

1.0 PRINCIPLES

- 1.1 The students' Code of Conduct is based on :
- a. The laws of the country
 - b. The official philosophies of the country, mainly ;
 - i. The constitution of the country

Belief in God

Loyalty to King and Country

Upholding the Constitution

Rule of Law

Good Behaviour and Morality

- ii. The education philosophy of the country, that is ;

“Education in Malaysia is a continuous process in developing the individual potential as a wholesome and balanced person in the intellect, spiritual, emotional and physical faculties based on his belief in the submission to God. It is our mission to produce Malaysians who are knowledgeable, of exemplary personality with respectful behaviour, responsible and able to attain self-fulfilment in order to contribute to the well-being of the society and the country”.

- 1.2 The norms of the country
- 1.3 Concept of prevention of misconduct

2.0 OBJECTIVES

The objectives for the introduction of the Code of Conduct for students of Universiti Tenaga Nasional (hereafter will be referred to as the code) are as follows:

- a. To provide a guideline for students of UNITEN on general conduct and to explain the disciplinary actions that can be taken against them if they do not abide by the code.
- b. To develop a community of students who are of exemplary behaviour i.e. students who are disciplined and considerate with high moral values, are respectful towards others and possess love for nature.
- c. To ensure the well-being of all in UNITEN.

3.0 SCOPE

This code is applicable to all students of UNITEN, especially on campus. This code and the action it entails are not meant to overrule or be used symbiotically although actions have been taken in accordance to the law of the country. Any action taken under this code is not meant to replace action that should be taken under the country law. Action can also be taken under this code even though action has been taken under the law of the country.

4.0 DEFINITION

Kindly refer to the appendix 1(page: 26)

5.0 RESPONSIBILITY

- 5.1 It is the responsibility of the students to always be on his or her best behaviour, to fully concentrate on his or her academic programme, to attend required activities and to abide by the rules and regulations of UNITEN.
- 5.2 The Vice Chancellor is responsible for the students' discipline and conduct in accordance with IPTS Act 1996. This responsibility can be delegated to the elected officers. However, it is the duty of the staff of UNITEN to advise and reprimand students who do not respect the code.
- 5.3 In accordance with the Staff's Disciplinary Code, actions can be taken against a staff of UNITEN who is responsible to carry out disciplinary actions against a student, but fails to do so.

6.0 AUTHORITY

The Vice Chancellor and his officers who have been empowered to carry out their duties have the authority to ensure and enforce discipline and the Students Code of Conduct.

7.0 EXPECTED STUDENTS ATTRIBUTES

In accordance to the stated principles, some of the attributes that a student should possess are as follows:

- 7.1 **Development of self.**
A student should continuously identify, develop and improve their talents and abilities.
- 7.2 **Development of a wholesome and harmonious individual.**
A student should be a wholesome and harmony (philosophical and behavioural aspects); intellectually, spiritually, physically
- 7.3 **Development of intellectual attributes.**
A student should strive to develop the intellectual attributes pertaining to:
 - a. Creativity and innovative
 - b. Logic and analytical
- 7.4 **Achieve greater knowledge.**
A student should enrich their knowledge through reading and research that contribute benefit to the society.
- 7.5 **Development of spiritual characteristics.**
A student should strive to develop inner-self that could carry the trust and responsibility of his religion, society and country through these ideals:

- a. Belief in religion
- b. Inner-strength

7.6 Development of exemplary behaviours.

A student must develop good behaviours based on:

- a. Moral value, norms and accepted practices of the community,
- b. Respect for others,
- c. Contribution to society and
- d. Respectful and disciplined behaviour.

7.7 Development of physical-self.

A student should strive for physical fitness and well-being in achieving a fulfilling life, for self and society.

7.8 Development of a matured and harmonious philosophy in life.

A student should lead a life that reflects maturity and harmony by practicing tolerance, co-operation and respect in order to achieve togetherness in a society of diverse races, cultures and religions.

A student should practice tolerance, co-operation and respect to achieve integration in multi-racial and multi-religious society; to live in peace and harmony.

8.0 RULES AND REGULATIONS.

A. General rules and regulations.

8.01 To abide by the laws of the country.

8.01.1 A student must abide by the law of the country at all times.

A student has committed a **serious offence** when:

8.01.2 He is found guilty by the court of any criminal charge.

8.01.3 An international student is involved in any jobs, trades or the like, on part-time or full-time basis, which are deemed illegal in the Immigration Ordinance 1959 and the Immigration Rules and Regulation 1963 or other laws or that which could affect his studies.

8.02 To abide by the rules and regulations of UNITEN.

8.02.1 A student is to abide by all the rules and regulations that are enforced in UNITEN and its changes hereafter.

8.02.2 It is an offence when a student fails to abide by the rules and regulations of UNITEN. The seriousness of the case will be determined on individual basis.

8.02.3 It is a serious offence when a student is found guilty of committing the same offence more than three times over a period of six (6) months in UNITEN or committing three (3) different offences in one (1) month.

8.03 To co-operate with the authorities in UNITEN in carrying out their duties.

8.03.1 A student is to provide full co-operation with the authorities of UNITEN in any disciplinary cases involving himself or others. This includes answering queries, giving evidence and others.

8.03.2 A student is to follow orders from an executive or staff of UNITEN who has been directly entrusted through a directive, responsibility or duty or the authorities of UNITEN individually or as a group.

8.03.3 A student is not to stop, prevent and hinder the executive or staff of UNITEN from carrying out their duties in any way.

8.03.4 A student is not to withhold any information, acts uncooperatively or conspire with others in order to hamper the executive or staff of UNITEN in carrying out their duties.

A student is to have committed an offence if he does not adhere to the rules stated from 8.03.1-8.03.4. The seriousness of the misdemeanour committed will be evaluated accordingly.

It is considered an **offence** if a student:

8.03.5 Refuses any means of communication from the authorities of UNITEN that states the guidelines, rules and regulations to ensure discipline and well-being of UNITEN.

It is considered a **serious offence** when a student:

8.03.6 Does not allow himself to be inspected or interrogated by the security department or other parties authorized by UNITEN.

8.03.7 Submits false statement or information during the investigation and/or interrogation by the Security or the Officer of the Disciplinary Board.

8.04 Safety

8.04.1 A student is responsible for his own safety in or outside the campus area. A student is also responsible for the safety of his personal belongings. UNITEN will not be responsible for any damages cause by students due to their negligence.

8.04.2 A student is responsible to maintain the properties in UNITEN and also prohibited from vandalizing properties belonging to UNITEN.

A student is to have committed an offence if he commits the following:

8.04.3 The use of any object which cause potential danger in the campus area.

8.04.4 Irresponsible use of items/belongings/properties of UNITEN entrusted to him that results in losses to UNITEN.

8.04.5 Causes damage or loss of properties of UNITEN, whether on purpose or otherwise.

8.04.6 Failure to adhere to safety rules or damage safety equipment.

8.04.7 Take or attempt to take properties of UNITEN or other parties in operation on campus without authorization.

8.04.8 Conduct any activity or business inside or outside the campus, that could bring harm to the well-being, security and reputation of UNITEN.

The seriousness of the offence committed will be evaluated according to the items/ belongings/ properties involved.

B. Personal Appearance

8.05 Dress code.

8.05.1 A student must be properly attired at offices, labs, library, place of worship while attending lectures, during practical training and etc.

8.05.2 A student must be neatly and decently attired; tight, transparent and sexy attires, are strictly prohibited.

8.05.3 A student is allowed to wear traditional dresses that observe rules 8.05.1 and 8.05.2.

8.05.4 The proper attire for male students during lectures are long pants with shirt or collared T-shirt with sleeves, and are tucked-in and worn with shoes.

8.05.5 The proper attire for female students are neat and decent attires i.e. long dresses or blouse with long pants, during lectures and off-campus assignments.

8.05.6 Jeans and round neck T-shirt are not allowed during off-campus assignments.

8.05.7 Clothing with offensive inscriptions and drawings are not allowed.

8.05.8 A student must be properly attired at the food court. Any sleep wear, sarong, shorts and shirts without sleeves are not allowed at the food court.

It is considered an **offence** if a student does not observe the above rules (8.05.1-8.05.8).

8.06 Cleanliness and personal appearance.

8.06.1 A student must ensure personal cleanliness.

8.06.2 Hair must be well-kept.

8.06.3 Male students are not allowed to keep long hair (must not reach the shoulder). As a general guideline (kindly refer to UNITEN Dress Code, page: 22).

8.06.4 Accessories should not be excessive. Guidelines on accessories are as follows:

- a. Male students are not allowed to wear earrings or any form of body-piercing or tattoo on campus.
- b. Female students, with the exception of the Indian students, are NOT ALLOWED to wear earrings on others parts of the body except the ears, or have any form of body – piercing or tattoo on campus.

It is considered an **offence** if a student does not observe the above rules.

8.07 Smoking.

8.07.1 Smoking is NOT allowed on campus.

8.07.2 A student is NOT allowed to smoke or be in possession of lighter, matches or other flammable materials at highly inflammable areas identified in UNITEN.

8.07.3 Vape is strictly prohibited in the campus premises

It is considered a **serious offence** if a student does not observe the above rules (8.07.1 – 8.07.3)

C. Indecent Behaviours.

8.08 Close proximity.

8.08.1 A student is not allowed to be in close proximity with another student of the opposite sex in secluded areas that could lead to unwarranted sexual incidents.

It is considered a **serious offence** if a student does not observe the above rule.

8.09 Indecent acts

8.09.1 A student must be on his best behaviour at all times to avoid suspicions that are indecent or sexual in nature.

8.09.2 A student should not be involved in any indecent or sexual activities with other students or non-students of the opposite sex or be caught in close proximity in secluded places.

8.09.3 A student should not be involved in any indecent or sexual activities with another student or non-student including close proximity with the opposite sex, living together with the opposite sex and homosexual activities.

8.09.4 A student is not allowed to display indecent behaviour and sexual activities in public.

8.09.5 Pregnant and cause the pregnancy without legal marriage.

It is considered a serious offence if a student does not observe the above rules.

D. General Act

8.10 General behaviours.

8.10.1 A student must be on his best behaviour at all times.

It is considered an **offence** if a student:

8.10.2 Shows disrespect in actions or words to any parties in UNITEN.

It is considered a **serious offence** if a student:

8.10.3 Acts in a manner that could be a danger to his own life and safety and that of others.

8.10.4 Steals or attempt to steal, cheats or attempt to cheat, conspires or attempt to conspire in stealing properties of UNITEN.

8.10.5 Acts against another student or other parties in UNITEN that could taint the other party's reputation or good name.

8.10.6 Commits any kind of forgery.

It is considered an offence if a student commits the following acts. The gravity of the case will depend on the seriousness of the acts committed.

8.10.7 Causing damage or stealing properties of others.

8.10.8 Getting involved in activities inside or outside of UNITEN that could tarnish the reputation of UNITEN.

8.11 Noise Disturbances

8.11.1 It is considered an offence if a student causes or emits noise in any way that is of disturbance to others.

8.12 Cleanliness of campus area.

8.12.1 It is considered an offence if a student fails to maintain the cleanliness of the campus, i.e. its hostels, lecture halls, buildings, roads or any other areas on campus.

8.13 Intoxication

It is considered a **serious offence** if a student:

8.13.1 Is caught in the state of intoxication on campus grounds.

8.13.2 Consumes, through smoking, injecting or other oral means, intoxicating materials.

8.13.3 Is under the influence of drugs, poisons and anything which are similar to it.

8.14 Gambling

8.14.1 It is considered a serious offence if a student or any student society, body or group organises or runs or helps to run activities that are related to gambling, betting and lotteries inside or outside the campus.

8.15 Use of force

It is considered a **serious offence** if a student fails to observe the following rules:

- 8.15.1 A student in any organisation, body or student group is not allowed to partake in any kind of activities that involve force, extortion, molestation or any form of disturbances among themselves or towards others inside or outside the campus.
- 8.15.2 Direct involvement or conspiracy in any form of ragging or bullying, or abuse or the like inside and outside the campus.
- 8.15.3 Use of force, aggression or threat or to hurt others inside or outside the campus.
- 8.15.4 To engage in any physical aggression, i.e. riots, fights, arguments, with campus citizen at any place or time.
- 8.15.5 To commit an assault on any parties inside and outside the campus.

E. Academics

8.16 Attending Lectures.

- 8.16.1 All students are required to attend lectures, tutorials, and classes or others related to their courses, except for those who have gained permission from the Head of Academics, lecturers or coordinators regarding their absence.

If the student does not get permission prior to this absence, but has valid reason for being absent, he is to inform the Head of Academics, lecturers or course coordinators as soon as possible.

It is considered an **offence** if a student does not observe the above rule.

8.17 Examinations

- 8.17.1 All students who attend courses that require examinations are to sit for them except with permission prior to the examination from the Head of Academics or the course coordinator.

In any case of emergency where a student does not have prior permission to be absent from the examination, the student must immediately inform the Head of Academics or the course coordinators of his absence with valid reasons.

It is considered an **offence** if a student does not observe the above rule.

It is considered a **serious offence** if:

- 8.17.2 A student sits for a test that is not scheduled for him.
- 8.17.3 A student enters or exits the examination hall with unauthorized books, papers, documents or pictures or its kinds, or accepts books, papers, documents or pictures or

its kinds from others in the exam hall. A student is only allowed to receive books, papers, documents or pictures or its kind from the supervisor in the exam hall.

8.17.4 A student solicits information from other than the supervisor that is helpful to him in answering the question.

8.18 Academic integrity

8.18.1 A student is to abide by the academic integrities. A student is not allowed any form of falsification i.e. copying or allowing people to copy, plagiarize during exams, lab assignments, preparation of course work or thesis and the like (kindly refer to Academic Rules and Regulations)

It is considered a **serious offence** if a student does not observe the above rule.

8.19 Use of lecture materials

8.19.1 A student is only allowed to use lecture materials to complete his course in UNITEN. A student is not allowed to copy any form of or part of the materials for publication or distribution purposes that elicit payment or otherwise/unless he obtains a written permission from the authorities in UNITEN.

It is considered a **serious offence** if a student does not observe the above rule.

F. Illegal Materials

8.20 Alcoholic drinks.

8.20.1 It is considered a **serious offence** if a student possesses, distributes, sells or consumes alcoholic drinks or any product that could lead to a state of intoxication on campus.

8.21 Pornographic materials.

It is considered a **serious offence** if a student:

8.21.1 Is in possession of any pornographic materials on campus.

8.21.2 Or society, body or student group distributes, shares or displays pornographic materials on campus.

8.21.3 Watches or listens to pornographic materials on campus.

8.22 Drugs and poison

It is considered a **serious offence** if a student:

- 8.22.1 Is found to be in possession of any kind of drugs or poisons. The term 'drug' is as defined in the Dangerous Drug Act 1952.
- 8.22.2 Is found to provide, to supply, to distribute, to offer or to prepare any one of the above drugs or poisons to other parties.
- 8.22.3 Is involved in drug abuse of any kind.

8.23 Weapons and dangerous materials

- 8.23.1 It is considered a **serious offence** if a student is found to be in possession or in supervision of any dangerous weapon or explosive materials. 'Weapon' is as defined in the Weapons Act 1971.
- 8.23.2 Ignite or flaring up fire crackers or in possession of any type of fire crackers.

G. Rules in using facilities at UNITEN.

8.24 Prohibited area on campus.

- 8.24.1 Students are not allowed to be in areas, i.e. the staff quarters, workshop and lecture halls, security post, administrative offices, security offices and others, except for official purposes or with permission from the authorities of UNITEN.
- 8.24.2 Students are not allowed to trespass equipment, areas, sections or buildings that are prohibited in the physical or electronic aspects.

It is considered an offence if a student does not observe the above rules. The gravity of the sentence depends on the seriousness of the case and the areas involved.

8.25 Student Identity Card (ID)

- 8.25.1 Students are required to wear their student ID at all times on campus and they are required to provide them when they are asked to do so by any staff of UNITEN or other parties that have been authorised by the Vice Chancellor.

It is considered an **offence** if a student does not abide by the above rule.

- 8.25.2 It is considered a **serious offence** if a student wears or uses another student's ID.

8.26 Traffic

A student who owns or uses any type of vehicle on campus must:

8.26.1 Fulfil the requirements under the Road Transportation Act 1987 and all sub-sections under the act which are relevant to students on campus. Students are to treat the roads within the campus like public roads.

8.26.2 Abide by the traffic rules of UNITEN and all sub-sections in them which are relevant to students while they are on campus.

It is considered an offence if the above rules are not observed. The gravity of the case will depend on the seriousness of each case. (Kindly refer to Traffic Rules and Regulations)

8.27 Accommodation

8.27.1 Students are to abide by the rules of accommodation in UNITEN (Kindly refer to Accommodation Rules and Regulations handbook)

It is considered an offence if the above rule is not observed. The gravity of the sentence will depend on the seriousness of each case.

8.28 Food court

8.28.1 Students are to wear appropriate clothes while at the food court.

8.28.2 Students are to be on their best behaviour while at the food court.

It is considered an offence if a student does not observe the above rules. The gravity of the sentence will depend on the seriousness of the case.

8.29 Library

8.29.1 A student is to abide by the rules of the library in UNITEN.

It is considered a serious offence if a student does not observe the above rule. The gravity of the case will depend on the seriousness of each case.

8.30 Computer Networking at Accommodation

8.30.1 Students are to abide by the networking rules at accommodation in UNITEN.

It is considered an offence if the above rule is not observed. The gravity of the sentence will depend on the seriousness of each case.

H. Group Activities.

8.31 Assembly

8.31.1 Any assembly that is to be held must have the permission of the authorities of UNITEN. The assembly must adhere to the rules and regulations issued by UNITEN.

It is considered an offence if a student does not observe the above rule. The gravity of the sentence will depend on the seriousness of the case.

It is considered a **serious offence** if a student:

8.31.2 Plans, organises, attends, or takes part in any type of illegal assembly or gatherings in the campus area.

8.31.3 Takes part in illegal pickets on campus.

8.31.4 It is considered a serious offence if any groups of students or organisations in UNITEN plans, organises, attends or takes part in any assembly or meeting at any given place without permission from the authorities.

8.31.5 Demonstration done in or outside campus with regards to any issues

8.32 Student activities

8.32.1 Students' group activities must be through organisations that are recognized by UNITEN.

8.32.2 A student is not allowed to organise or attend any activities outside of campus without permission or written approval from the authorities of UNITEN that will be issued after the rules and directives are satisfactorily adhered to.

8.32.3 A student is not allowed to organise or attend any students' activities through any students' organisations without a written permission or directive from the relevant authorities of UNITEN.

8.32.4 A student is not allowed to invite or to bring in any outsiders into the campus for any students' activities without the written permission or directive from the authorities of UNITEN.

8.32.5 **A student** is not allowed to organise, collect or help to collect money or donations on campus whether for oneself or other parties without the written permission or directive from the authorities of UNITEN.

It is considered an offence if a student does not observe the above rules. The gravity of the sentence will depend on the seriousness of the case.

8.32.6 A student is not allowed to take part in any activities that are anti-government or anti-UNITEN in nature.

It is considered a **serious offence** if a student does not observe the above rules.

8.33 Association with bodies outside of UNITEN

8.33.1 Students are to abide by the subsection 47(1) IPTS Act 1996 which prohibits:

- a) A person, that while he is a student of the private learning institution, to be a member of, or in association with any political parties, workers' union, societies, organisations, bodies or groups, unless approved by the Chief Registrar of IPTS that the organisation :
 - i) Is a lawful organisation
 - ii) Is a foreign or local organisation

- b) All organisations, societies, bodies or students' groups of private higher learning institutions in association with any political parties, workers' union, societies, organisations, bodies or groups, unless approved by the Head of Registrar IPTS:
 - i) If the organisation is lawful and
 - ii) If it is a foreign or local organisation

- c) A person, while studying at a private higher learning institution, and any organisations, societies, bodies or private higher learning institution students' group who stated or showed:
 - i) Support and sympathy for or against any political parties or workers' union or
 - ii) Support or sympathy to any illegal organisations, societies, and groups.

It is considered a **serious offence** if a student does not observe the above rule.

8.34 Illegal groups

It is considered a **serious offence** if a student does not observe the following rule:

8.34.1 A student is not allowed to organise or be a member of or be in association with any illegal groups i.e. gangs.

I. Publication

8.35 Publication of documents

8.35.1 A student and an organisation, body or students' group is not allowed to publish, or distribute any documents inside or outside of campus without prior written permission from the authorities of UNITEN.

8.35.2 A student is not allowed to do illegal broadcasting.

8.35.3 A student is not allowed to put up, paste or hang posters, banners or signs on campus without permission from the authorities of UNITEN.

It is an offence if a student does not observe the above rules. The gravity of the sentence will depend on the seriousness of the case.

8.35.4 A student and an organisation, body or students' group is NOT ALLOWED to publish or distribute pamphlets or publications that contain slander or any dissatisfaction.

8.35.5 The dissemination of information through e-mail and internet facilities must adhere to rules stipulated by UNITEN.

It is a **serious offence** if a student does not observe the above rules.

J. Other Matters.

8.36.1 Students are not allowed to be involved in any kinds of business activities on campus.

It is an offence if a student does not observe the above rule. The gravity of the case will depend on the seriousness of the case.

It is a **serious offence** if a student:

8.36.2 Fails to report to the Medical Officer of UNITEN about a dangerous disease.

8.36.3 Organises or causes disturbance to teachings, lessons, research, administrative, or any kinds of activities authorised by UNITEN.

8.36.4 Stop, deter, or cause to stop, or cause deterrence to any students from attending lecture, tutorial or class or taking part in any authorised activities.

8.36.5 Plans, instigates or attends any kinds of boycotts in any form towards any activities pertaining to studies i.e. exams, lectures, tutorials or other authorised activities of UNITEN.

8.36.6 Requests, offers, or receives bribes from any parties.

8.36.7 Involved in police case and has been prosecuted, occur in or outside campus.

8.36.8 Involved in a police case and is being remanded because he/she cannot be released on bail (revised February 2016)

9.0 Standard of proof

The standard of proof in determining an offence is on 'balance of probability'.

10.0 Procedure for disciplinary action

When a Student Disciplinary Officer receives a report about an offence or the abuse of a rule or a disciplinary case of a student, the officer is to start an early investigation to determine the type of offence and the seriousness of the offence committed.

10.1 Procedures for disciplinary action - offence

10.1.1 An offence which is categorised as a misdemeanour will be conducted by the disciplinary officer.

10.1.2 When the disciplinary officer has determined the *prima facie* of the case is a misdemeanour, the officer will issue a show cause letter to the student/s that will require a reply within seven days (7) from the date of receipt stating the reason/s why actions should not be carried out against the student/s.

10.1.3 The show cause letter must clearly state:

- a. The time, date and place of offence.
- b. The offence committed.
- c. The Act from the Students' Code of Conduct that is not adhered to.

10.1.4 The show cause letter must have an attachment confirming recipient's acknowledgment of the said letter.

10.1.5 If the student does not reply within seven (7) days, the disciplinary officer assumes that the student does not want to defend his case and the sentence will be passed according to the available information.

10.1.6 If the reply is logical and acceptable, the case will be considered close and the student will be duly informed. A copy of the letter will also be forwarded to the Disciplinary Secretariat, the Dean of the relevant college and the Student Disciplinary Board.

10.1.7 If the disciplinary officer is not satisfied with the reply, disciplinary action will be taken against the student. The Students' Disciplinary Board and the Dean of the relevant college will be informed of the disciplinary action taken on the student through a letter stating the offence committed.

10.1.8 The Disciplinary Committee may review the case and reclassify it due to logical reasons.

10.2 Procedures of disciplinary action – serious offence

- 10.2.1 For a serious offence, the disciplinary officer must immediately report and acknowledge to the Students' Disciplinary Secretariat with an updated copy of the student's record for disciplinary purposes. (February 2000 Amendment).
- 10.2.2 After receiving the report, the Secretariat will form a Disciplinary Committee will be formed, consist of staff which takes turn to be appointed as panels to the committee (February 2000 amendment).
- 10.2.3 The letter /notice of Inquiry must clearly state:
- a. The time, date and place of alleged offence.
 - b. The alleged offence.
 - c. The UNITEN rule not adhered to or the list of serious offences committed.
 - d. Request that the student be present for an Inquiry session at the said date, time and place, and that the student may bring along any evidence or witness.
 - e. The student is also allowed to bring in another student or a representative from the students' Council or approved witnesses to help him during the Inquiry. UNITEN will not bear any cost incurred by the student, the representative or the student's witness.
 - f. A copy of the accusation letter will be send to parents/guardians by using the address stated in the online student records.
- 10.2.4 The Inquiry session will proceed even if the student is not present at the Inquiry session as requested.
- 10.2.5 In the Inquiry session, the defendant is allowed to present any evidence, witnesses or representative from the Students' Council to help during the Inquiry session. The student or his assistant is to be given the opportunity to question any witness himself or on his behalf. No documented explanation can be used against him unless he is allowed access to it prior to the session. The chairperson of the Students' Disciplinary Board is to ensure that the proceeding is conducted in its proper manner. (February 2000 amendment).
- 10.2.6 At the end of the Inquiry session, the Disciplinary Committee is required to pass its sentence as soon as possible. (February 2000 amendment).

10.3 Procedures of disciplinary action – very serious offence (January 2002 amendment)

Besides the normal disciplinary procedures, below are procedures that should be followed in handling a very serious disciplinary action:

When a Student Disciplinary Secretariat receive a verification from the Disciplinary Officer and there is a strong evidence that the student have really commit a very serious offence, the university needs to suspend a student for the duration of two weeks with immediate effect while waiting for the case to be forwarded to the disciplinary Committee for determination of action that will be taken against the student. The

Disciplinary committee need to meet and decide on action to be taken to the student after two weeks of suspension. If the student is plead guilty, he or she might be expelled from UNITEN.

Close Proximity

10.3.1 Pregnant and cause the pregnancy without legal marriage certificate.

Acts which cause danger to self and others

10.3.2 Acts in a manner that could be a danger to his/her own life and safety and that of others.

11.0 Disciplinary action

In the case of misdemeanour, the disciplinary officer may issue a warning or a reprimand.

- a. A warning
A warning is an oral statement made to the student on his offence which is to be followed up by a written statement regarding the offence.
- b. A reprimand
A reprimand is a forceful oral warning made to the student on his offence which is to be followed up with a written statement regarding the offence.

For a disciplinary action categorized under a serious offence, the Disciplinary Committee can sentence the student to any one or any two of the following:

- a. **A fine of not exceeding RM 500.**
If the student is required to pay a fine, the Students' Disciplinary Committee will state the amount of the fine and the grace period that the fine is to be paid.
- b. **To pay for the loss incurred on the facilities of the university or the third party claimant as a result of the student's offence.**
The Students' Disciplinary Committee will determine the fine after going through the incurred loss caused by the student offence.
- c. **Suspension of the use of facilities in UNITEN.**
The Students' Disciplinary Committee will state the time period and type of facilities suspended.
- d. **Appropriate community service of not more than 100 hours.**
The Students' Disciplinary Committee will determine the hours of the community service according to the gravity of the offence.
(February 2000 amendment).

- e. **Suspension from the academic programme in UNITEN.**
The Students' Disciplinary Committee will state the hours and types of academic suspension in UNITEN.

- f. **Expulsion from UNITEN.**
Expulsion means to be taken out of the academic programme in UNITEN, and the student is not allowed to continue academic programme and any other activities in UNITEN.

The Student Disciplinary Committee may also issue a compound of RM 100 for any compounded serious offences and specifically for smoking, a compound of RM250 may be imposed. (*December 2017 amendment*)

12.0 Disciplinary appeals

- 12.1 Student who is dissatisfied with the decision or the sentence of the disciplinary action may appeal in writing to the students' Disciplinary Appeals Committee within fifteen (15) days of receiving the letter informing him of the outcome.

- 12.2 If the Disciplinary Prosecuting Officer who conducted the disciplinary case is dissatisfied with the decision of the Students' Disciplinary Committee, he may also file a written appeal to the Students' Disciplinary Appeals Committee fifteen (15) days upon receiving the letter informing him of the outcome.

- 12.3 A copy of the appeal letter is to be forwarded by the chairperson of the Students' Disciplinary Appeals Committee who conducted the case. The chairperson of the Students' Disciplinary Committee should provide a commentary on the students' appeal as soon as possible to the chairperson of the Students' Disciplinary Appeal Committee.

- 12.4 When the chairperson of the Students' Disciplinary Appeals Committee receives the appeal letter, he will direct the students' Disciplinary Secretariat to prepare a working paper or a memorandum. The working paper or memorandum will be produced to the Disciplinary Appeals Committee with the following information:
 - a. The letter of appeal written by the student.
 - b. The commentary by the chairperson of the Students' Disciplinary Committee
 - c. A copy of the updated student record
 - d. A copy of the charge letter/notice of Inquiry from the students' disciplinary Committee.
 - e. A report and an acknowledgement from the Students' Disciplinary Committee.
 - f. A copy of the letter stating the outcome of the disciplinary action.

12.5 The student Disciplinary Appeals Committee will decide based on the papers and documents filed.

13.0 General Provision

13.1 The Vice Chancellor may consider appeals on any provision of this rule and upon his discretion, allow exemptions deemed fit.

Attachment A

Sample of offences that can be compounded

Committing rule 8.02.3 in the Students' Rules & Regulations which originate from committing the following offences on three occasions:

- Dress code
- Cleanliness and personal appearance
- Smoking
- Creating disturbing noise
- Cleanliness on campus
- Attending lectures.
- Student's ID

UNITEN STUDENT DRESS CODE

Objectives:

These rules are guidelines on the acceptable behaviors and dress code of UNITEN students. They are also meant to ensure the good name of the university. It is hoped that these rules would create a conducive environment on campus, one that is peaceful, harmonious, disciplined and professional in line with the university's role as an institution of higher learning.

Mandatory rules that have to be obeyed while on campus.

General Rules:

1. Every student is expected to wear and display his student ID when on campus.
2. Students are not allowed to smoke at all on campus.
3. Clothes that display pictures or writings that are offensive to others are not allowed on campus.
4. Students must wear clothes that are neat and suitable footwear. Pajamas, shorts and sleeveless shirts are not allowed.
5. Female students are allowed to wear only ONE pair of earrings at a time.
6. Male students are not allowed to wear earrings.
7. Wearing of nose rings/studs are allowed for female Indian students only.
8. Wearing of any form of body piercings and tattoos are also not allowed.

Students' Attire:

1. Every student is required to wear appropriate clothes when attending lectures, at the administrative offices, laboratories, during practical trainings, at the library, places of worship and all other university premises.
2. Each student must dress neatly and decently. Clothes that are revealing, (see through, high slits, low necklines and tight fitting) and the like are not allowed.
3. Students are allowed to wear their traditional clothes.
4. Monday's dress code is a formal executive wear and students must dress accordingly. (Refer to Table A).
5. Refer to Table A for the summary of dress code for male and female students.
6. When attending any official university function, students must observe formal wear.
7. When attending to any official matter on campus including attending lectures, students are not allowed to wear caps/hats except during sports and recreation.

Hair

1. Male students must always observe short and neat hair styles.
2. Male students are not allowed to have long hair that exceeds the shirt collar.
3. Students are not allowed to color their hair.



Dress Code must be observed at:

- Administration Buildings/ Colleges/ Library
- Lecture rooms/ theaters
- Examination halls
- University premises

** Exception at the individual student apartments.*

Penalties:

If the rules pertaining to the dress code are not followed, students will face stern disciplinary actions. For further information regarding the penalties, please refer to the Student Rules & Regulations prepared by the Student Affairs Center, UNITEN.

** This is an extract and updated version of the UNITEN Student Rules & Regulations*

Table A

Mondays – Formal Executive Image



Males

1. Wear and display student ID.
2. Wear tucked-in long sleeved shirt and neck tie. (T-shirts are not allowed).
3. Wear long pants.
4. Wear shoes and socks (sandals and slippers are not allowed).
5. Keep hair short and neat (the hair should not touch the shirt collar).



Females

1. Wear and display student ID.
2. Wear 'baju kurung' / attire that is loose and not revealing. (T-shirts are not allowed.)
3. Wear blouse and long pants /skirts (skirts should be at least of knee length).
4. Wear covered shoes (sandals and slippers are not allowed).
5. Keep hair neat and tidy (Muslims are encouraged to wear 'tudung').
6. Do not wear more than one pair of earrings at a time.

Tuesdays to Fridays - Casual



Males

1. Wear and display student ID.
2. Tucked-in shirts or collared t-shirts.
3. Wear long pants.
4. Wear shoes and socks (sandals and slippers are not allowed).
5. Keep hair short and neat (the hair should not touch the shirt collar)



Females

1. Wear and display student ID.
2. Wear 'baju kurung' / attire that is loose and not revealing parts of the body. (T-shirts are not allowed.)
3. Wear blouse and long pants /skirts (skirts should be at least of knee length).
4. Wear covered shoes (not allowed to wear sandals or slippers).
5. Keep hair neat and tidy (Muslims are encouraged to wear 'tudung').
6. Do not wear more than one pair of earrings at a time.

Appendix 1

DEFINITION

- i. **'Vice Chancellor'** refer to the Vice Chancellor of University Tenaga Nasional
- ii. **'University'** refers to University Tenaga Nasional (UNITEN)
- iii. **'Uniten'** is the abbreviation for Universiti Tenaga Nasional
- iv. **'IPTS'** refers to the Private Institution of Higher Learning.
- v. **'Code'** refers to the UNITEN Student's Code of Ethics.
- vi. **'Campus'** refers to an area or areas, developed or otherwise, of which is under the jurisdiction of UNITEN, including its buildings and properties.
- vii. **'Student/s'** refers to anyone who is officially registered to follow an academic programme at the diploma and undergraduate levels or any programmes organised at UNITEN.
- viii. **'Chief Registrar of IPTS'** refers to the Chief Registrar of IPTS that is elected by the Minister of Education under the IPTS 1996 act.
- ix. **'Student's Disciplinary Committee'** refers to the committee elected by the Vice Chancellor to oversee the disciplinary cases of students and to mete out the appropriate sentence.
- x. **'Disciplinary Officer'** refers to the executive elected by the chairperson of the Students' Disciplinary Committee to start the disciplinary proceeding under serious offences and to handle cases under the minor cases of misconduct.
- xi. **'Students' Disciplinary Appeals Committee'** refers to a committee elected by the Vice Chancellor to hear, reconsider and decide on appeals made by student.
- xii. **'Students' Disciplinary Secretariat'** refers to a unit that is answerable to the Students' Disciplinary Board in carrying out the general administration of the students' discipline cases in UNITEN.
- xiii. **'Disciplinary Prosecution Officer'** refers to an executive elected by the chairperson of the Students' Disciplinary Committee to prosecute during the disciplinary proceeding of the student.
- xiv. **'Minor cases of misconduct'** refers to minor misconduct where student, if found guilty, can be let off with a warning or a reprimand.
- xv. **'Serious Cases of Misconduct'** are serious acts of misconduct where students, if found guilty, can be issued fines, withheld from using the facilities in UNITEN, and expelled from the university.
- xvi. **'Prima Facie'** refers to a case that lacks explanation and support to enable the charge to be carried out.
- xvii. **'The Community of UNITEN'** refers to individuals who carry out academic and working activities on the campus of UNITEN i.e. its students course participants, trainees, staff of UNITEN or staff of other organisations who are working in UNITEN
- xviii. **'Full-time students'** are students registering not less than 12 credit hours in a semester.
- xix. **'Part-time students'** are students registering less than 12 credit hours in a semester.
- xx. **'Student Accommodation Facility'** refers to accommodation units managed by UNITEN for student residence on campus.
- xxi. **'Student in Accommodation Rules and Regulation'** refers to any student who is officially registered to stay at UNITEN's Student Accommodation.
- xxii. **'Security Guard'** refers to UNITEN's security guard or any security guard elected by UNITEN.

- xxiii. **`Director of Student Affairs`** refers to the manager responsible for the management of all student accommodation facilities run by UNITEN.
- xxiv. **`Accommodation Supervisor`** refers to UNITEN's officer who is assigned to supervise the student accommodation facility.
- xxv. **`Resident Fellow`** means any staff of UNITEN who is assigned to the duties of Resident Fellow at the student accommodation facility and in general is responsible for one or part of a building.
- xxvi. **`Resident Counsellor`** refers to any staff of UNITEN who is assigned the duties of a Resident Counsellor at the Student Accommodation facility and in general is responsible for a specified block of accommodation apartments.
- xxvii. **`Accommodation Unit`** refers to UNITEN's section that manages any affairs related to the renting out of the student accommodation facility.
- xxviii. **`Visitor`** means any student, family member, acquaintance and any individual who has a relationship with the student residing at the Student Accommodation.

UNITEN STUDENT OATH

As a student of Universiti Tenaga Nasional, I hereby solemnly swear and agree to abide by the university's Constitution and Student Code of Conduct.

I will always cultivate and uphold the good name of the university and render my services to the university and society.

I will do my best to pursue and attain knowledge and uphold the freedom of doing so.

Yours sincerely,

.....
(Signature)

Name:.....

Identification Card No:

Programme:

Date:

DECLARATION

Vice Chancellor,
Universiti Tenaga Nasional (UNITEN)
Jalan IKRAM-UNITEN
43000 Kajang
Selangor Darul Ehsan.

Dear Sir,

ACKNOWLEDGEMENT

I, as named below, acknowledge that I have read and understood the content of the Rules and Regulations as stated in the UNITEN Student Handbook and hereafter will fully adhere to the guidelines and avoid its abuse.

I promise that I will also adhere to the other directives or prohibitions that are issued from time to time by the authorities of UNITEN during my studies at UNITEN.

I am also aware of and understand that disciplinary action can be taken against me if I were to be found guilty of committing any offence as stipulated in the UNITEN Student Handbook.

Thank you.

Yours sincerely,

.....
(Signature)

Name:.....
Identification Card No:
Programme:
Date: