body or student group is allowed to share, distribute, or display any pornographic materials in campus. No student is allowed to take part or to receive profits from any business in the course which he knows or has reason to believe that such business involves pornographic or obscene objects or acts.
8.6.1.3 No student is allowed to deliberately indulge in reading, writing, watching or listening or publishing any pornographic materials in campus/Institute.

8.6.1.4 No student and no organization body or group of students, shall circulate or exhibit, or cause to be circulated or exhibited any obscene material or be involved with the circulation or exhibition of any obscene material within the UniKL Campus/Institute. A student shall be deemed to distribute, circulate or exhibit an obscene material; regardless of whether such distribution, circulation or exhibition is to only one person or to more than one person and regardless of whether or not such circulation, distribution or exhibition is for payment or for any other consideration.

8.6.2 Drugs And Poisons

8.6.2.1 No student shall have in his possession or under his custody or control any dangerous or controlled drugs or poison without a valid prescription from a medical officer.

8.6.2.2 No student shall give, supply, provide or offer or propose to give, supply, provide or offer any controlled or dangerous drugs or poison to any person.

8.6.2.3 No student shall consume orally or smoke or inhale, or introduce into his body by injection or by any other manner whatsoever, any dangerous drugs or poison.
8.6.2.4 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.

8.6.2.5 Any student who is found to be in possession of or under the influence of any dangerous drugs or poison shall be guilty of a disciplinary as a major offence.

8.6.2.6 The Head of SDCL may instruct and compel any student suspected of addiction or consumption of any substance within the definition of dangerous drugs and poison to undergo a urine test.

8.6.2.7 Any student refusing or declining to undergo the test mentioned in sub-rule 8.6.2.6 above shall be guilty of major offence.

8.6.3 Weapons And Dangerous or Explosive Substances

8.6.3.1 No Students shall possess, or have in his custody and/or control any weapons and/or dangerous or explosive substances. For the purposes of this Code, the meaning of weapons” and “dangerous or explosive substances” shall include corrosive substance, explosive substance, offensive weapon and scheduled weapon as defined in accordance with s.2 and Schedule 2 of the Corrosive and Explosive Substances and Offensive Weapons Act 1958 and shall also include firearms which is defined according to s.2 of the Fire Arms (Increased Penalties) Act 1971.

8.6.3.2 In addition to and not in derogation of the definition of weapons or dangerous or explosive substances as set out in sub-rule 8.6.3.1, the definition of weapons and or dangerous or explosive substances shall include any object that may cause bodily harm to persons and damage to properties.
8.7 UniKL FACILITIES RULES

8.7.1 Prohibition To Be In Restricted Areas On Campus/Institutes

8.7.1.1 Students are prohibited to be or remain in prohibited areas without valid official business including staff quarters, workshop or other lecture halls, UniKL security booths, dining hall kitchen, administration office, security office or other places designated as prohibited areas by UniKL from time to time unless under the proper supervision of UniKL authorities or with the consent of UniKL authorities.

8.7.1.2 For purposes of sub-rule 8.7.1.1 Students shall comply at all times with all signage put up by UniKL and Students are not allowed to intrude into equipment, places or buildings where they are prohibited from entering either physically or electronically.

8.7.2 In-Out Procedures

8.7.2.1 Student must dress neatly and appropriately when going for outside visits.

8.7.2.2 Main gate for all UniKL Campus/Institutes shall be closed at 12.00pm and will open at 06.00am daily. No vehicles are allowed to enter the Campus/Institute within said closed period except with the permission of the UniKL Authorities.
8.7.2.3 For security purpose, visitors are only allowed for enter UniKL Campus/Institutes premises between 06.00am to 09.00pm daily.

8.7.3 Student Pass

8.7.3.1 Students must carry and display their student pass at all times while in UniKL Campus/Institutes Premises.

8.7.3.2 Students are prohibited from wearing or using another person’s pass for any reason whatsoever. Likewise, no student shall allow or compel any other person to wear, use, utilize or exploit his student pass at any time.

8.7.4 Road And Traffic Rules

8.7.4.1 Written Authorization for Students with Motor Vehicle in UniKL Campus

a. A student, who intends to keep, has possession of or owns any motor vehicle while in UniKL Campus/Institutes MUST applies for and obtains a written authorization from the Head of SDCL. This written consent shall be issued by the Head Of SDCL subject to an application made by the student in writing specifying the description of the motor vehicle with other documents attached i.e. the current motor vehicle license, third party risks insurance policy of the motor vehicle and a valid driving license of the applicant’.

b. The written authorization of the Head of SDCL shall be given in such form as the Head of SDCL may determine from time to time and shall be displayed conspicuously on the motor vehicle at all times.
8.7.2.3 For security purpose, visitors are only allowed to enter UniKL Campus/Institutes premises between 06.00am to 09.00pm daily.

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b. The written authorization of the Head of SDCL shall be given in such form as the Head of SDCL may determine from time to time and shall be displayed conspicuously on the motor vehicle at all times.

c. Such written authorization shall be renewed annually and the provisions of paragraph 8.7.4.1(a) and 8.7.4.1(b) shall apply for renewal purposes. Changes only apply where necessary.

d. The Head of SDCL may refuse to grant authorization under this rule or revoke any authorization granted under this rule if he is satisfied that it would not be in the interest of the University for the student to hold such authorization.

8.7.4.2 Registration of The Motor Vehicle

The Head of SDCL shall keep a register of all motor vehicles, possessed or owned by the students in the UniKL Campus/Institutes and granted with the authorization mentioned in sub rule 8.7.4.1(a).

8.7.4.3 Speed Limit

No student shall drive a motor vehicle in UniKL Campus/Institute beyond the speed limit indicated by any such traffic sign.

8.7.4.4 Motor Vehicle To Be Driven On Authorized Motorway

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. No motor vehicle is allowed on the pavement, side table, and grass verge, footpath or other place, whether alongside the carriageway or otherwise, which is not ordinarily intended or specifically provided for the passage of motor vehicles.
8.7.4.5 **Unauthorized Parking**
No student shall park any vehicle at any place or in any manner that may pose danger, obstruction or inconvenience to any other person or vehicle.

8.7.4.6 **Motor Vehicle Driven On Unauthorized Pathways**
No student shall drive or ride any vehicle on any corridor, verandah, five-foot way, courtyard or in any part of any building.

8.7.4.7 **Parking**
Where a parking bay is allotted for a particular motor vehicle no student shall park a different motor vehicle in such parking bay.

8.7.4.8 **Pillion**

a. A student driving a two-wheeled motorcycle shall not carry more than one person on such motorcycle.

b. 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.

c. A student shall not allow himself to be carried on a two-wheeled motorcycle driven by a student except in accordance with the provisions of sub rule 8.7.4.8(a) and/or 8.7.4.8(b).

8.7.4.9 **Traffic Directions And Signs**
A student who drives or rides his motor vehicle in a negligent, dangerous and/or reckless manner shall be in contravention of this Code.
8.7.4.10 **Production Of License When Requested**
Any student who is driving or is in charge or control of a vehicle shall carry with him a valid driving license issued to him under the Road Transport Act, 1987 and his matriculation card. These documents shall be produce for inspection by an authorized person whenever required to do so.

8.7.4.11 **Obstruction To Traffic**
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 UniKL Campus/ Institute.

8.7.4.12 **Road Traffic Act, 1987 (Act 333)**

a. The provisions of the Road Traffic Act, 1987 (Act 333) and all subsidiary legislation made hereunder shall apply to students within UniKL Campus/ Institute irrespective of whether the roads within UniKL Campus/ Institutes are public or private.

b. Nothing is paragraph 8.7.4.12(a) shall derogate from the liability within UniKL Campus/ Institute of any student or other person for any offence under the Road Traffic Act, 1987 or Road Traffic Ordinance, 1958 or any subsidiary legislation made hereunder.

8.7.5 **Disciplinary Actions By The UniKL Authorities With Regards To Traffic Offences**

8.7.5.1 The UniKL Authorities under Part 10 of this Code shall impose on any student who commits a traffic offence under this Part, a summary disciplinary punishment of a disciplinary reprimand or a fine not exceeding Ringgit Malaysia Five Hundred (RM500.00) only.
8.7.5.2 Upon imposition of the punishment referred to in paragraph 8.7.5.1, the UniKL Authorities shall deliver to the student a written notice of such imposition as directed by the Head of Campuses. In instances where the punishment imposed is a fine, the provisions of the rules herein shall apply.

8.7.5.3 The provisions of this rule shall apply notwithstanding any other provisions to the contrary in these Rules.

8.7.6 Accommodation Rules
8.7.6.1 Students must obey UniKL accommodation rules.

8.7.7 Dining Area Rules
8.7.7.1 Students must wear appropriate attire while being in the dining area. Student must dress decently and wear shoes all the times while in the dining area. In addition to any other provisions of this Code, night dresses, sarong ‘pelikat’, shorts and sleeveless attire are prohibited in the dining area.

8.7.7.2 Students must be polite and maintain good manners while being in the dining area.

8.7.8 Library Rules
8.7.8.1 Students must obey all UniKL library rules as determined by the UniKL library.
8.8 GROUP ACTIVITIES

8.8.1 Gatherings

8.8.1.1 All planned gatherings must obtain prior written approval from UniKL. The gathering must adhere to the rules and requirements set by UniKL and any planning, facilitating, organizing, attending or joining any gathering or meetings on campus/ institute premises that have not been granted approval by the UniKL or picketing or demonstrating without approval in UniKL Campus/ Institute or Premises shall be tantamount (equivalent) to a major offence.

8.8.1.2 No student, and no organization, body or group of students shall, without the prior permission of the Head of campuses or of a person authorized in writing by the Head of campuses to grant such permission, hold organize convene or call, or cause to be held, organized, convened or called, or be in any manner whatsoever involved in holding organizing, convening or calling, or in causing to be held, organized, convened or called, or in doing any act towards holding, organizing, convening, or calling, any assembly of more than five persons in any part of UniKL Campus/ Institute on any land or in any building belonging to or under the possession or UniKL or used for the purpose of UniKL.

8.8.1.3 In granting the permission referred to in paragraph section 8.8.1.2 the Head of Campuses or the person authorized by him to grant such permission may impose such restrictions, terms or conditions in relation to the proposed assembly as he/her shall deem fit.
8.8.1.4 No student shall knowingly attend or participate in an assembly held in contravention (violation) of paragraph section 8.8.1.2 or 8.8.1.3.

8.8.2 Student Activities

8.8.2.1 All students’ group activities must originate through student organizations which are recognized by UniKL.

8.8.2.2 Students are not allowed to facilitate, organize or join any off campus activities whether as groups or as student bodies without obtaining prior approval or written permission from UniKL, and shall adhere to all directives and rules imposed by UniKL.

8.8.2.3 Students are not allowed to facilitate, organize or join any student activities through any student bodies without prior written approval or directive from the relevant UniKL Authorities.

8.8.2.4 Students are not allowed to invite any outside participation into the UniKL Campus/ institute premises for any student body activities without obtaining written approval or directive from UniKL Authorities.

8.8.2.5 Students are not allowed to manage, collect or help to collect any money or donation in campus/ institute for oneself or for others without obtaining written approval or directive from UniKL.

8.8.2.6 Students are not allowed to participate in any anti-government activities or anti-UniKL activities.
8.8.3 Relations With External Bodies (Not Part Of UniKL)

8.8.3.1 Student must adhere to clause 47 (1) and (2) of the IPTS (Private Higher Learning Institutions) Act 1996 which provides:

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

b. A student of the private educational institution shall not:

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

ii) become a member of any society, organization, body or group of persons, not being a political party, which the Registrar General determines and specifies in writing to the chief executive of the private educational institution to be unsuitable to the interests and well-being of the students or the private educational institution; or

iii) be involved in political party activities within the Campus/Institutes.

c. A student of the private educational institution and any society, organization, body or group of students of the private educational institution 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-

i) any unlawful society, organization, body or group of persons, whether in or outside Malaysia; or
ii) any society, organization, body or group of persons which the Registrar General determines and specifies in writing to the chief executive of the private educational institution to be unsuitable to the interests and wellbeing of the students or the private educational institution.

d. An individual, while being a student of a private higher learning institution, and any establishment, association, organization, body or student group of private higher learning institutions that states or does anything that can be considered as:
   i. Showing support or sympathy to or objections against any political party or labor union or;
   ii. Showing support or sympathy to an illegal establishment Association, Organization, body or group.

8.8.4 Illegal Groups
8.8.4.1 A student is not allowed to establish or become a member of have alliances in any way with any illegal groups such as gangs or other groups of a similar nature within or outside the campus/ Institute.

8.9 PUBLICATIONS

8.9.1 Document Publication

8.9.1.1 A student or an establishment, body or student group cannot publish, share or distribute any documents within or outside the campus/ Institute without prior written approval from the UniKL.

8.9.1.2 A student is not allowed to do live or recorded broadcasting illegally.
8.9.1.3 A student or an establishment, body or student group **Is NOT Allowed** to publish, share or distribute any brochures, leaflets (pamphlets) or publications that contain slander, instigations or grievances, including but not limited to electronic publications in the internet, against UniKL or UniKL Residents.

8.9.1.4 Dissemination of information through facilities such as e-mail and the Internet that are provided by UniKL must adhere to the UniKL Code.

8.9.1.5 No student, and no 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; or

   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, placed, poster, emblem or other device which is conducive to the promotion of immorality, indiscipline, disorder, disobedience or contravention of these Code.

8.9.1.6 No student and no organization, body or group of students shall publish distribute or circulate any document within or outside UniKL Campus/Institute provided however the Head of Campuses or its representative authorized in writing, may give the consent for such publication subject only to such conditions that may be imposed as the Head of Campuses or its representative deems fit for such particular consent.
a. The permission required under this rule shall be in addition to any license, permit or any other form of authorization which may be required under any other written law.

**8.9.2 Other Matters**

8.9.2.1 Students are not allowed to conduct any business activities within campus premises without the prior written approval of the Head of Campus/Institutes.

8.9.2.2 Students are obligated to report an illness that is contagious and dangerous, to the Medical Officer of UniKL. Failure to do so shall be tantamount (equivalent) to a breach of this Code.

8.9.2.3 Any act of contravention (violation) with any current laws of Malaysia including any by laws, enactments or statutes passed by the Malaysian Parliament or regulation imposed by the Malaysian authorities by any student shall be tantamount (equivalent) to an offence under this Code.

8.9.2.4 Any act criminal in nature liable to be penalized under the Penal Code (F.M.S Cap. 45) (Act 574) or the Dangerous Drugs Act, 1952 shall be tantamount (equivalent) to a major offence.

**8.9.3 Compoundable Offences**

8.9.3.1 Violation of rules in the Student Code of Conduct that originates from committing offences under the following clauses:
8.9.2 Other Matters

8.9.2.1 Students are not allowed to conduct any business activities within campus premises without the prior written approval of the Head of Campus/Institutes.

8.9.2.2 Students are obligated to report an illness that is contagious and dangerous, to the Medical Officer of UniKL. Failure to do so shall be tantamount (equivalent) to a breach of this Code.

8.9.2.3 Any act of contravention (violation) with any current laws of Malaysia including any by laws, enactments or statutes passed by the Malaysian Parliament or regulation imposed by the Malaysian authorities by any student shall be tantamount (equivalent) to an offence under this Code.

8.9.2.4 Any act criminal in nature liable to be penalized under the Penal Code (F.M.S Cap. 45) (Act 574) or the Dangerous Drugs Act, 1952 shall be tantamount (equivalent) to a major offence.

8.9.3 Compoundable Offences

8.9.3.1 Violation of rules in the Student Code of Conduct that originates from committing offences under the following clauses:

- Attire
- Personal hygiene and grooming
- Smoking
- Making noise that could cause disturbance
- Campus cleanliness
- Student pass
- Traffic

* shall be a compoundable offence

8.9.3.2 UniKL Authorities is authorized to compound any student for breach of any of the offences relating to the above immediately in the event such breach is committed within the sight or hearing of the UniKL Authorities.

8.9.3.3 For the purpose of immediate compounding by UniKL Authorities for the offences listed under 8.9.3.2 above, all compounds issued by any of the UniKL Authorities shall be made via a prescribed form and upon issuance of such form containing details of the Student, nature of the offence, time and date, the student or Student so compounded shall acknowledge such form and pay to UniKL Authorities the prescribed fine.

8.9.3.4 In the event the Student shall be a repeat offender of any of the compoundable offences or the Student shall be an offender to any of the compoundable offences for more than 3 times, the Student shall be referred by UniKL Authorities to the SDC.

9.0 PRINCIPLE FOR DETERMINING WRONGDOING

9.1 In determining whether a wrongdoing has been proven or not, the standard of proof shall be that of “balance of probabilities”.
10.0 PROCEDURES FOR DISCIPLINARY ACTION

10.1 When the University receives a report (incident report) from any UniKL Authorities or Police or any other party regarding a disciplinary misconduct or a violation of the Code or any other laws, rules and regulations currently in force, the University shall immediately inform the Student Disciplinary Secretariat (SDS) to record such report. The SDS shall determine the category of the offence based on the report. If it is a Minor Offence the SDS may apply the provisions of sub-rule 10.2.2 and if it is a Major Offence the SDS shall apply sub-rule 10.2.1.

10.2 Disciplinary Action Procedure

10.2.1 Upon receipt by the SDS of the report as referred to in sub-rule 10.1, the SDS shall appoint and instruct the IO to conduct a complete investigation based on the said report. Upon completion of the investigation, the IO shall submit its findings including all evidence gathered and its recommendation to the SDS. In the event that a prima facie case has been established based on the finding of the IO, the SDS shall inform the Student and enquire if the Student wishes to plead guilty or otherwise.

10.2.2 Upon the SDS determining the category of the offence, in the event the offence is an offence compoundable under section 8.9.3.4 of this Code, the SDS may write to the Student informing the Student of the report, the findings of the investigation and an offer to compound the offence subject always to a guilty plea by the Student within such time period as the SDS may determine. In the event that the Student accepts the offer to compound the offence and submits to a guilty plea, the SDS shall upon full settlement of the compound, record the guilty plea and close
10.2.3 However, in the event the offence is such that it is not compoundable under Section 8.9.3, the SDS shall write to the Student notifying the Student of the allegation together with the findings of the IO and enquire whether the Student wishes to plead guilty to the offence or to contest the allegation and to inform the SDS accordingly within fourteen (14) days from the date of the said notification.

10.2.4 If the Student elects to plead guilty to the offence, the provisions of Sub-rule 10.2.11 shall apply.

10.2.5 In the event that the Student pleads not guilty and/or decides to contest the allegation, the SDS shall form a PI to provide a fair hearing to the Student.

10.2.6 SDS shall notify the alleged accused in writing of the time and date for the hearing and shall act as secretary and recording officer during the hearing.

10.2.7 If the Student changes his plea to guilty at the said hearing then the provisions of Sub-rule 10.2.11 shall apply. However, if the Student maintains the plea of not guilty then the case shall proceed to a hearing.
10.2.8 The hearing shall be conducted in the following manner:-

(a) Presentation of the case to the PI will be handled by the IO or a representative appointed by the SDS ("the Prosecution");

(b) The Prosecution will present to the PI a brief opening statement describing the allegation against the Student;

(c) The Prosecution will present all evidence supporting the allegation against the Student by calling all relevant witnesses and presenting all relevant documents and evidence;

(d) Each Prosecution witness will present their testimony through examination in chief conducted by the Prosecution;

(e) After the Prosecution has completed the examination in chief of a witness, the Student is entitled to conduct a cross examination to contest the credibility of the said witness and the testimony presented;

(f) Upon completion of cross examination, the Prosecution may conduct a re-examination of the said witness to clarify any issues or discrepancies raised during cross examination.

(g) Upon completion of the Prosecution case, the Prosecution and the Student will present either orally or in writing their arguments on the Prosecution case;
10.2.8 The hearing shall be conducted in the following manner:

(a) Presentation of the case to the PI will be handled by the IO or a representative appointed by the SDS ("the Prosecution");

(b) The Prosecution will present to the PI a brief opening statement describing the allegation against the Student;

(c) The Prosecution will present all evidence supporting the allegation against the Student by calling all relevant witnesses and presenting all relevant documents and evidence;

(d) Each Prosecution witness will present their testimony through examination in chief conducted by the Prosecution;

(e) After the Prosecution has completed the examination in chief of a witness, the Student is entitled to conduct a cross examination to contest the credibility of the said witness and the testimony presented;

(f) Upon completion of cross examination, the Prosecution may conduct a re-examination of the said witness to clarify any issues or discrepancies raised during cross examination.

(g) Upon completion of the Prosecution case, the Prosecution and the Student will present either orally or in writing their arguments on the Prosecution case;

(h) The PI will consider the evidence presented and the presentations of both the Prosecution and the Student and decide whether the Prosecution has proven the allegation to the standard of proof required by the Code namely a prima facie case has been made against the Student;

(i) If the PI decides that the Prosecution has failed to present a prima facie case against the Student, the PI shall find the Student not guilty and inform the SDS and the Student in writing of the PI's decision and close the case;

(j) If the PI finds that a prima facie case has been made against the Student, the PI will call the Student to defense by way of witnesses and/or documents and/or other evidence, in the manner set out in sub-paragraphs (d), (e), (f) and (g) above;

(k) Upon the complete presentation of the Student’s case and the Student’s and Prosecution’s presentations, the PI will consider all the evidence and presentations of both the Prosecution and the Student and:

i. if the PI decides that the Prosecution, even in the light of the Student’s defense, has successfully proven their case on a balance of probabilities the PI will find the Student guilty and inform the Student, the SDS in writing whereupon the provisions of sub-rule 10.2.11 shall apply accordingly; or

ii. if the PI decides that the Prosecution, in the light of the Student’s defense, has failed to prove their case on a balance of probabilities, the PI will find the Student not guilty and inform the Student, the SDS in writing accordingly and close the case.
10.2.9 If the Student does not attend the hearing session, even after being notified to do so in accordance with sub-rule 10.2.6, the session will proceed without the Student being present.

10.2.10 During the PI hearing session, the Student has the right to bring any evidence, witnesses, and be represented by an employee or student of UniKL to help him/her in the hearing session. The Head of the PI must ensure that the panel proceedings are conducted in fair and amicable manner.

10.2.11 In the event the Student:-

(a) Pursuant to sub-rule 10.2.4, pleads guilty to the offence; or

(b) Pursuant to sub-rule 10.2.8 (k) (i), is found guilty of the offence by the PI.

The SDS shall, upon receiving such plea from the Student or such notification from the PI of the outcome of the hearing (as the case may be), SDS to decide on the type of punishment to be given to the Student subject always to the Student being allowed a grace period of fourteen (14) days from the date of pleading guilty pursuant to sub-rule 10.2.4 or receiving written notification from the PI pursuant to sub-rule 10.2.8 (k) (i) (as the case may be), to submit an oral or written mitigation to the SDC on the punishment to be decided upon the Student (only for expulsion cases). The SDC shall consider the mitigation of the Student on punishment and the findings of the PI before coming to a decision on the punishment to be given to the Student. The SDC shall notify the Student in writing of the punishment decided by the SDC within 2 weeks after SDC convenes.
10.2.12 Upon receiving the notification from the SDS pursuant to sub-rule 10.2.11 (k) (i) and the Student being dissatisfied with the findings of the SDS, the Student may within fourteen (14) days from the date of such notification write to the SDC (up to expulsion cases) and the SDS (up to suspension cases) notifying the SDC and the SDS, the grounds for such dissatisfaction. Upon receipt of such notification, the SDC shall review the record of the hearing and decide either to:

(a) Have the matter reheard before a different panel of PI, whereupon the provisions of sub-rules 10.2.5, 10.2.6, 10.2.7, 10.2.8, 10.2.9 and 10.2.10 shall apply; or

(b) Overturn the findings of the PI, whereupon the SDC shall substitute the findings of the PI with its own findings based on the SDC’s review of the hearing records and the Student’s notification of dissatisfaction; or

(c) Affirm the findings of the PI whereupon the provisions of sub-rule 10.2.13 will take effect.

10.2.13 The SDC will inform the SDS and the Student in writing of its decision under sub-rule 10.2.12 within seven (7) days from the date of receipt of the Student’s notification under sub-rule 10.2.12. In the event that the SDC decides to affirm the findings of the PI, the SDC will request that the Student submit his mitigation within seven (7) days from the date the Student receives the written notification pursuant to this sub-rule to be considered by the SDC before determining the punishment for the Student. The SDC will inform the SDS and the Student in writing of the punishment decided upon the Student.
10.2.14 In the event the Student is dissatisfied with the decision of the SDC under sub-rule 10.2.12, the Student shall have a grace period of fourteen (14) days after receipt of the written notification from the SDC, to submit a written appeal to the StAC against the said decision and/or punishment in accordance with rule 12.

10.3 CASE EXAMPLE: Disciplinary Process for Major Misconduct

10.3.1 In the event of a Major Offence being committed by a Student, the following steps can be taken in addition to the procedures for disciplinary action set out in sub-rule 10.2.

10.3.2 When the SDS receives a statement of acknowledgement from any UniKL Authorities or Police or others that there is strong evidence that a Student has committed any of the Major Offences listed in sub-rule 10.3.3, the University can immediately suspend the Student from all activities for two (2) weeks, while waiting for the case to be investigated in accordance with the provisions of sub-rule 10.2.1. The SDS must complete the investigation and initiate the disciplinary action procedures set out in sub-rule 10.2 within the 2 week suspension period.
10.3.3 The Cases that Fall under this Category Are:

10.3.3.1 Indecent Behavior
To become pregnant or cause pregnancy out of wedlock.

10.3.3.2 Actions That Endanger own Life or Life of Others
Does anything that endangers the life and safety of his/her own
or others.

10.3.3.3 Use of Violence
a. A student in any establishment, body or student group is
prohibited from performing, organizing, managing or helping
to conduct, or joining in any activity that involves violence,
black-mail molest, disturbance of peace and so towards any
party, student or non-student, within or outside the campus.

b. Involved directly or indirectly in any ragging or bullying or
abusive activities or anything similar to it within or outside
the campus/ Institute.

c. Employ violence, attack or threaten to attack or cause injury
or threaten to cause injury to any UniKL residents or non-
residents within the UniKL Premises.

d. Rioting or behaving wildly or quarrelling or fist fighting or
fighting or using physical violence on any UniKL residents
anywhere or on non-residents within UniKL Premises.

e. Outrage the modesty or attempt to outrage the modesty of,
any party within campus/ institute premises or UniKL
Residents anywhere, or non-residents within the campus/
institute premises.
10.3.3.4 Drugs and Poisons

a. Possesses or supervises or is control of any drugs or poisons. Drugs are defined according to the Dangerous Drugs Act 1952.

b. Gives, supplies, distribute or offers or make preparation to give, supply, distribute or offer any kind of drugs or poisons to any person.

10.3.3.5 Weapons and Dangerous Substances

Possesses or have custody of, or is in control of any dangerous weapons or explosive substances. Weapons are defined according to the Fire Arms Act 1971.

10.3.3.6 Demonstration

Be involved in any activity or displaying any behavior within or outside UniKL campus/ institute that could ruin the good name of UniKL including attending political rallies or demonstration or being involved in any group, legal or illegal that may cause embarrassment to UniKL or any of its staff and students.

10.3.3.6 Illegal Groups

A student is not allowed to establish or become a member of or have alliances in any way with any illegal groups such as gangs or other groups of a similar nature within or outside the campus.
10.3.3.7 Police Case

Any act being criminal in nature liable to be penalized under the Penal Code (F.M.S Cap. 45) (Act 574) or Dangerous Drug Act, 1952 shall tantamount (equivalent) to a major offence.

11.0 DISCIPLINARY ACTION

11.1 Minor Misconduct

11.1.1 The SDS can impose on a student, any one of the following or a combination of any of the following punishment:

a. **Warning or Final Warning**
   Warning or Final Warning is defined as a verbal statement or admonition uttered or written to a Student regarding his/her misconduct. A written statement of the warning will be issued to the Student soon after.

b. **Reference to Counselor**
   The SDS can refer the Student to the Counselor for a counseling session if the SDS feels that the Student requires monitoring.

c. **Fine / Penalty**
   The SDS can impose a penalty on a Student according to the Penalty Amount which is approved by the UniKL. *(Refer to Appendix A)*

d. **Hostel Removal**
   The SDS can revoke the Student rights to use the residential facilities.
11.1.2 The SDS can appoint a sub-committee at campus/institute level to conduct all misconduct cases on behalf of the committee which are authorized to decide for the recommendation and punishment.

11.2 Misconduct Classified as a Major Offence:

11.2.1 The SDC can impose on a student, any one of the following or a combination of any of the following punishment:

a. Fine not exceeding five hundred ringgit (RM 500.00)
   If the punishment imposed on a student is in the form of a fine, then the SDS/SDC will state the amount of the fine, which the student should pay within the set period.

b. Payment for cost of damages caused to the University facilities or to a third party that is claiming from the University.
   The SDS/SDC will decide on the compensation amount after examining the said damages.

c. Withdrawal of usage rights to UniKL facilities
   The SDS/SDC will state the period and the terms of withdrawal of usage rights to any or all of the facilities provided by UniKL.

d. Community service not exceeding 100 hours
   The SDS/SDC will decide on the total number of service hours based on the degree of seriousness of the offence committed by the student.
e. Suspension from the Studies at UniKL
   The SDC will decide on the period and type of suspension from the Studies at UniKL.

f. Expulsion from UniKL
   Expulsion is defined as the complete removal from the Studies at UniKL by the SDC, which means that the affected student can no longer continue with his/her study at UniKL or join in any activities that are conducted in UniKL.

12.0 APPEALS AGAINST DISCIPLINARY ACTION

12.1. A student who is not satisfied with the decision of the SDC whether with regards to guilty and/or punishment can appeal in writing to the StAC within fourteen (14) days from the date of receipt of the letter conveying the decision.

12.2. When an appeal is received by the StAC, the StAC shall instruct the SDS to prepare all documents related to the case which shall include the PI hearing records, the grounds of SDC decision and punishment and the reasoning and evidence provided by the Student in his appeal and conduct the appeal meeting within fourteen (14) working days from the date the appeal is received to consider the matter.

12.3. StAC will review all the documents related to the case and based on the same, decide either:

   (a) To have the matter reheard, whereupon the provisions of sub-rules 10.2.5, 10.2.6, 10.2.7, 10.2.8, 10.2.9 and 10.2.10 shall apply; or
(b) To overturn the findings of the SDC and SDS of the PI, whereupon the StAC shall substitute the findings of the PI with its own findings and punishment (if applicable) based on the StAC’s review of the hearing records, the grounds of the SDC’s decision and the Student’s appeal; or

(c) To affirm the findings and decision of the SDC and SDS.

StAC will inform the SDC and the Student of its decision within 14 days from the date of the Student’s appeal.
**APPENDIX A: Offence Category**

1.0 Standardize Minor Offenses Punishment

<table>
<thead>
<tr>
<th>No.</th>
<th>Sanctions:</th>
<th>Offenses:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>First Warning:</strong></td>
<td>1.1 Smoking</td>
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<tr>
<td></td>
<td></td>
<td>1.2 Fail to display student ID</td>
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<td></td>
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<td>1.3 Riding Motorcycle dangerously</td>
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<td>1.4 Riding Motorcycle without helmet</td>
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<td></td>
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<td>1.5 Appearance (Dress Code).</td>
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<td>1.6 Excessive Noise</td>
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<td>1.7 Untidy Room</td>
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<td></td>
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<td>1.8 Violate In-Out Procedure</td>
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<td>1.9 Vehicle without sticker</td>
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<td>1.10 Illegal parking</td>
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<td></td>
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<td>1.11 Paste poster on wall</td>
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<td>1.12 Fail to use bed sheet</td>
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<td>1.13 Littering</td>
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<td></td>
<td></td>
<td>1.14 Hanging clothes at the hostel window</td>
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<td></td>
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<td>1.15 Squatting</td>
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<td></td>
<td></td>
<td>1.16 Allow visitors to stay in the hostel without authorization</td>
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<td>1.17 Leave Light and fan on when absent from the room.</td>
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<td>1.18 Change room layout</td>
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<td>1.19 Foul Language</td>
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<td>1.20 Disrespect Authorities</td>
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<td>1.21 Impolite to others</td>
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<td>1.22 Entering the restricted area</td>
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<td>1.23 Spitting</td>
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<td>2.</td>
<td><strong>Final Warning</strong></td>
<td>As above</td>
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<td>3.</td>
<td><strong>Fines:</strong></td>
<td>3.1 Smoking</td>
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<td>3.2 Fail to display student ID</td>
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<td></td>
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<td>3.3 Riding/ Driving Vehicle dangerously</td>
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<td>3.4 Riding Motorcycle without helmet</td>
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<td>3.5 Appearance (Dress Code).</td>
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<td>3.9 Paste poster on wall</td>
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<td>3.10 Fail to fit bed sheet and pillow case</td>
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<td>3.11 Littering</td>
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<tr>
<td>3.16</td>
<td>Late hostel register</td>
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<td>3.17</td>
<td>Fail to return room key</td>
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<td>3.18</td>
<td>Squatting</td>
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<td>3.19</td>
<td>Vandalism</td>
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<td>3.20</td>
<td>Fail to go to Friday Prayer</td>
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<tr>
<td>3.21</td>
<td>Fail to register electrical appliance</td>
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<td>3.22</td>
<td>Fail to register vehicle</td>
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<tr>
<td>3.23</td>
<td>Fail to vacant room (per day)</td>
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<tr>
<td>3.24</td>
<td>Excessive noise (vehicle/Voice)</td>
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<td>3.25</td>
<td>Fail to report damages</td>
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<td>3.26</td>
<td>Coupling/court</td>
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<td>3.27</td>
<td>Spit/trash from window</td>
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<td>3.28</td>
<td>Pets in hostel/campus</td>
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<tr>
<td>3.29</td>
<td>Possess pornographic</td>
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<td>3.30</td>
<td>Violate Surau rules</td>
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<td>3.31</td>
<td>Violate one-way route</td>
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<td>3.32</td>
<td>Violate campus in-out procedure</td>
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<td>3.33</td>
<td>Unauthorized room transfer</td>
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<td>3.34</td>
<td>Unauthorized furniture movement</td>
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<td>3.35</td>
<td>Unauthorized additional door lock</td>
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<td>3.36</td>
<td>Unauthorized duplicated key</td>
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<td>3.37</td>
<td>Unauthorized wiring/cabling</td>
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<td>3.38</td>
<td>Late entering campus after 11pm</td>
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<td>3.39</td>
<td>Loitering beyond 12pm (prohibited area)</td>
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<td>3.40</td>
<td>Cooking, open flame</td>
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<tr>
<td>3.41</td>
<td>Possess or consume liquor/court</td>
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<td>3.42</td>
<td>Others</td>
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<td>4.</td>
<td><strong>Counseling Session:</strong></td>
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<tr>
<td>5.</td>
<td><strong>Hostel Removal/Quarantine:</strong></td>
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<td>5.1</td>
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<td>5.2</td>
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</table>
3. Late hostel register
3.16 Fail to return room key
3.17 Squatting
3.18 Vandalism
3.19 Fail to go to Friday Prayer
3.20 Fail to register electrical appliance
3.21 Fail to register vehicle
3.22 Fail to vacant room (per day)
3.23 Excessive noise (vehicle/Voice)
3.24 Fail to report damages
3.25 Coupling/court
3.26 Spit/trash from window
3.27 Pets in hostel/campus
3.28 Possess pornographic
3.29 Violate Surau rules
3.30 Violate one-way route
3.31 Violate campus in-out procedure
3.32 Unauthorized room transfer
3.33 Unauthorized furniture movement
3.34 Unauthorized additional door lock
3.35 Unauthorized duplicated key
3.36 Unauthorized wiring/cabling
3.37 Late entering campus after 11pm
3.38 Loitering beyond 12pm (prohibited area)
3.39 Cooking, open flame
3.40 Possess or consume liquor/court
3.41 Others

4. Counseling Session:
4.1 Excessive Noise
4.2 Act dangerously
4.3 Contiguous Disease
4.4 Fail to pay hostel fees
4.5 Fighting
4.6 Fire Cracker
4.7 Abuse Fire Extinguisher
4.8 Violate In-Out Procedure
4.9 Allow visitors to stay in the hostel without authorization
4.10 Foul Language
4.11 Disrespect Authorities
4.12 Impolite to others
4.13 Stress problem
4.14 Suspicious Coupling
4.15 Spitting
4.16 Burning

5. Hostel Removal/Quarantine:
5.1 Excessive Noise
5.2 Act dangerously
5.3 Contiguous Disease
5.4 Fail to pay hostel fees
5.5 Fighting
5.6 Fire Cracker
5.7 Abuse Fire Extinguisher
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5.10 Foul Language
5.11 Disrespect Authorities
5.12 Impolite to others
5.13 Stress problem
5.14 Suspicious Coupling
5.15 Spitting
5.16 Burning

2.0 Minimum and Maximum Charge for Minor and Major Offences
2.1 General Misconduct

<table>
<thead>
<tr>
<th>GENERAL MISCONDUCT</th>
<th>PENALTY RANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Types of Misconduct</td>
<td>Minimum</td>
</tr>
<tr>
<td>1.0 Cigarette, Pipe, Cigar</td>
<td>First Warning</td>
</tr>
<tr>
<td>- possession</td>
<td>First Warning</td>
</tr>
<tr>
<td>- smoking</td>
<td>RM 200</td>
</tr>
<tr>
<td>- sell</td>
<td>RM 200</td>
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<tr>
<td>- Distribute</td>
<td>RM 200</td>
</tr>
<tr>
<td>2.0 Gambling with money</td>
<td>RM 500</td>
</tr>
<tr>
<td>3.0 Alcoholic Beverages</td>
<td>Final Warning</td>
</tr>
<tr>
<td>- possession</td>
<td>Final Warning</td>
</tr>
<tr>
<td>- drink</td>
<td>RM 500</td>
</tr>
<tr>
<td>- distribute</td>
<td>RM 500</td>
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<tr>
<td>- sell</td>
<td>RM 500</td>
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<tr>
<td>- intoxication (drunk)</td>
<td>RM 500</td>
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<tr>
<td>4.0 Drug Abuse</td>
<td>Suspension</td>
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<td>5.0 Cough Syrup, ecstasy pill, glue</td>
<td>Final Warning</td>
</tr>
<tr>
<td>6.0 Indecent Behavior</td>
<td>First Warning</td>
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<td>- holding hands</td>
<td>Final Warning</td>
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<tr>
<td>- kissing</td>
<td>Final Warning</td>
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<tr>
<td>- hugging</td>
<td>Final Warning</td>
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<tr>
<td>Offence</td>
<td>Fine/penalty</td>
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<td>------------------------------------------------------------------------</td>
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<tr>
<td>Engage in homosexual/lesbian staying together (sedudukan)</td>
<td>RM 200</td>
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<tr>
<td>pregnant out of wedlock</td>
<td>Susp</td>
</tr>
<tr>
<td>sexual harassment</td>
<td>Suspension</td>
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<tr>
<td>two opposite gender caught in suspiciously act (khalwat)</td>
<td>RM 300</td>
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<tr>
<td>Engage in Sexual</td>
<td>RM 100</td>
</tr>
<tr>
<td>In possession of birth control or sexual arousal apparatus</td>
<td>Expel</td>
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<tr>
<td>Commit Abortion</td>
<td>RM 200</td>
</tr>
<tr>
<td>Engage in Prostitution Activities</td>
<td>RM 200</td>
</tr>
<tr>
<td>Working As GRO</td>
<td>RM 200</td>
</tr>
<tr>
<td>Fight with or without weapon with students or with staff or public</td>
<td>RM 500</td>
</tr>
<tr>
<td>Vandalism / Stealing</td>
<td>Fine as property cost and 10 hours CSR</td>
</tr>
<tr>
<td>- UniKL property</td>
<td></td>
</tr>
<tr>
<td>- Other student property</td>
<td></td>
</tr>
<tr>
<td>- Staff property</td>
<td></td>
</tr>
<tr>
<td>- Public property</td>
<td></td>
</tr>
<tr>
<td>Facilities Abuse</td>
<td>RM 100</td>
</tr>
<tr>
<td>Forging</td>
<td>RM 500</td>
</tr>
<tr>
<td>- forge document</td>
<td></td>
</tr>
<tr>
<td>- government document</td>
<td></td>
</tr>
<tr>
<td>- signature of UniKL officer</td>
<td></td>
</tr>
<tr>
<td>Pornographic Materials (including Electronic)</td>
<td>RM 100</td>
</tr>
<tr>
<td>- possession/rent/distribute</td>
<td></td>
</tr>
<tr>
<td>- watch/listen</td>
<td></td>
</tr>
<tr>
<td>- copying</td>
<td></td>
</tr>
<tr>
<td>Bully/gangsterism</td>
<td>Suspension</td>
</tr>
<tr>
<td>Appearance</td>
<td>First Warning</td>
</tr>
<tr>
<td>Deviation from religious belief and instigating acts of Terrorism</td>
<td>Suspension</td>
</tr>
<tr>
<td>Illegal assembly</td>
<td>Final Warning</td>
</tr>
<tr>
<td>- Organizing</td>
<td>Final Warning</td>
</tr>
<tr>
<td>- attending</td>
<td>Final Warning</td>
</tr>
<tr>
<td>Absent from compulsory activity</td>
<td></td>
</tr>
</tbody>
</table>
### 17.0 In possession of more than ONE Student ID card
- First Warning: RM 50
- RM 150: Suspension

### 18.0 Surrender Student ID card to other for use
- Final Warning: Suspension

### 19.0 Using another student card
- Final Warning: Suspension

### 20.0 Paste poster without authorization
- Final Warning: RM 100

### 21.0 Disturbance of peace
- Final Warning: RM 100

### 22.0 Illegal wiring
- Suspension: Expel

### 23.0 Illegal broadcast (printing/electronic)
- RM 100: Suspension

### 24.0 Fail to display student ID card
- First Warning: RM 50

### 25.0 Misusing a fire extinguisher
- RM 100: RM 500

### 26.0 Disrespect to staff of UniKL and Public
- RM 300: Expel

### 27.0 Anonymous Letter to staff of UniKL or public
- RM 300: Expel

### 28 Bribe to staff of UniKL or public
- RM 300: Expel

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#### 2.2 Residential College

<table>
<thead>
<tr>
<th>Residential College</th>
<th>PENALTY RANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Types of Misconduct</td>
<td>Minimum</td>
</tr>
<tr>
<td>1.0 Cigarette/pipe/cigar</td>
<td></td>
</tr>
<tr>
<td>- possession</td>
<td>First Warning</td>
</tr>
<tr>
<td>- smoking</td>
<td>First Warning</td>
</tr>
<tr>
<td>- sell/distribute</td>
<td>RM 200</td>
</tr>
<tr>
<td>2.0 Absent from compulsory activity</td>
<td>First Warning</td>
</tr>
<tr>
<td>3.0 Coupling</td>
<td>First Warning</td>
</tr>
<tr>
<td>4.0 Appearance</td>
<td>First Warning</td>
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<tr>
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</tr>
<tr>
<td>Rule Description</td>
<td>Penalty Category</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>6.0 Illegal Parking</td>
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<tr>
<td>7.0 Give residential sticker to non-residential</td>
<td></td>
</tr>
<tr>
<td>8.0 Vandalism by writing/paint/paste on college wall</td>
<td></td>
</tr>
<tr>
<td>9.0 Hanging clothes other than hanger provided</td>
<td>First Warning</td>
</tr>
<tr>
<td>10.0 Leave the fan on when room is empty</td>
<td>Final Warning</td>
</tr>
<tr>
<td>11.0 Leave the light on when room is empty</td>
<td>Final Warning</td>
</tr>
<tr>
<td>12.0 Allow Squatting</td>
<td>Final Warning</td>
</tr>
<tr>
<td>13.0 Squatting</td>
<td>Final Warning</td>
</tr>
<tr>
<td>14.0 Change room without permission</td>
<td>Final Warning</td>
</tr>
<tr>
<td>15.0 Cooking</td>
<td>Final Warning</td>
</tr>
<tr>
<td>16.0 Bring public property to room</td>
<td>Final Warning</td>
</tr>
<tr>
<td>17.0 Fail to show student ID card when leaving/entering college area</td>
<td>Final Warning</td>
</tr>
<tr>
<td>18.0 Change room lay out</td>
<td>Final Warning</td>
</tr>
<tr>
<td>19.0 Transfer other room furniture</td>
<td>Final Warning</td>
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<tr>
<td>20.0 Dirty</td>
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<tr>
<td>21.0 Did not use bed sheet</td>
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<tr>
<td>22.0 Using electrical equipment without permission</td>
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<tr>
<td>23.0 Using immersion water heater</td>
<td>Final Warning</td>
</tr>
<tr>
<td>24.0 Using or setting off Fire cracker</td>
<td>Final Warning</td>
</tr>
<tr>
<td>25.0 Conducting business without permission</td>
<td>Final Warning</td>
</tr>
<tr>
<td>26.0 Keeping pets</td>
<td>Final Warning</td>
</tr>
<tr>
<td>27.0 Conducting activity without permission</td>
<td>Final Warning</td>
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<tr>
<td>28.0 Allow visitor of different gender into room</td>
<td>Final Warning</td>
</tr>
<tr>
<td>29.0 Allow visitor to stay more than allowed time</td>
<td>Final Warning</td>
</tr>
</tbody>
</table>
Give residential sticker to non-residential 
RM 100 RM 200

Vandalism by writing/paint/paste on college wall RM 50 Suspension

Hanging clothes other than hanger provided First Warning RM 50

Leave the fan on when room is empty Final Warning RM 50

Leave the light on when room is empty Final Warning RM 50

Change room without permission Final Warning RM 50

Bring public property to room Final Warning RM 100

Fail to show student ID card when leaving/entering college area Final Warning RM 50

Transfer other room furniture Final Warning RM 200

Using electrical equipment without permission Final Warning RM 50

Using immersion water heater Final Warning RM 500

Using or setting off Fire cracker Final Warning RM 500

Conducting business without permission Final Warning RM 100

Conducting activity without permission Final Warning RM 50

Allow visitor of different gender into room Final Warning RM 200

Allow visitor to stay more than allowed time Final Warning RM 200

STUDENT CODE OF CONDUCT

UniKL Students Code of Conduct