

2018



STUDENT

RULES & REGULATIONS

KOLEJ TEKNOLOGI PERAK

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PRINCIPLES

- 1.1. The Rules and Regulations Handbook was drawn based on
 - a) The laws of the country
 - b) The official national philosophies, mainly
 - i. The National Education Principles (*Rukun Negara*), that are:
 - Belief in God
 - Loyalty to King and Country
 - The Supremacy of the Constitution
 - The Rule of Law
 - Courtesy and Morality
 - ii. 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

The College of Technology Perak Rules and Regulations Handbook (hereafter referred to as the Code) was formed with the following objectives:

- 2.1. To provide a guideline to KTP 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.
- 2.2. 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.
- 2.3. To instill a sense of harmony / peace among all residents of KTP.

3.0 THE USE OF THE CODE (APPLICATION)

This code applies to students of KTP, especially within the KTP campus. It is not meant to replace the provisions made by the laws of the country. Whatever action that is taken under the provisions made by this Code is not meant to substitute the action that should legal action has been taken in accordance with the country's law; action can still be taken under provisions of the Code.

4.0 DEFINITION OF TERMS

- 4.1. "CEO" refers to the Chief Executive Officer of the College of Technology Perak.
- 4.2. "College / KTP" refers to the College of Technology Perak.
- 4.3. "IPTS" means *Institusi Pengajian Tinggi Swasta*.
- 4.4. "Code" refers to the KTP Rules and Regulations Handbook, inclusive of rules and regulations or present and future laws implemented by KTP.
- 4.5. "Campus" refers to any area, or areas, developed or otherwise where KTP operates, which includes buildings and properties.
- 4.6. "Student" refers to a local or foreign person who is officially registered to study in any KTP Certificate, Diploma, Under Graduate or Post Graduate programmes that involve the application of this Code.
- 4.7. "Disciplinary Action Council" or DAC refers to a Committee appointed by the CEO and chaired by the Head for Academic / Head of Student Affairs to handle student's disciplinary cases and to make the relevant decisions pertaining to punishments and actions.
- 4.8. "Appeal Committee" or AC refers to a committee appointed by the CEO to manage any appeal issues by the student pertaining to the sanction decided by the DAC.
- 4.9. "Disciplinary Action Committee Secretariat" or DACS refers to the Head of Student Affairs Department to initiate disciplinary action and hearing for Major Offences and to handle cases for Minor Offences.
- 4.10. "Disciplinary Appeal Committee Secretariat" or DAS refers to the Head of Student Affairs Division to initiate disciplinary action for dismissal cases only.
- 4.11. "Serious Offences" refers to offences whereby, if a student is convicted, he or she can be deprived of the use of KTP facilities, or be suspended or even dismissed from the college.
- 4.12. "Minor Offences" refer to offences, whereby, if a student is convicted, he or she will be handled by the Disciplinary Action Council Secretariat.
- 4.13. "Prime facie" refers to a case that appears to have some evidence in support of the allegation made against the offender.
- 4.14. "KTP Campus / Premises" refer to all KTP campuses nationwide and KTP branch campus and shall refer to a specific branch campus of KTP.

- 4.15. "KTP Resident" refers to an individual whose activities involve learning or working in KTP including students, course participants, trainers, KTP staff and employees of other organizations who work in KTP.
- 4.16. "KTP Staff" refers to the permanent employees of KTP who are not students, contract employees or consultants.
- 4.17. "KTP authority/ies" refers to the following KTP staff empowered to enforce this code;
 - i. Management of KTP
 - ii. DAC, AC, DAS
 - iii. Dean, Deputy Dean, Heads of Department or Units or equivalent
 - iv. Managers, Deputy Managers and Assistant Managers
 - v. Executives
 - vi. Lecturers, Assistant Lecturers and Tutors
 - vii. Staff and Security
- 4.18. "International Students" refer to students who are non-Malaysian.
- 4.19. "Offensive items" refer to letters, pictures, remarks, words, prints, publications, writings, comments, things or items that may offend certain quarters of the public or any reasonable person.

5.0 GENERAL RULES & REGULATIONS

All students enrolled at the ITP must uphold the following standards at all times;

- 5.1 Behave honestly and with integrity
- 5.2 Respect other people's right to hold positions and views.
- 5.3 Respect another person's belief, nationality. Religion, age, associations and gender.
- 5.4 Only speak in language that does not offend other people.
- 5.5 Maintain a quiet environment for students to study and for staff to work
- 5.6 Allow other students to study without being interrupted
- 5.7 Act with care and diligence on campus and at work-based training organizations
- 5.8 Attend all classes to ensure you adhere ITP Code of Conduct
- 5.9 Participate in group training and assessments to ensure everyone gets maximum training
- 5.10 Do not cheat or plagiarize
- 5.11 Allow tutors and lecturers to deliver their course material without being unnecessarily interrupted or disturbed
- 5.12 Adhere ITP student attire policies where required

- 5.13 Keep classrooms, recreational areas and library free of foods and drinks
- 5.14 Turn off mobile phones and other electronics devices when in class and library
- 5.15 Keep your personal belongings with all times and do not take/borrow what belongs to others
- 5.16 Respect ITP No Smoking, No Alcohol and No Drug Policy
- 5.17 Provide only true information in relation to your personal data, reasons for absent, course variation requests, deferment requests and other information required by ITP to make appropriate decisions
- 5.18 Uphold the good reputation of ITP
- 5.19 Use ITP resources in a proper manner

6.0 RESPONSIBILITIES

- 6.1 The student should bear the responsibility to always observe good behaviours, concentrate fully on the program of study, and attend all compulsory activities and abide by KTP regulations.
- 6.2 The student shall uphold KTP's name, goodwill and integrity at all times and shall subject to all the rules, regulations, codes, requirements and by laws of KTP.
- 6.3 The student shall not act in any manner that constitutes or appears to constitute contempt of KTP authority of an official body or an officer of KTP.
- 6.4 No student shall conduct himself, whether within or outside the KTP 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 KTP, or to public order, safety or security, or to morality, decency or discipline that may smear the good name of KTP.
- 6.5 No student nor organization, body or group of students, shall make in relation to any matter pertaining to KTP or to the staff in their capacity as such or to himself in his capacity as a student there of, any representation or other communication, whether orally or in writing or in any other manner, 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 AUTHORITY

- 7.1 The CEO has the power to make final decisions pertaining to student discipline and conduct, including the enforcement of the Code.
- 7.2 Chairman of the DAC is an officer authorized to act on behalf of the CEO, empowered to make decisions pertaining to student discipline and conduct, including the enforcement of the Code expect decision to terminate student and decision on student's appeal after dismissal.

- 7.3 Any KTP Authorities is authorized by the CEO 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 to breach, disobey, default or contravene the Code.

8.0 ATTITUDE DESIRED IN STUDENT

- 8.1 Strive to develop one-self – Students shall strive to develop and improve their positive talents or abilities and to attain leadership abilities.
- 8.2 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.
- 8.3 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
- 8.4 Strive to widen one's knowledge - Students shall strive to widen their knowledge to bring about truth and benefit to society.
- 8.5 Strive to develop spiritual capacities – Students shall strive to become dutiful individuals with sense of responsibility towards religion, race and the country by observing the following:
- i. Faith in religion
 - ii. Integrity of the soul
- 8.6 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. Polite and disciplined
- 8.7 Strive to improve physical well-being – Students shall strive to be physically fit and healthy to enable them to live independently in a society.
- 8.8 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 for others and have mutual respect for one another in order to achieve integrity in a multiethnic and multi religious community.
- 8.9 Wealth creation and entrepreneurship – In line with KTP ideals, the students shall Endeavour to create wealth by entrepreneurship

9.0 RULES

A. GENERAL RULES

9.1 Obey The Laws Of The Country

- 9.1.1 Students are required to obey Malaysian laws at all times.
- 9.1.2 In the event that a student shall be found guilty of a crime by any court of law in Malaysia or in any other country, regardless of the severity of the punishment as a result of such guilt, the student shall be considered to have breached the rules of KTP and such breach shall be determined as a major offence.
- 9.1.3 Any kind of work, business or similar activity whether full-time or part time by an International Student which is prohibited by the Immigration Act 1959/63 or by any other statute.
- 9.1.4 The student is also prohibited in participating in any kind of activity that could affect or jeopardize his or her study.

9.2 Obey The KTP Code

- 9.2.1 Student must obey all KTP Codes that are being enforced now and hereinafter.
- 9.2.2 It is an offence for a student to break any KTP Code or act in contravention of the Code. An offence is deemed major or minor depending on the seriousness of each offence and shall be determined by the DAC.
- 9.2.3 Notwithstanding the discretion of the DAC to determine the nature of the offence, it is considered a major offence if a student commits the same minor offence more than three times within six (6) months, or if the student commits three different minor offences within one (1) month.

9.3 Cooperation with the KTP authority

When disciplinary action is taken the Student shall;

- 9.3.1 Cooperate with the KTP Authorities in all kinds of disciplinary action, whether on behalf of one's own self or others, when summoned, questioned, requested to provide evidence by the KTP Authorities.
- 9.3.2 Obey the directives given by KTP lecturers, executives or staff that are authorized with a particular duty.
- 9.3.3 Not obstruct, detain, interfere or prevent in any way, or cause a delay, interrupt, or hinder any KTP staff or Authorities from carrying out their duties and responsibilities.

- 9.3.4 Not permitted (whether individually or in a group) to deliberately refuse to answer questions, or show a lack of cooperation in any other way, when KTP Authorities carry out investigations or perform other duties related to student conduct and offences.
- 9.3.5 Not refuse to communicate with KTP Authorities on matters pertaining to rules, guidelines or laws or anything of a similar nature that aims to safeguard the interests, peace and discipline in KTP.
- 9.3.6 Not refuse to be checked or questioned by the security unit or by other parties acting under the directive of KTP or any of KTP's Authorities.
- 9.3.7 Not make false confession during an investigation by KTP Authorities or any false statement or evidence during examination in chief, cross examination or re-examination by the Disciplinary Prosecuting Officer.
- 9.3.8 Not cause any circumstances to exist or make any false entry in any book or record, or make any documents containing false statement for any reason whatsoever shall be in contravention with this Code and shall be said to fabricate false evidence.
- 9.3.9 Not cause any evidence to disappear or be destroyed or be faked with the intention to screen the offender from any punishment or to be intended for a consequential punishment for an innocent person.
- 9.3.10 Be obligated to inform the KTP Authorities of such offence in the event that he/she shall have information of any offence being made or shall be made by any student or KTP staff. No student shall withhold any information of a crime or offence or any evidence.
- 9.3.11 Not refuse or contravene any legitimate order, instruction, direction or requirement given or made by any officer or employee of KTP authorized to such instruction of the KTP Campus.

9.4 Reasonable Care and Safety

- 9.4.1 Students are responsible for their own safety in all aspects whether they are inside or outside campus premises. Reasonable care shall be practiced to ensure that personal items are not damaged, lost or stolen. ITP shall not be responsible for any incidents or matters that arise out of student's carelessness.
- 9.4.2 Students shall exercise due care and are responsible for the safety of all KTP properties when being used and are prohibited from damaging any property belonging to KTP.
- 9.4.3 No students shall use toolbar equipment that could cause danger to persons or properties in the campus.
- 9.4.4 Negligence in handling machineries, toolbar, equipment, furniture or other property of KTP that had been entrusted to him/her to the extend it results in a loss for ITP or injury to any person or damage to any property belonging to KTP or any other person shall tantamount to an offence under this Code.

- 9.4.5 Failure to adhere to the safety rules or cause damages to safety equipment shall tantamount to an offence under this Code.
- 9.4.6 Students shall not do anything within or outside campus premises that could ruin or cause damages to the interests, peace, safety or reputation of KTP.
- 9.4.7 Students with access to poisonous material or substances as prescribed by KTP for permitted usage, shall not act in any manner that may likely to cause hurt or injury to other person, or knowingly or negligently act or omits to handle the poisonous material or substance with reasonable care shall be in contravention with this Code as being negligent.
- 9.4.8 Students who do, with fire and any other combustible matter including explosive substance, acting negligently or rashly as to endanger human life or property, or to be likely to cause hurt or injury to any person or being, negligently fails to guard against any probable danger shall be guilty of an offence under this Code.

B. APPEARANCE

9.5 Attire (*Please refer APPENDIX A*)

- 9.5.1 Students must be decently dressed when in lecture halls, administration offices, labs, on practical trainings, library, religious places and any place within KTP Campus compounds at all times.
- 9.5.2 Students must be neatly attired and shall not wear indecent clothing, including attires that are flimsy, see-through, with slits, tight fitting or revealing.
- 9.5.3 Students must always dress in a proper manner. No worn-out jeans or shirts, miniskirts, shorts, slippers or display of offensive items are allowed.
- 9.5.4 Female students must dress neatly and appropriately (e.g. wear long gowns, slacks with blouse) at all times in campus.
- 9.5.5 Female students must dress in a manner that does not attract unwarranted attention or invite danger.
- 9.5.6 Students must dress appropriately and wear shoes at all times while being in the dining area. Night dresses, sarong "*pelekat*", shorts and sleeveless attires are prohibited.
- 9.5.7 Students shall observe modesty and decency in their attire and dress so as not to attract undue attention to themselves while in KTP Campuses and Premises.
- 9.5.8 Without prejudice to the existing Rules, the CEO may issue 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 continuance to this Code.

9.6 Personal Hygiene and Grooming

- 9.6.1 Students must always maintain personal hygiene.
- 9.6.2 Students hair must be neatly groomed
- 9.6.3 Male students should not keep long hair. As a guideline, the hair should not reach the collars.
- 9.6.4 Students are prohibited to have strange or improper haircut or hairstyle including Mohican style, punk or skinhead expect for tie up or using hair bands.
- 9.6.5 Students are prohibited to have extreme use of jewelry and accessory. The guidelines are as follows;
 - i. Male students are PROHIBITED from wearing any kind of earrings or practice “body piercing” and having tattoos.
 - ii. 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.

C. INDECENT BEHAVIOR

9.7 Coupling

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.

9.8 Indecent Behavior

- 9.8.1 No students shall conduct himself, whether within or outside the 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 the college, or to public order, safety or security, or to morality, decency or discipline that may smear the good name of the college.
- 9.8.2 Students shall not act, display or perform any behavior that can be categorized as indecent or perform sexual activities between students or between student and non- students of an opposite sex be alone with a partner in a suspicious manner or in discreet location out of wedlock.
- 9.8.3 Students shall not perform sexual activity between unmarried students or between students and non-student of same sex or co-habitation between students of different sexes or indulges in homosexual or lesbian or gay behavior.

- 9.8.4 Students shall not display behavior that is deemed as indecent or lewd in public.
- 9.8.5 Students are prohibited to be pregnant or cause pregnancy out of wedlock tantamount to a breach of the rules of this Code.
- 9.8.6 Students shall not commit or behave indecently that may cause public nuisance including but not limited to utterance or act of obscenities or chaos that may embarrass KTP or any of its staff and students.
- 9.8.7 No students shall be allowed to engage in a business or profit making by indecent manner.

D. SPECIFIC RULES

9.9 Behavioral

- 9.9.1 Students must be well behaved and well-mannered at all times towards all people.
- 9.9.2 Students must never show disrespect, display or act or use words that are rude, impolite or vulgar to any party in KTP.
- 9.9.3 Students shall not do anything that endangers the life and safety of his/her own or others.
- 9.9.4 Students shall not steal or attempt to steal, cheat or attempt to cheat, or conspire or attempt to conspire to steal any property of KTP or properties belonging to any person.
- 9.9.5 Students shall not do anything to a student or KTP 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 KTP.
- 9.9.6 Students shall not perform an act of fraud or forgery.
- 9.9.7 Students shall not damage any property which is not his/her own.
- 9.9.8 Students should not be involved in any activity or displayed any behavior within or outside KTP Campus that could ruin the good name of KTP including attending political rallies or demonstration or involved in any group, legal or illegal, that may cause embarrassment to KTP or any of its staff and students shall tantamount to an offence under this Code.
- 9.9.9 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 KTP or the security and harmony of Campus life in KTP.
- 9.9.10 Students should not disrupt or in any manner interfere with, or study, research, administrative work, or any activity carried out by or under the direction of or with the permission of KTP, or do any act which may cause such disruption or interference shall be an offence under this Code.

- 9.9.11 Any prevention or obstruction, or interference with, or cause to be prevented, obstructed or interfered with any officer or employee of KTP or any person acting under the direction or permission of such officer or employee, from carrying out his work, duty or function, or do any act which may cause such prevention, obstruction or interference shall be an offence under this Code.
- 9.9.12 Any prevention or obstruction, or cause to be prevented or obstructed, any student from attending any lecture, tutorial or classes, or from engaging in any legitimate activity, or do any act which may cause such prevention or obstruction shall be an offence under this Code.
- 9.9.13 Students shall not organize, incite or participate in the boycott of any examination, lecture, tutorial, class or other legitimate activities carried out by or under the direction or with the permission of KTP or boycott any of the staff of KTP.

9.10 Making Disturbances and Nuisance

The Students shall not;

- 9.10.1 Make any sound or noise or cause the sound or noise to be made that causes disturbance to any party in campus.
- 9.10.2 Do any act or illegal omission which causes injury, obstruction, danger or annoyance to the public, or the people in general within the vicinity of KTP Campus compound
- 9.10.3 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 object held sacred by any class of persons with knowledge that such damage or destruction shall be regarded as an insult to their religion.
- 9.10.4 Cause or promote to cause any disharmony, disunity or feelings of enmity, hatred or ill-will, or prejudice, by words or by writing or by conduct or by influence on any grounds.
- 9.10.5 Own or use or have in his or her possession, custody or control, any loudspeaker, loud-hailer, amplifier, or other similar appliance.
- 9.10.6 Invade the privacy of any party whether physically or electronically that may cause nuisance to the other party.

9.11 Cleanliness on Campus

- 9.11.1 Students shall observe cleanliness and neatness of the campus including the hostels, lecture halls, classes, buildings or other constructions, roads or any area within the campus.

9.12 Smoking, Drunkenness and Intoxication

- 9.12.1 A students shall contravene this Code if the student;
- i. Is smoking cigarettes in IKP Campus.
 - ii. Is in possession of cigarettes, lighters, matches or other inflammable materials within KTP Campus which is labeled as fire prone area.
 - iii. Is in a state intoxication or intoxicated in KTP Campus and premises.
 - iv. Consumes liquor or any substance that shall intoxicate the student or injects or inserts any intoxicated substance in any manner into his/her own body or into the body of others anything that could cause paranoia, drunkenness, inebriation or any elements of intoxicated state. No student shall consume, drink or devour or possess or in his custody, any liquor or any drink with alcoholic substance within the campus.
 - v. Is under the influence or consumes, by way of injection or smoking or in any other method of application into the students body, any intoxicating substance, poison or anything similar or addicted to prescribed drugs that may cause intoxication state stipulated in section 8.12.3 below.
 - vi. Smoke pipes or any substance that is similar to smoking including but not limited to smoking opium's or cannabis or glue and adhesives sniffing or any other substances that may or may not cause disorientation and intoxication.
- 9.12.2 Students are not allowed to possess, distribute, sell or consume liquor or other drinks that do/do not contain alcohol that cause intoxication, while being in the campus premises.
- 9.12.3 Students are not allowed to possess other substances that may cause hallucination, intoxication, delusion, delirium including but not limited to glue and adhesives, liquefied or solid substances which include hallucinating or intoxicating entity, or any other substances are prohibited and no students are allowed to own, possess, withhold, suppress, consume, sell, distribute or use such substances at any time without and outside KTP Campus.

9.13 Use Of Violence

The Students;

- 9.13.1 Or any establishment, organization 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 others towards any party, student or non-student, within or outside the Campus.
- 9.13.2 Shall not involve directly or indirectly in any ragging or bullying or abusive activities or anything similar to it within or outside the Campus.
- 9.13.3 Shall not employ violence, attack or threaten to attack or cause injury or threaten to cause injury to any KTP residents or non-residents within the KTP Premises.
- 9.13.4 Shall not rioting or behaving wildly or quarrelling or fist fighting or fighting or using physical violence on any KTP residents anywhere or on non-residents within KTP Premises.
- 9.13.5 Shall not outrage the modesty or attempt to outrage the modesty of, any party within campus premises or KTP residents anywhere, or non-residents within the campus premises.
- 9.13.6 Shall not initiate, participate, conspire to initiate or participate or support any activity that may invite conflict, argument or hostility and a fight between any person or students.
- 9.13.7 Shall not cause any bodily pain, disease or infirmity to any person, 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 infinity to any person.

9.14 Offences Against Property

- 9.14.1 Students shall not damage in any manner or cause to be damaged, or demolish, destroy, wreck or vandalize any property belonging to any person or KTP or do any act which may cause such damage or temper interfere with, move, or in any manner deal with, any substance, object, article or property whatsoever, or knowingly do any act or cause any act to be done in the KTP Campus, so as to cause any obstruction, inconvenience, annoyance, loss or damage to any person.
- 9.14.2 Students shall not disrupt, disturb, transfer, seize, steal or take or violate, vandalize or damage any object, article, things or properties which may cause obstruction, difficulty, inconvenience, trouble, mess or filth to any person.

9.14.3 Students shall not dishonestly take or attempt to take, keep or attempt to keep or move any property of KTP or belonging to persons or other parties in order to such taking in the campus without consent.

E. ACADEMIC

9.15 Academic Integrity

A student must adhere to the academic integrity. 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.

9.16 Use Of Lecture Materials

A students can only use the lecture or teaching materials that had been given him/her in KTP for the purpose of his/her academic study. He/she is prohibited from copying in any form all or parts of the material for publication or distribution with or without payment unless a written consent has been obtained from the KTP authorities.

9.17 Attendance

9.17.1 Where a student is required to attend any lecture, tutorial class or other instruction relating to his course of study, he shall not absent himself there from without the prior permission from the Head of Academic or its representative, as the case may be, unless the circumstances do not permit such prior permission to be obtained and there is reasonable cause or excuse for the absence, in which case the student shall, as soon as possible thereafter, satisfy the Head Of Academic or its representative, as the case may be with regard to the absence and obtain approval in respect thereof.

9.17.2 Where a student's cause of study entails his appearance for an examination and he is not otherwise debarred from appearing for such examination, he shall not fail to appear for such examination without the prior permission from the Head of Academic or its representative, as the case may be, unless the circumstances do not permit such prior permission to be obtained and there is reasonable cause or excuse for the absence or non-appearance, in which case the student shall as soon as possible thereafter, satisfy the Head of Academic or its representative, as the case may be with regard to the absence and obtain approval in respect thereof.

9.18 Academic Policy

9.18.1 Please refer to Academic Policy of the respective Department.

F. PROHIBITED ITEMS

9.19 Pornographic Materials

- 9.19.1 No student or any establishment, body or student group is allowed to possess, or supervise, or in 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 campus or outside campus premises.
- 9.19.2 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 is a pornographic or obscene objects or acts.
- 9.19.3 No student is allowed to deliberately indulge in watching or listening or publication of any pornographic materials in campus.
- 9.19.4 No student and no organization body or group of students, shall distribute, circulate or exhibit, or cause to be distributed, circulation or exhibition of any obscene with the distribution, circulation or exhibition of any obscene article within the KTP Campus. A student shall be deemed to distribute, circulate or exhibit an obscene article; 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.

9.20 Drugs And Poisons

- 9.20.1 No student shall have in his possession or under his custody or control any dangerous or controlled drugs or poison without valid prescription from a medical officer.
- 9.20.2 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.
- 9.20.3 No student shall consume orally or smoke or inhale, or introduce into his body by injection or in any other manner whatsoever, any dangerous drugs or poison.
- 9.20.4 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 in the Medical Act, 1971.
- 9.20.5 Any student who is found under the possession or influence or any dangerous drugs or poison shall be guilty of a disciplinary offence.
- 9.20.6 The Head of Student Affairs may instruct and compel any student suspected of addiction or consumption of any substance within the definition of dangerous drugs and poison for a urinal test.

9.20.7 Any students refusing or declining to undergo the test mentioned in sub-rule 8.20.6 above shall be guilty of a disciplinary offence.

9.21 Weapons And Dangerous Substances

9.21.1 Students shall not possess, or supervise, or in control of any dangerous weapons or explosive substances. Weapons are defined according to the Fire Arms Act 1971.

9.21.2 Notwithstanding the Fire Arms Act 1971, definitions of weapons and dangerous substances shall include any object that causes bodily harm and damage to properties.

G. KTP FACILITIES RULES

9.22 Prohibition To Be In Restricted Areas On Campus

9.22.1 Students are prohibited to be or loiter in prohibited areas without valid official business including staff quarters, workshop or other lecture halls, KTP security booths, dining hall kitchen, administration office, security office or other places unless under proper supervision by KTP authorities or consent by KTP authorities.

9.22.2 Students are not allowed to intrude into equipment, places or buildings where they are prohibited from either physically or electronically.

9.23 In-Out Procedures

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

9.23.2 Main entrance/gate for KTP Campus shall be closed at 12.00pm and will open at 06.00am daily.

9.23.3 For security purpose, visitors are only allowed to enter all KTP Premises between 06.00am to 09.00pm daily.

9.24 Student Pass

9.24.1 Students must carry and display their student pass at all times while being in Campus Premises.

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

9.25 Road And Traffic Rules

9.25.1 Written Authorization for Students with Motor Vehicle in KTP Campus

- i. A student, who intends to keep, has possession or owns any motor vehicle in KTP Campus, shall in the first instance, apply for and obtain from the Head of Student Affairs a written authorization in respect thereof the application and the written authorization shall be in such form as the Head of Student Affairs may, subject to paragraph (ii), determine.
- ii. Application for such permission shall be made by the student in writing specifying the description of the motor vehicle and shall be accompanied by the current motor vehicle license and the current third party risks insurance policy in respect of the motor vehicle and a valid driving license in respect of the applicant the application shall also set out any disciplinary offence in respect of which lie may have been found guilty at any time.
- iii. The written authorization of the Head of Student Affairs shall be given in such form as may direct and shall at all times be displayed conspicuously on the motor vehicle.
- iv. Such written authorization shall be renewed annually and the provisions of paragraph (i) and (ii) apply mutatis mutandis to application for such renewal.
- v. The Head of Student Affairs 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 campus for the student to hold such authorization.

9.25.2 Registration of The Motor Vehicle

The Head of Student Affairs shall cause to be maintained a register of all motor vehicles kept, possessed or owned by students in the KTP Campus in such form as the Head of Student Affairs may deem fit.

9.25.3 Speed Limit

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

9.25.4 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; in particular, no motor vehicle shall be driven by a student 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.

9.25.5 Unauthorized Parking

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

9.25.6 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.

9.25.7 Parking

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

9.25.8 Pillion

- i. A student driving a two-wheeled motorcycle shall not carry more than one person on such motorcycle.
- ii. 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.
- iii. A student shall not allow himself to be carried on a two-wheeled motorcycle driven by any person, whether a student of paragraph (i) or (ii) above.

9.25.9 Traffic Directions And Signs

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

9.25.10 Production Of License When Requested

Any student who is driving or his in charge or control of a vehicle shall carry with him a valid driving license issued to him under the Road Traffic Ordinance, 1958 and his matriculation card and shall produce same for inspection by an authorized person whenever required to do so.

9.25.11 Obstruction To Traffic

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

9.25.12 Road Traffic Act, 1987 (Act 333)

- i. The provisions of the Road Traffic Act, 1987 (Act 333) and all subsidiary legislation made hereunder shall apply to students within KTP Campus irrespective of whether the roads within KTP Campus are public or private.
- ii. Nothing in paragraph (i) shall derogate from the liability within KTP Campus 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.

9.26 Disciplinary Actions By The KTP Authorities With Regards To Traffic Offences

9.26.1 The KTP Authorities may in its discretion in lieu of taking disciplinary proceedings under Part 10 of this Code, impose a summary disciplinary punishment of a disciplinary reprimand or a fine not exceeding Ringgit Malaysia Five Hundred only (RM 500) upon any student who commits a traffic offence under this Part in the presence of or within the sight of such KTP Authorities. Provided that before such punishment is imposed on the student, the KTP Authorities shall inform him of the disciplinary offence committed by him and give him an opportunity to make, on the spot, oral representations thereon to such KTP Authorities.

- 9.26.2 Upon imposition of the punishment referred to in paragraph 8.25.1. above, the KTP Authorities shall forthwith deliver to the student a written notice of such imposition in such form as the Head of Student Affairs may direct and where the punishment imposed is a fine, the provisions of the rules herein shall apply.
- 9.26.3 The provisions of this rule shall apply notwithstanding any other provisions to the contrary in these Rules.

9.27 General Rules & Regulations of Computer Lab

- 9.27.1 Students are not allowed to open, move or swap any computer and equipment in the computer lab. Any problem must be reported immediately to our System Support Staff or call our personnel.
- 9.27.2 Students must keep the computer lab clean and tidy at all times.
- 9.27.3 Students are required to scan all their thumb drives or portable disk storage for any computer viruses before plugging them into any computers.
- 9.27.4 Copying or installing software (licensed, unlicensed, shareware and freeware) is not allowed. Students are also not allowed to take any course materials such as manuals, posters, media or devices out of the computer lab. Such action will be viewed as theft and subject to severe disciplinary action.
- 9.27.5 Any lost and found items in the computer lab must be promptly handed over to the library. Students should obtain an acknowledgement note upon surrendering the loss and found items.
- 9.27.6 If students are caught pilfering peripherals from the computers, they will be sent to the Disciplinary Action Committee for disciplinary action and their user account in all online services will also be terminated.

9.28 Accommodation Rules

Students must obey KTP accommodation rules.

9.29 General Rules & Regulations of Library

- 9.29.1 Library opening hours, as determined from time to time, will be posted on the Library's notice board and main entrance.
- 9.29.2 Users are required to display their matric card throughout their stay in the library.
- 9.29.3 Users must be formally and decently attired as defined in the Institute Dress Code.
- 9.29.4 Only reading and writing materials can be brought into the Library. Other materials such as bags, umbrellas, parcels, crash helmets, etc., are not to be brought into the library. Such articles may be left in the bag rack provided close to the entrance of the Library. Library management accepts no responsibility for loss of any of these items.

- 9.29.5 Users are not allowed to use mobile phones in the library. Silence is strictly observed.
- 9.29.6 Smoking, eating and drinking is strictly prohibited inside the library.
- 9.29.7 Users are required to conduct themselves properly and give cooperation to create a pleasant atmosphere in the library conducive for study and research.
- 9.29.8 Mutilating or stealing Library materials/properties are liable to strict disciplinary action.
- 9.29.9 Users are not allowed to remove or change the placement of chairs, tables or any other furniture in the Library.
- 9.29.10 The Library accepts no responsibility for the loss of personal belonging(s) left unattended.
- 9.29.11 Users may be required to show all books and items they carry for inspection at the exit gate before leaving the Library. This is especially so when the exit gate's alarm rings.
- 9.29.12 If users violate the above rules, they could face one of the following consequences below:
 - 9.29.13 They will be asked to leave the library.
 - 9.29.14 They will not be allowed to enter and use the library facilities.
 - 9.29.15 They will be suspended of their borrowing eligibilities.
 - 9.29.16 They will be referred to the Student Discipline Unit (The Student Affairs Office).
 - 9.29.17 Library Authority may amend Library Rules and Regulations as and when necessary.
 - 9.29.18 Students must obey all KTP library rules.

H. GROUP ACTIVITIES

9.30 Gatherings

- 9.30.1 All planned gatherings must obtain prior written approval from KTP. The gathering must adhere to the rules and requirements set by KTP and any planning, facilitating, organizing, attending or joining any gathering or meetings on campus premises that have not been granted approval by the KTP or picketing or demonstrating without approval in KTP Campus or Premises shall tantamount to an offence.
- 9.30.2 No student, and no organization, body or group of students shall, without the prior permission of the Head of Academic or of a person authorized in writing to grant such permission, organize convene or call, or cause to be held, organized, convened or called, or be in manner 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 KTP Campus on any land or in any building belonging to or under the possession or KTP or used for the purpose of KTP.

9.30.3 In granting the permission referred to in paragraph 8.30.1 (ii) the Head of Academic or the person authorized by him to grant such permission may impose such restrictions, terms or conditions in relation to the proposed assembly.

9.30.4 No student shall knowingly attend or participate in an assembly held in contravention of paragraph 8.28.2 or 8.28.3.

9.31 Student Activities

9.31.1 All students' group activities must originate through student organizations which are recognized by KTP.

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

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

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

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

9.31.6 Students are not allowed to participate in any anti-government activities or anti-KTP activities.

9.32 Relations With External Bodies (Not Part Of KTP)

9.32.1 Student must adhere to clause 47 (1) of the IPTS (Private Higher Learning Institutions) Act 1996 that prohibits:

i. An individual, while being a student of a private higher learning institution, from becoming a member or having alliances with political party, labor union, establishment, association, organization, body, unless permission has been granted by the Chief Registrar of the IPTS.

a) Whether or not it was established under any law and

b) Whether in or out of Malaysia

ii. Establishments, associations, organizations, bodies or groups of students of private higher learning institutions from having alliances or any other relations with any political party, labor union, organization, body or group, unless permission has been granted by the Chief Registrar of the IPTS:

a) Whether or not it was established under any law and

- b) Whether in or out of Malaysia
- iii. 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:
 - a) Showing support or sympathy to or objections against any political party or labor union or
 - b) Showing support or sympathy to an illegal establishment. Association, organization, body or group.

9.33 Illegal Groups

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

I. PUBLICATIONS

9.34 Document Publication

9.34.1 A student and an establishment, body or student group cannot publish, share or distribute any documents within or outside the campus without prior written approval from the KTP.

9.34.2 A student is not allowed to do live or recorded broadcasting illegally.

9.34.3 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 KTP or KTP Residents.

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

9.34.5 No student, and no organization, body or group of students, shall:

- i. Make or cause to be made or do any act towards making or causing to be made; or
- ii. 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
- iii. 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.

9.34.6 No student and no organization, body or group of students shall publish distribute or circulate any document within or outside KTP Campus provided however the Dean or its representative authorized in writing, may give the consent for such publication subject only to the conditions that may be imposed as the Dean or its representative deems fit for such particular consent.

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.

9.35 Other Matters

9.35.1 Students are not allowed to conduct any business activities within campus premises without prior approval.

9.35.2 Students are obligated to report an illness that is contagious and dangerous, to the Medical Officer of KTP. Failure to do so shall tantamount to a breach of this Code.

9.35.3 Students shall not hinder or disturb any teaching, learning, research, administration or any activities that are being conducted under the directive or with the approval of KTP.

9.35.4 Any act of contravention 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 tantamount to an offence under this Code. In furtherance thereof, any act by any student that may in any reasonable person's opinion is uncommon with the natural act of any reasonable person shall also be determined as an offence under this Code.

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

9.36 Compoundable Offences

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

- i. Attire
- ii. Personal hygiene and grooming
- iii. Smoking
- iv. Making noise that could cause disturbance
- v. Campus cleanliness
- vi. Student pass
- vii. Traffic

□ Shall subject to a compoundable offence

9.36.2 KTP 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 KTP Authorities.

9.36.3 For the purpose of immediate compounding by KTP Authorities regulated above, all compounds issued by any of the KTP Authorities shall be made via a prescribed form and upon issuance of such containing details of the offender, nature of the offence, time and date, the student or offender so compounded shall acknowledge such form and pay to KTP Authorities the prescribed fine.

9.36.4 In the event the student shall be a repeat offender of any of the compoundable offences or that the student shall be an offender to any of the compoundable offences for more than 3 times, the student shall be referred by KTP Authorities to the DAC.

10.0 PRINCIPLE FOR DETERMINING WRONGDOING

In determining whether a wrongdoing has been proven or not, the principle of “innocent until proven guilty” is used.

11.0 PROCEDURES FOR DISCIPLINARY ACTION

When Chairman of the Disciplinary Action Committee (DAC) receives a report from any KTP Authorities or Examination Secretariat or Police or others (incident report) regarding a disciplinary misconduct or a violation of any rule or finds that a student has committed an offence, the DAC shall immediately inform the Disciplinary Action Committee Secretariat (DACS) to record such report. DAC shall reside to ascertain the type of offence, whether minor or serious major.

11.1 Disciplinary Action Procedures For Misconduct

11.1.2 When the DAC has established a prima facie for disciplinary misconduct case by a student, the DAC shall decide the category of the offence.

11.1.3 In the event the offence is an offence compoundable under section of this Code, the DAC may immediately decide or impose appropriate sanction, subject always to the guilty plea by the offender.

- 11.1.4 However, in the event the offence is such that it is not compoundable, the DAC shall instruct the DACS to issue a letter to the said alleged offender and/or student to attend the DAC hearing. If the alleged offender shall plead guilty then an appropriate sanction will be imposed. If the said student shall plead not guilty then the case shall proceed to a trial.
- 11.1.5 DACS shall notify the alleged offender the time and date for the trial and shall act as secretary and recording officer during the trial.
- 11.1.6 If the accused/student does not attend the hearing or questioning session when asked to do so, the session will be proceeded without the student.
- 11.1.7 In a DAC hearing session, the accused student has the right to bring any evidence, witness, a friend or a representative from the Student Representative Council to help him/her in the questioning session. The accused student or his/her assistant must be given the opportunity to question any witness on his/her own behalf or on behalf of the accused student. No document testimonials can be used against the accused unless he/she had already been given a copy of the document or had already been granted access to it. The chairman of the Disciplinary Action Committee must ensure that the panel proceedings are conducted in an amicable manner.
- 11.1.8 The accused student shall be granted a grace period of 1 week after the decision made by the DAC to appeal regarding the matter to the Appeal Committee.
- 11.1.9 The Appeal Committee may reconsider the decision made by the DAC to re-classify the misconduct from a minor to a major offence or vice-versa if there are valid reasons.
- 11.1.10 To do so and/or reconsider the decision for the punishment and/or the outcome of the trial.
- 11.1.11 Notwithstanding herein stated, in the event the charge for the alleged offender indicates the punishment of suspension or dismissal, the findings by DAC of the trial shall be forwarded to the Appeal Committee (AC). AC may proceed with the recommendation of the DAC or otherwise recall all proceeding records for examination and recall witnesses and the DACS for confirmation.
- 11.1.12 Upon satisfaction there from, the AC shall decide either to dismiss or to recommend other punishment to DAC. All of the AC's findings and decision shall be recorded by the Disciplinary Appeal Committee Secretariat (DAS).
- 11.1.13 In the event AC shall endorse the recommendation of DAC or the AC is satisfied that the punishment for such offence by the alleged offender shall be dismissal, AC shall instruct DCS to immediately issue a suspension or dismissal and/or expulsion notice to the offender.

11.2 Disciplinary Action Procedures For Misconduct

For the procedures for the offences stated below, the following steps will be taken in addition to the existing procedures for disciplinary action.

When a student or DAC Secretariat receives a statement of acknowledgement from any KTP Authorities or Examination Secretariat or Police or others that there is strong evidence that the accused student had committed the offence, the College can immediately suspend the student from all activities for one (1) week, while waiting for the case to be brought to the DAC and for a decision to be made on the punishment. The DAC must convene and come to a decision as quickly as possible after the one (1) week suspension period. If the student is convicted, the mandatory punishment which is expulsion from the College should be recommended or issued to The Appeal Committee (AC).

The Cases that Fall under this Category Are:

- 11.2.1 Indecent Behavior
 - To be pregnant or cause pregnancy out of wedlock.
- 11.2.2 Actions That Endanger own Life or Life of Others
 - Does anything that endangers the life and safety of his/her own or others.
- 11.2.3 Use of Violence
 - i. 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.
 - ii. Involved directly or indirectly in any ragging or bullying or abusive activities or anything similar to it within or outside the campus.
 - iii. Employ violence, attack or threaten to attack or cause injury or threaten to cause to injury to any KTP residents or non-residents within the KTP premises.
 - iv. Rioting or behaving wildly or quarrelling or fist fighting or fighting or using physical violence on any KTP residents anywhere or on non-residents within KTP premises.
 - v. Outrage the modesty or attempt to outrage the modesty of, any party within the campus premises or KTP residents anywhere, or non-residents within the campus premises.

11.2.4 Drugs and Poisons

- i. Possesses or supervises or is control of any drugs or poisons. Drugs are defined according to the Dangerous Drugs Act 1952.
- ii. Gives, supplies, distribute or offer or make preparation to give, supply, distributed or offer any kind of drugs or poisons to any person.

11.2.5 Weapons and Dangerous Substances

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

11.2.6 Demonstration

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

11.2.7 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.

11.2.8 Police Case

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

12.0 DISCIPLINARY ACTION

12.1 For misconduct classified as a minor offence, the DAC can issue the following actions:

12.1.1 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.

12.1.2 Reference to Counselor

The DAC can refer the student to the Counselor for a counseling session if they feel that the student requires monitoring.

12.1.3 Fine / Penalty

The DAC can impose a penalty on a student according to the Penalty Amount which is approved by the KTP. (Refer to Penalty System)

12.1.4 Hostel Removal

The DAC can revoke the student rights to use the residential facilities.

12.2 For Misconduct Classified as a Major Offence:

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

12.2.1 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 DAC will state the amount of the fine, which the student should pay within the set period.

12.2.2. Payment for cost of damages caused to the campus facilities or to a third party that is claiming from the campus.

The DAC will decide on the compensation amount after examining the said damages.

12.2.3 Withdrawal of usage rights to KTP facilities

The DAC will state the period and the terms of withdrawal of usage rights to any or all of the facilities provided by KTP.

12.2.4 Community service not exceeding 100 hours

The DAC will decide on the total number of service hours based on the degree of seriousness of the offence committed by the student.

12.2.5 Suspension from the KTP academic programmed

The DAC will decide on the period and type of suspension from the KTP academic program

12.2.6 Expulsion from KTP

Expulsion is defined as the complete removal from the KTP academic program, which means that the affected student can no longer continue with his/her study at KTP or join in any activities that are conducted in KTP. For this dismissal and suspension cases, the DAC must recommend the case to Appeal Committee.

13.0 APPEALS AGAINST DISCIPLINARY ACTION

13.1 A student who is not satisfied with the disciplinary action or punishment served on him by DAC can appeal in writing to the CEO within 7 days from the date of receipt of the letter conveying the decision.

13.2 A student who is not satisfied with the disciplinary action or punishment (suspension and dismissal) served on him by DAC can appeal in writing to the CEO of KTP within 7 days from the date of receipt of the letter conveying the decision.

13.3 When an appeal is received by the CEO, he/she must instruct the Appeal Committee Secretariat to prepare all supporting documents related with the case and conduct the appeal meeting within 5 working days.

- 13.4 The CEO will make a decision based on the recommended review by the Appeal Committee on the previous punishment.

The decision made by the Appeal Committee is final.

COLLEGE OF TECHNOLOGY PERAK

LIST OF DISCIPLINARY OFFENCES, CATEGORIES AND ACTIONS TO BE TAKEN

NO	DISCIPLINARY OFFENCE	CATEGORY	PENALTY
1	Littering	1	Fine RM25
2	Late for class	1	Verbal warnings, written warnings, fine RM50
3	Failure to record Exit/Entry Records in hostel	1	Fine RM50
4	Use of gas –cookers in hostel rooms	1	Fine RM50
5	Remaining outside hostel after 10p.m. without permission	1	Fine RM50
6	Eating or cooking of non-halal food in hostel	1	Fine RM50
7	Eating and drinking in class	2	Fine RM 100
8	Misbehavior in and out of college	2	Fine RM100
9	Using hand phones in class/college	2	Confiscation and fine RM100. Hand phone returned upon payment of fine.
10	Absence from mandatory official functions without permission	2	Fine RM100
11	Absence from classes for more than 3 days	2	Written warnings, Barring from exams. Excessive absence may result in suspension or termination.
12	Sleeping out of hostel without permission	2	Fine RM100 per offence. No permission to sleep out for 3 months.
13	Rude behavior(based on written complaint)	2	Fine RM100
14	Causing noise, disruption in college or hostel (based on written complaint)	2	Fine RM100
15	Dirty, unkempt hostel units	2	Fine RM100
16	Damaging any part of the hostel unit	2	Payment for repairs/Maintenance Fine RM100
17	Organizing parties, social gatherings in units without permission	2	Fine RM100

18	Smoking in uniform/hostel unit	2	Fine RM200
19	Riding motorcycles without helmets	2	Fine RM250
20	Abetting to immoral relationships with fellow students/outside that would tarnish image of college	3	Fine RM250, suspension or expulsion
21	Absent from clinical posting 1 day 2 days 3 days 4 days 5 days and above	3	RM50 RM100 RM150 RM200 RM300 and to be barred from OSCE
22	Cheating during exams	3	Fine RM500 suspension or expulsion
23	Pregnant during study period	3	Fine RM500, suspension or expulsion
24	Sexual Misconduct including sexual harassment	3	Fine RM500, suspension or expulsion
25	Immoral Interaction	3	Fine RM500, suspension or expulsion
26	Sleeping out of hostel without permission for more than 5 days	3	Fine RM500, suspension or expulsion
27	Loss of clinical posting log book	3	Fine RM500
28	Changing rooms without prior permission	3	Fine RM500
29	Using drugs	3	Expulsion, fine RM500 and Legal Action
30	Criminal offence in or out of college	3	Expulsion, fine RM500 and Legal Action
31	Involved in fights/ gang fights	3	Expulsion, fine RM500 and Legal Action
32	Stealing	3	Expulsion, fine RM500 and Legal Action
33	Rape, molesting, flashing	3	Expulsion, fine RM500 and Legal Action
34	Watching, having in possession, distributing obscene articles, etc	3	Expulsion, fine RM500 and Legal Action
35	Intoxication	3	Expulsion, fine RM500 and Legal Action
36	Installing illegal Computer Software	3	Expulsion, fine RM500 and Legal Action
37	Involved in political activities	3	Expulsion, fine RM500 and

			Legal Action
38	Forging documents/certificates/MC/class attendance/Student ID	3	Expulsion, fine RM500 and Legal Action
39	Gambling in and out of college	3	Expulsion, fine RM500 and Legal Action

Payment of fines

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. Students who have accumulated fines of RM500 and above will have to pay for hostel fees amounting to RM100 a month.

Consequence of failure to pay fine

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.