



## LIST OF DISCIPLINARY OFFENCES, CATEGORIES AND PENALTY

**KOLEJ TEKNOLOGI PERAK**  
( wholly owned by Institut Teknologi Perak Sdn. Bhd. - 418539-P )

NO	CODE OF DICIPLINE (Accomodation Handbook)/(Student Rules & Regulation)	DISCIPLINARY OFFENCE	CATEGORY	PENALTY
1.	<b>Hygiene and cleanliness</b>	Littering <i>Membuang sampah</i>	Minor/Kesalahan kecil	Fine/Denda RM10
		Dirty, unkempt hostel units <i>Kotor, tidak menjaga kebersihan bilik</i>	Minor/Kesalahan kecil	Fine/Denda RM10
2.	<b>Curfew Hours</b>	Failure to record Exit/Entry Records in hostel before 12 p.m. <i>Kegagalan untuk merekod keluar / masuk asrama sebelum 12 p.m.</i>	Minor/Kesalahan kecil	Fine/Denda RM10
		Remain outside hostel after 12 a.m. without permission <i>Berada di luar asrama selepas pukul 12 a.m. tanpa kebenaran</i>	Major/Kesalahan besar	Fine/Denda RM50
		Causing noise, disruption in hostel (based on written complaint) <i>Membuat bising, gangguan di kolej atau asrama (berdasarkan aduan bertulis)</i>	Major/Kesalahan besar	Fine/Denda RM100
3.	<b>Safety</b>	Eating or cooking of non-halal food in hostel <i>Makan atau memasak makanan bukan halal di asrama</i>	Major/Kesalahan besar	Fine/Denda RM50
		Use of gas-cookers in hostel rooms <i>Penggunaan dapur gas di bilik asrama</i>	Major/Kesalahan besar	Fine/Denda RM100
4.	<b>Public Property/Offence Against Property</b>	Dirty and damaging any part of the hostel unit <i>Mengotor dan merosakkan mana-mana bahagian unit asrama</i>	Major/Kesalahan besar	RM50, according to repairs/maintenance cost <i>RM50, mengikut kos pembaikan / penyelenggaraan</i>
		Changing rooms without prior permission <i>Mengubah bilik tanpa kebenaran terlebih dahulu</i>	Major/Kesalahan besar	Maximum fine RM100 <i>Denda maximum RM100</i>
5.	<b>Cleanliness on campus</b>	Eating in class <i>Makan di dalam kelas</i>	Major/Kesalahan besar	Fine/Denda RM10

6.	Indecent Behaviour	Misbehavior in and out of college <i>Salahlaku di dalam dan di luar kolej</i> <b>(Refer 'ITP/KTP Rules&amp;Regulations Handbook page 9 to 16 clause "9.7" to "9.24"')</b>	Major/Kesalahan besar	Fine/Denda RM100
		Involved in political activities in the campus <i>Terlibat dalam aktiviti politik di dalam kampus</i>	Major/Kesalahan besar	Expulsion <i>Pengusiran</i>
		Absence from classes without official permission <i>Tidak hadir ke kelas tanpa kebenaran rasmi</i>	Major/Kesalahan besar	Written warnings Barring from exams. Excessive absence may result in suspension or termination. <i>Amaran bertulis</i> <i>Sekatan dari peperiksaan.</i> <i>Tidak hadir kelas melebihi had boleh menyebabkan penggantungan atau penyingkiran.</i>
		Rude behavior(based on written complaint) <i>Tingkah laku kasar (berdasarkan aduan bertulis)</i>	Minor/Kesalahan kecil – Major/Kesalahan besar	Fine/Denda RM50
		Organizing parties, social gatherings in units without permission <i>Menganjur pesta, perhimpunan sosial di asrama atau dalam unit tanpa izin</i>	Major/Kesalahan besar	Fine/Denda RM100
		Abetting in immoral activities with fellow students / outsiders that would tarnish image of college <i>Bersubahat dengan hubungan yang tidak bermoral dengan sesama pelajar / orang luar yang akan mencemarkan imej kolej</i> <b>(Refer 'ITP/KTP Rules&amp;Regulations Handbook page 11 to 16)</b>	Major/Kesalahan besar	1 <sup>st</sup> offence – Written warning 2 <sup>nd</sup> offence – Suspension or expulsion. <i>Kesalahan pertama - Amaran bertulis</i> <i>Kesalahan kedua - Penggantungan atau pengusiran</i>
		Smoking in hostel / campus area <i>Merokok di asrama / kawasan kampus</i>	Major/Kesalahan besar	Fine/Denda RM100
		Pregnant out of wedlock <i>Hamil tanpa nikah semasa tempoh belajar</i>	Major/Kesalahan besar	Expulsion. <i>Pengusiran</i>
		Involved in fights / gang fights <i>Terlibat dalam perkelahian / pergaduhan berkumpulan</i>	Major/Kesalahan besar	Written warning, suspension, expulsion <i>Amaran bertulis, penggantungan, pengusiran</i>

		Immoral interaction <i>Interaksi tidak bermoral</i>	Major/Kesalahan besar	Fine RM500, suspension or expulsion. <i>Denda RM500, penggantungan atau pengusiran</i>
		Sexual misconduct including sexual harassment <i>Salah laku seksual termasuk gangguan seksual secara verbal &amp; fizikal</i>	Major/Kesalahan besar	Fine RM500, suspension or expulsion. <i>Denda RM500, penggantungan atau pengusiran</i>
		Watching, having in possession, distributing obscene articles, explicit materials in any kind of medium etc <i>Menonton, memilikinya, mengedarkan artikel lucah, bahan eksplisit dalam apa-apa jenis media dan lain-lain yang berkaitan</i>	Major/Kesalahan besar	Written warning, suspension, expulsion <i>Amaran bertulis, penggantungan, pengusiran</i>
		Rape, molesting, flashing <i>Merogol, mencabul, menunjuk kemaluan</i>	Major/Kesalahan besar	Written warning, suspension, expulsion <i>Amaran bertulis, penggantungan, pengusiran</i>
		Stealing <i>Mencuri</i>	Major/Kesalahan besar	Written warning, suspension, expulsion <i>Amaran bertulis, penggantungan, pengusiran</i>
		Using / selling / distributing drugs <i>Menyalahguna / menjual / mengedar dadah</i>	Major/Kesalahan besar	Expulsion. <i>Pengusiran</i>
		Intoxication <i>Mabuk arak, ketum dan dadah</i>	Major/Kesalahan besar	Suspension, expulsion <i>Penggantungan, pengusiran</i>
		Gambling in campus/hostel area <i>Berjudi di dalam kawasan kampus / asrama</i>	Major/Kesalahan besar	Warning, suspension, expulsion <i>Amaran, penggantungan, pengusiran</i>
		Criminal offence in or out of college <i>Kesalahan jenayah di dalam atau di luar kolej</i>	Major/Kesalahan besar	Written warning, suspension, expulsion <i>Amaran bertulis, penggantungan, pengusiran</i>
7.	<b>Academic</b>	Causing noise, disruption in college or hostel (based on written complaint) <i>Membuat bising, gangguan di kolej atau asrama (berdasarkan aduan bertulis)</i>	Major/Kesalahan besar	Fine/Denda RM100
8.	<b>General Rules &amp; Regulation</b>	Eating in class <i>Makan di dalam kelas</i>	Minor/Kesalahan kecil	Fine/Denda RM10
9.	<b>General Rules &amp; Regulations of Computer Lab</b>	Installing illegal Computer Software <i>Memasang Perisian Komputer secara haram</i>	Major/Kesalahan besar	Warning, suspension, expulsion <i>Amaran, penggantungan, pengusiran</i>

10.	<b>Cooperation with the KTP authority</b>	Forging documents/certificates/MC/class attendance/Student ID and other documents <i>Memalsukan dokumen / sijil / MC / kehadiran kelas / ID Pelajar dan lain-lain dokumen</i>	Major/Kesalahan besar	Expulsion <i>Pengusiran</i>
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#### **Payment of fines**

##### *Bayaran denda*

All fines must be settled in cash payment only

Where the Disciplinary Board imposes a punishment of a fine on the student, it shall specify the period within which the fine shall be paid and the student shall pay the fine within the said period to the College.

*Semua denda mesti diselesaikan dalam bentuk pembayaran tunai sahaja*

*Jika Lembaga Tatatertib mengenakan hukuman denda ke atas pelajar, ia hendaklah menentukan tempoh yang denda itu dibayar dan pelajar itu hendaklah membayar denda dalam tempoh tersebut kepada Kolej.*

#### **Consequence of failure to pay fine**

##### *Akibat kegagalan membayar denda*

If a student fails to pay the fine within the specified period, the College may take any one or more of the following actions:

1. Withhold the student result transcript;
2. Refuse registration for the new semester;
3. Withhold or refuse graduation clearance;
4. Take any other measure the College deems fit;
5. Shall immediately thereupon suspend the student from the college.

Provided that the action shall remain and continue to be in force until the fine is paid.

*Sekiranya pelajar gagal membayar denda dalam tempoh yang dinyatakan, Kolej boleh mengambil satu atau lebih daripada tindakan berikut:*

1. *Menahan transkrip hasil pelajar;*
2. *Menolak pendaftaran untuk semester baru;*
3. *Menahan atau menolak pelepasan tamat pengajian;*
4. *Ambil apa-apa langkah lain yang difikirkan sesuai oleh kolej;*
5. *Akan segera menggantung pelajar dari kolej.*

*Dengan syarat bahawa tindakan itu hendaklah kekal dan terus berkuatkuasa sehingga denda itu dibayar.*

*Please refer to Perak College of Technology Student Rules & Regulations.  
Sila rujuk kepada Perak College of Technology Student Rules & Regulations.*