

**Third Edition**

**First Print, April 2021  
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**Discipline Unit  
Student Development and Community Networking Division  
Selangor University**

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**FOREWORD | PRESIDENT & VICE CHANCELLOR, UNISEL**

Alhamdulillah, my highest gratitude to Allah SWT because with His permission , the Third Edition of the University Selangor Student Disciplinary Rule Book, First Print, 2021 Edition was successfully published. Congratulations to the Student Development and Community Networking Division (HEP) for their hard work and commitment for producing this book.

This book is published as a guide and reference for all students of Selangor University. It is hoped that this handbook will help students know more clearly the latest rules of student discipline and rules in the Residential College practiced at Unisel.

To the Unisel management, I would like to express my greatest appreciation to the HEP Deputy Vice Chancellor, Prof Madya Dr. Hamdan Bin Dato' Mohd Salleh and the Dean of HEP, Tn. Hj. Amidi Bin Dato' Abd Manan from the Student Development and Community Networking Division for the effort to prepare the Student Disciplinary Rule Book together with the Residential College Rules. I hope this rule book will be put to good use by all the students as well as produce successful and disciplined students.

Thank you.

**PROF. DATO' DR. MOHAMMAD REDZUAN OTHMAN**

President and Vice Chancellor

**FOREWORD | VICE PRESIDENT & PPJK DEPUTY VICE CHANCELLOR, UNISEL**

Alhamdulillah. Thank you to Allah S.W.T for the publication of the new edition of the 2021 Student Rules and Discipline Book. Congratulations and thank you to all for making it possible for the publication of a book that in my opinion is very important in producing *Budiman* Students, *Idaman* Students.

Of course, this book is a manifestation of Unisel's efforts in improving the existing rules to ensure that Unisel students remain of excellent character and are able to become future leaders. Rules are designed to make Unisel students excel inside and outside of the lecture hall.

This book is not intended to intimidate and not merely to punish the students. Rules and punishments must be there, of course as a reminder because every act, of course has limits and boundaries. It is an effort from part of *Budiman's* policy in terms of setting disciplinary and test-resistant elements in character education for all Unisel students.

Let me quote from Buya Hamka:

*"Laws of manners and decency form the independence of work. The laws of reason form the independence of thought. By increasing the intelligence of the mind, the independence of thought becomes more pure."*

Therefore, I am very confident that this effort is holistic and inclusive in producing unique Unisel students on the axis of the Cultural Vision, which is Life, the Best and Sure to Succeed. In sha ALLAH.

Thank you.



**PROF. MADYA DR. HAMDAN BIN DATO' MOHD SALLEH**

Vice President & Deputy Vice Chancellor

Student Development and Community Networking Division (PPJK)

**FOREWORD | DEAN OF PPJK, UNISEL**

Assalamu'alaikum and Greetings *Budiman* Students,

Discipline is one of the elements in education and character building of students. It is not merely a punishment but more of a method of teaching and educating character.

The Student Development and Community Networking Division place great emphasis on the students' character that contributes towards well-being at various levels. Therefore, the rules contained in this rule book are expected to be able to produce the students' character as intended.

I would like to express my appreciation to all parties involved in reviewing, researching, compiling and ensuring the successful publication of the Disciplinary Rule Book and the College Policy Book.

The PPJK Division would also like to express its appreciation to all the Executive Managements led by Dato' Vice Chancellor who together provided ideas and views to make UNISEL students as *Budiman* Students, *Idaman* People.

Finally, I express my gratitude to Allah and hope that this small effort can be counted as a pious deed in the effort to educate the young generation.

Thank you.



**HAJI AMIDI BIN DATO' ABDUL MANAN**

Dean

Cum, Chairman of the Student Disciplinary Committee

Chairman of the Student Disciplinary Committee

## **BASIC CONCEPTS OF *BUDIMAN* STUDENTS**

This policy has been approved by the 180th Executive Management Committee for the, Bil. 17/2019 on 11 Jun 2019 and brought to the 172th Senate, Bil 07/2019 dated 24 Jun 2019. Student Development Policy, according to Siddiq Fadzil (2012), refers to a gentleman as a strong and dense concept with the values like excellence of character, knowledgeable and moral, religious and moral, wise and caring. Therefore, students that are formed have an intact and balanced character.

The Student Development Policy will be implemented with reference to the three main frameworks as follow:

- a. *BUDI*
- b. ROOTING SOCIETY
- c. *TAHAN UJI*

### ***BUDI***

Student Development Policy will be embraced through the application of a strong concept of kindness, dense with the values of character excellence like intact and balanced as well as centered on the meaning of kindness and culture as follow:

#### **Discretion**

Wise thinking, polite, thoughtful and authoritative with knowledge, religious, and caring. Prioritize wisdom in making judgments and decisions based on true knowledge.

#### **Manners**

Respectful, friendly and polite in communicating with the community as well as effectively convey messages in various mediums in an orderly and civilized manner.

#### **Character**

Manners, attitude, behavior, and good moral to strengthen identity as an agent that nurtures human values through community work.

#### **Cultivation**

Self-resilience as the axis which distinguishes between ordinary students and students who are truly alive, amazing and successful.

## **ROOTING SOCIETY – SOCIAL CONCERN**

This thrust is based on the National Social Policy, social development based on noble values and the enhancement of human capacity to achieve social cohesion and stability, national resilience and the well-being of a developed and stable Malaysian society. Every member of society has the opportunity to develop their potential optimally in a healthy social environment based on the characteristics of a united, resilient, democratic, moral, tolerant, progressive, caring, fair and just.

The UNISEL CAKNA agenda is known and felt by the community. Therefore, it's branding needs to be expanded through SIX forms of activities. To achieve this agenda, the following are the priorities that need to be given:

**A. UNISEL Volunteers**

Encourage student involvement in volunteer activities at campus, state, national and international levels. Training and exposure are provided to students through collaborations with non-governmental organizations (NGOs) to identify community problems and offer innovative solutions.

**B. Community Service**

Encourage students who take University Subjects (MPU) courses to be involved in community engagement activities in synergy with stakeholders, especially in the state of Selangor.

**C. Student Devotion**

Short-term programs to reach out to rural and urban communities by implementing various activities that give a positive impact on the target community.

**D. *Cakna OKU***

Encourage activities centered on concerns related to issues and problems of people with special needs (OKU).

**E. Social Entrepreneur**

Encourage programs among students to engage in the field of entrepreneurship centered on social innovation solutions.

**F. Community Service**

Regular and/or long-term activities begin with training and guidance for students and staff to produce social activists. Target selection is selective based on local needs and university expertise.

**G. Parenting Module**

Students will be given the basics of parenting and family knowledge to prepare the mind to face the challenges of family life, balancing work commitment in the office and responsibility for the development of children and relationships with spouses.

## SOURCE OF POWER

- i. Private Higher Education Act 1996 (Amendment 2012)
- ii. Universiti Selangor Senate
- iii. Universiti Selangor Executive Management Committee Meeting
- iv. Budiman Student Basic Book, June 2019
- v. Academic Rule Book, Fourth Edition, First Print, April 2020
- vi. Disciplinary Rule Book, Seventh Edition, 2018
- vii. Student Development and Community Networking Management Committee
- viii. Universiti Selangor Student Residency Management Committee

## STUDENT AFFAIRS OBJECTIVE

Subjected to the Universiti Selangor Disciplinary Rules, the Student Affairs Division is responsible for the following aspects:

- a) Development of student personality excellence in line with the vision and mission of UNISEL to produce *Budiman* Students, Ideal Human.
- b) To ensure the quality of service delivery and student welfare management is managed professionally, efficiently, and effectively.
- c) Strive to ensure that all students obtain conducive and comfortable housing services throughout their studies at UNISEL.
- d) Perform any other functions and take such actions necessarily in properly carrying out the duties under UNISEL regulations.
- e) To ensure that the policy is implemented in an inclusive and holistic manner in line with UNISEL's desire to produce *Budiman* students.

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## **1.0 DEFINITION**

In this rule book, the following are details of the definitions unless the context requires otherwise:

"Vice Chancellor" means in relation to a University, also means the Vice-Chancellor, President, Rector or Director of that University including any other person by any title mentioned, appointed as the Chief Executive Officer of that University and "Deputy Vice-Chancellor" shall be construed accordingly.

"University" means any person or group authorized to act on behalf of the University of Selangor.

"Campus" means the Selangor University Campus in Bestari Jaya and Shah Alam including all residential colleges and University buildings.

"Authorized Personnel" means any person or group duly assigned to act on behalf of Selangor University.

"Student" means a registered student, other than a student at a University or University College, who pursues a course of study, teaching, training or research of any description at the preparatory, undergraduate, postgraduate or doctoral level on a full-time or part-time basis in, by or from a University or University College, and includes distance learning, off-campus, exchange and non-graduate students.

"Officer" means any person who holds a position at the University of Selangor or in a body which is an authority of the University, whether the position is a voluntary post, or to obtain a target or otherwise.

"Scholarship Students / Sponsored Students" includes any student who is studying on a scholarship, bursary, loan, sponsorship, paid or unpaid leave, or on a grant or any other facility, from any government, institution, statutory authority, trade or business organization or another body.

"Resident Students" means a student residing in a residential college.

"HEP" means the Student Development and Community Networking Division (Hal Ehwal Pelajar).

"Staff" means an employee or any staff of the University.

"Residential College" means any accommodation provided by the University for the residence or accommodation of students.

"Principal of Residential College" means staff appointed by the management of the University to lead the overall management and strategic planning of all Residential Colleges.

"Vice Principal of Residential College" means staff appointed by the management of the University to assist the Principal in the management and strategic planning of all Residential Colleges.

"College Manager" means the head responsible for the operation and management of the Residential College.

"Assistant College Manager" means assisting the College Manager who is responsible for the operation and management of the Residential College.

"College Fellow" mean academic staff/university officers appointed by the University to assist in the personal development of Residential College residents.

"Residential College Staff" means university staff appointed by the University to assist in the administration and operation of the Residential College.

"Resident" means a student registered to stay at the UNISEL Residential College.

"Student Representative Council (MPP)" means an association consisting of registered undergraduates or college students elected through campus elections representing all university students.

"College Representative Council (MPK)" means an association consisting of Residential College Block Heads registered as Residential College residents selected and appointed by UNISEL Residential College Fellows in each cluster to represent all residents in UNISEL Residential Colleges.

"Traffic Directions" means any order, instruction or direction given by an authorized person to any person using the roads or a vehicle within the Campus.

"Residential College" means any residency facility by any name provided by the University for the accommodation of students.

"Courtroom" means a room provided for the purpose of conducting disciplinary proceedings generally or for the purpose of specific disciplinary proceedings.

"Drugs" means any drug or substance currently listed in the First Schedule to the Dangerous Drugs Act 1952 [Act 234].

"Traffic Signals" including signals, warning signposts, command posts as well as signals, signs or devices erected or provided on or near a road for the knowledge, guidance or indication for people using the road.

"Gambling" means playing any game of chance, or a combination of the game of chance and skill, for money or value of money, and includes any bet, any wager or any lottery.

"Vehicle" means a structure which can be moved or propelled by mechanical machinery contained in the body of the vehicle and constructed or adapted so that it can be used on the road, also includes any vehicle towed by a motor vehicle whether or not part of the vehicle towed overlaps on the motor vehicle that pulls it.

"Lying" includes cheating.

"Alcoholic Beverage" means any liquor having any alcoholic strength.

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

"Examination" includes any manner or method of assessment which results in marks or grades being awarded for a particular course or part of a particular course.

"Disciplinary Proceedings" means disciplinary proceedings under the UNISEL student disciplinary regulations.

"Disciplinary Committee" means the Deputy Vice-Chancellor of HEP or, any member of staff, officer or employee of the University, delegated by the Deputy Vice-Chancellor of HEP with disciplinary power or duties.

"Disciplinary Appeals Board" means the Vice-Chancellor with any officer having the power to review, change or revoke a decision or conclusion made by the disciplinary committee.

## 2.0 GENERAL RULES

### 2.1 General Prohibitions

A student **cannot**:

- b) Conducting it's business whether on or off campus in any manner that may be damaging or harmful:
  - i. The interests, well-being or the University's name, any students, staff, officers or employees of the University; or
  - ii. Public order or safety, morals, decency or discipline.
- c) Violate any provision of any written law, whether on or off campus.
- d) Interfere with teaching, studies, research, administrative work, or any activities conducted & authorized by the University.
- e) Prohibit, obstruct or interfere any officer or employee from carrying out their duties.
- f) Prohibit, prevent, or interfere with any student from attending lectures, class tutorials or participating in any lawful activity.
- g) Organize, incite or participate in the boycott of any examination, lecture, tutorial, class, or other lawful activity conducted by or under the direction or with the permission of the University; either orally or in writing.
- h) Damaging, altering, interfering, removing or in any way dealing with any material, object, article or property within the University.
- i) Doing or causing any act in campus, as to cause any obstruction, inconvenience, annoyance, loss or damage to any person within the University.
- j) Violate any instructions or requirements of the University Librarian, members of the library staff or other library employees in respect of the use of the library, books and other facilities in the library.
- k) Violate any instructions or requirements of an authorized person regarding the use of any laboratory, laboratory equipment, appliances or materials, and other facilities in the laboratory.

### 2.2 Organizing An Assembly

- a) No student, organization, body or group shall, without the prior permission of the Vice Chancellor, hold, organize, call or in any way, engage in procuring, organizing, or calling, or cause to hold, organize, or call, or in any way engage in doing any act to hold, organize or call, any assembly of more than five people in any part of the campus or on any land or in any building owned by or under the possession or control of the University or used for the purposes of the University.
- b) In granting the permission mentioned in the UNISEL student disciplinary rules; the Vice Chancellor may impose any restrictions, terms, or conditions deemed necessary or appropriate.
- c) No student may attend or participate in an assembly held in violation of the UNISEL student discipline rules.

### **2.3 Speakers**

- a) No student, organization, body or group shall possess, or have in possession, custody or control of a student, organization, body or group, for the purpose of public speaking, any loudspeakers or other similar devices without prior approval from the Vice Chancellor.
- b) In granting approval in the UNISEL student disciplinary rules, the Vice Chancellor may impose any restrictions, terms, or conditions deemed necessary or appropriate.

### **2.4 Banners**

No student, organization, body or group may:-

- a) Make or causes it to be made; or does any act to make or causes it to be made.
- b) Waving, displaying, showing or in any way using or causing it to be waved, displayed, shown or in use; or
- c) Possess or have in possession, custody or control of students, organizations, bodies or groups, any flags, banners, placards, posters, emblems, or other devices that are undisciplined, disorderly, disobedient or in violation of these rules.

### **2.5 Publishing, Documents and More**

- a) No student, organization, student association, body or group, without prior permission of the Vice Chancellor, may publish or distribute any document on or off campus.
- b) In granting permission under the UNISEL Student Disciplinary Rules, the Vice Chancellor may impose such restrictions, terms or conditions as deemed necessary or appropriate.
- c) The permission required under this rule shall be in addition to any license, permit or any other form of authorization required under any written law.

### **2.6 Off-campus Student Activities**

- a) No student, organization, body or group shall conduct or participate in any off-campus activities that directly or adversely affect the University or that are detrimental to the interests of the University.
- b) The Vice Chancellor may issue guidelines with respect to activities detrimental to the interests of the University.

### **2.7 Students Involved in Work and More**

- a) No student shall, on or off campus, engage in any employment, study, business, trading or other activities, whether on a full-time or part-time basis without obtaining management permission.
- b) Students must inform the management.

## **2.8 Representatives in Relation with the University**

- a) No student, organization, body or group, may, without the approval of the Vice Chancellor make any representation or any other communication, whether orally, written or in any other manner, to any public officer, the press or the public in the course of a lecture, speech or public statement or in the course of any broadcast by sound or picture relating to a matter relating to the University or with a staff or student of the University, or in connection with himself in his capacity as a student in the University.

## **2.9 Student Objections Against the Admission of People into the Campus**

- a) No student, organization, body or group, shall make any objection, whether orally, written, or any other manner, of the admission, attendance, prohibition or expulsion of any person, body or group from campus.

## **2.10 Gambling in the Campus**

- a) No student, organization, body or group shall organize, manage, conduct or assist in the organization, management, trading, lottery or betting on campus.
- b) Prohibitions in the UNISEL Student Disciplinary Rules do not apply to any gambling, trading, lottery or betting on campus that is organized, managed or conducted by the University in accordance with any written law.

## **2.11 Drinking and Storing Liquor**

- a) No student shall, on campus, drink or store in his possession, custody or control any liquor or alcoholic drink which can cause intoxication.
- b) Any student who is found to be intoxicated or behaving inappropriately under the influence of alcohol on campus is committing a disciplinary offense.

## **2.12 Pornographic Material**

- a) No student can, in campus, have in possession, custody, or control any obscene material.
- b) No student, organization, body or group may distribute, exhibit, or in any way participate in the distribution or exhibition of any pornographic material on campus.
- c) A student shall be deemed to be distributing or displaying any obscene material, regardless of whether the distribution or display is to one person only or more than one person also whether or not the distribution or display is for any other reply.

## **2.13 Drugs or Poison**

- a) No student shall have in his possession, control or care of any drugs or poison.
- b) No student shall give, supply, hold or offer, or intend to give, supply, hold or offer any poison to any person.
- c) No student shall eat any drug or poison by mouth, suck, injected into the body or any other manner.

- d) Nothing in this rule shall be deemed to prohibit a student from undergoing any treatment or under the prescription of a medical practitioner registered under the Medical Act 1971 [Act 50].
- e) Any student found to be under the influence of any drug is committing a disciplinary offense.
- f) The Vice Chancellor may require a student suspected of drug addiction to undergo a urine test.
- g) If a student refuses to submit himself to undergo the test mentioned in the UNISEL student disciplinary rule, he is committing a disciplinary offense.

#### **2.14 Cleanliness in the Campus**

- a) A student shall not do anything which may affect the cleanliness and tidiness of a student's residence in campus or any residential college, hall, lecture, street, any part of the campus, or other buildings within the campus.

#### **2.15 Making Noise**

- a) A student shall not make any noise or cause any noise to be emitted in any way, if such noise causes or is likely to cause anger or disturbance to any person on campus.

#### **2.16 Examination on Students Suspected of Having Mental Disorders**

- a) The Vice Chancellor may require a student suspected of having a mental disorder to undergo a medical examination by a qualified medical practitioner.

#### **2.17 Accommodation in Campus**

- a) No student shall use or cause to use any part of the building within the campus as a residence except the accommodation provided for him in a residential college by the University.

#### **2.18 Entering Prohibited Sections and Buildings in Campus**

- a) A student shall not enter any part of the Campus or any part of any building within the Campus or any building within the Campus where the entry of students is prohibited.

#### **2.19 Possesing/ Smoking/ Storing Cigarettes or All Types of Electronic or Non-Electronic Devices**

- a) The entire University area is a non-smoking area under Regulation 4, Tobacco Products Control Regulations (Amendment 1997).
- b) Students are prohibited from possessing, have in possession or distribute any type of cigarette/ electronic/ non-electronic cigarette device/ tobacco/ its equipment/ storage container and anything construed as such.

## **2.20 Disobedience**

- a) If a student violates any instruction or requirement given or made by an officer or employee of the University authorized to give or make instructions on campus, the student is committing a disciplinary offense.

## **2.21 Stealing**

- a) Being a person or group committing damage and theft in the area of the University of Selangor whether to be owned, sold or given to a third party.
  - i. Dishonestly accepting property that has been stolen or knowing it was stolen.
  - ii. Assist in the concealment or disposal of property or items that have been knowingly stolen.

## **2.22 Information Technology System Security**

- a) Students are prohibited from committing or abetting any form of intrusion or attempting intrusion into the University information system.

## **2.23 Immoral Actions**

- a) Students are strictly prohibited from committing immoral acts and acts that may lead to sexual intercourse, unnatural sexual conduct or any such misconduct.
- b) Students are also prohibited from engaging in any written material, photo or video recording that is considered immoral and indecent, whether as a writer, recorder or the person being recorded.

## **2.24 Convicted of Criminal/Syariah offenses in Court or the Syariah Court**

- a) Students are prohibited from committing any act that may tarnish the University's name or being involved in any criminal proceedings in the Civil Court and/or the Syariah Court.

# **3.0 ACADEMIC RULES**

*(Read with the Academic Rulebook, UNISEL)*

## **3.1 Attending Lectures**

- a) If a student is required to attend any lecture, tutorial, class or others related to his course of study, he cannot not attend any lecture, tutorial, class or others related to his course of study without the prior permission from either the Dean of Faculty or School, the Head of Academics, the Institute, or the Director of the Center, as the case may be.
- b) If circumstances do not permit prior permission to be obtained, the student shall, as soon as practicable thereafter, satisfy the Dean/ the Head/ the Director, as the case may be in respect of his absence.

## **3.2 Restrictions on the Use of Lecture Texts**

- a) Subject to subrules b), a student shall not use the text of any lecture or instruction delivered to him at the University except for purposes in accordance with his course of

study, in particular he shall not make copies in any way of all or any part of the text for the purpose of publication or distribution, whether for payment or not.

- b) Nothing in this rule shall be deemed to limit the discretion of the Vice Chancellor to issue guidelines to allow a student, organization, body or group, to make copies of the text from any lecture under his control and direction. The Vice Chancellor/ the Dean of the Faculty/ the Head of the Academy or Institute/ the Director of the Center may impose in the guidelines such terms and conditions as he deems necessary or appropriate in respect of the reproduction of the text from any lecture or teaching.

### **3.3 Prohibition of Plagiarism**

- a) Students may not plagiarise any idea, writing of data or an invention of another person.
- b) For the purpose of this method, plagiarism includes:
  - i. The act of taking and idea, writing, data or invention of another person and claiming that the idea, writing, data or invention is the result of his own findings and invention; or
  - ii. An attempt to show or the act of showing, in any way, that he is the original source or creator of an idea, writing, data or invention that is in fact taken from another source.
- c) Without affecting the general meaning of subrule (b), a student plagiarises when he:
  - i. Publish, with himself as the author, a summary, scientific, an article or academic paper, or book that is wholly or partly written by someone else.
  - ii. Incorporates or allows he to be incorporated as a co-author of a summary, scientific, article, academic paper, or book, when he does not directly make any written contribution to the summary, article, scientific, academic paper, or book.
  - iii. Forcing another person to include his name in a list of co-researchers for a particular research project or in a list of co-researchers for a publication when he does not make any contribution that could qualify him as a co-researcher or co-author.
  - iv. Cite academic data that is a result of a research conducted by another person, such as laboratory findings, fieldwork findings, or data obtained through research or libraries, whether published or unpublished, and incorporate such data as part of his academic research without giving any credit to the original source.
  - v. Use research data obtained through collaborative work with several others, whether or not the other person is a staff member or student of the University as part of a different academic research, or for publication in his own name as a sole author, without obtaining his joint research permission before beginning his personal research or before publishing the data.
  - vi. Copy the ideas or inventions of others stored in any form whether written, printed, available in electronic form, in the form of slides, in the form of teaching or research matter, or any other form, and acknowledge whether directly or indirectly that he is the creator of the idea or invention.
  - vii. Translating the writings or inventions of others from one language to another, whether or not in whole or in parts, then submitting the translation in any form or as his own writing or invention; or



- viii. Quoting ideas from the writings or inventions of others and making some modifications without reference to the original source and rearranging the ideas in such a way as if he were the creator of the ideas.

### **3.4 Attendance in Examinations**

- a) If a student's course of study requires him to attend an examination and he is not barred from the examination, he shall not be absent without the prior permission of the Dean of the faculty, Head of Academics, the Director of the Center, or according to any person concerned.
- b) If circumstances do not permit prior permission to be obtained, the student shall satisfy the Dean, the Head or the Director, as the case may be, with respect to his absence and obtain approval in respect of his absence.

### **3.5 Behaviour during Examination**

- a) No student can:
  - i. Take any book, paper, document, photograph or other things, except as authorized by the examine, into or out of an examination, or receive any book, paper, document, photograph or other things from anywhere else while in the examination room unless a student may, while he is in the examination room receive from the invigilator any book, paper, document, photograph or anything else which has been recommend by the examiner or the Board of Examiners, and authorized by the Vice Chancellor.
  - ii. Writes, or has written through another person, any information or diagram that may be relevant to the examination he is sitting for, on his hands or any part of his body, or on his clothes.
  - iii. Communicate with another student during an examination by any means; or
  - iv. Cheating, attempting to cheat, or behave in a manner that could be construed as cheating or attempting to cheat in an examination, while the examination is in progress.

### **3.6 Conduct During Online Examinations**

- a) Students are required to change the original E-Learning password provided by the University. If the student fails to act to change the original E-Learning password provided by the University before the nearest examination session, then, the student will be considered an abettor in committing fraud in the examination.
- b) Students are prohibited from sharing passwords with other students, or committing any act, attempt or abetment in any matter construed as cheating in online examinations.
- c) Students are subject to the online examination rules set by the Unisel Examination Unit, and additional clauses gazetted by the faculty.

## **4.0 STUDENT ETHICAL APPEARANCE RULES**

### **4.1 Objective**

- a) The ethical rules for student's appearance outlined by the management of the University are one of the guidelines and appropriate dress code for students of Selangor University.

- b) This rule is also intended to protect the name of the University.
- c) Among the purposes of this rule is to create a harmonious, peaceful, and disciplined campus atmosphere, and have decency and morality in line with UNISEL's position as an institution of higher education.

#### **4.2 General Rules**

- a) All students are required to wear the matric card while on campus and exchanging matric cards are not allowed.
- b) Each student is required to display the matric card except when participating in sports activities.
- c) Every student is prohibited from wearing clothing that symbolizes any organization, group, or symbol except in certain circumstances and after obtaining permission from the University management.
- d) Every student is prohibited from exhibiting elements that are contrary to bad morals and ethics.
- e) Each student is subjected to the dress code set under the rules of the Department of Student Affairs, faculties, departments, Academic Affairs, administrative centers on campus, laboratories and so on.

#### **4.3 Student's Clothing**

- a) Each student must dress neatly, cheerfully, politely, and appropriately as a University student.
- b) Each student is required to dress modestly (shirt, t-shirt, shoes, long pants, no hat, and no patched clothes).
- c) Each student is not allowed to wear tight clothes, display body shape, expose the body and eye-catching clothes such as:
  - i. Wearing skirts above the knee.
  - ii. Short pants.
  - iii. T-shirt without collar.
  - iv. Slippers.
  - v. Wearing a tight skirt.
  - vi. Wearing piercings (for men) and outrageous piercings (for women).
- d) Male students are not allowed to wear earrings and necklaces.
- e) Every student is not allowed to have **tattoo** at any part of the body.
- f) While attending official University events, students are required to dress formally such as long-sleeved shirt, tie and long pants (not jeans), wearing a jacket or batik shirt, shoes or a uniform. For female students, it is compulsory to wear baju kurung or modest clothing such as long skirts below the knee (for non-Muslim) or long pants that do not show body shape.

- g) In official events, students are not allowed to wear a hat or bandana except for leisure activities.
- h) Men are not allowed to wear women's clothing and vice versa.
- i) Fashionable (unusual) outfits are not allowed to be worn.
- j) Encouraged to wear national attire every Friday.

#### 4.4 Hair

- a) Every student must have neat and tidy hair.
- b) Students are not allowed to keep their hair long.
- c) Students are not allowed to colour their hair.
- d) Excessive hair fashion for men and women are **prohibited**.
- e) Hair should not touch the collar for men.

#### 4.5 Service Denial and Enforcement Place.

- a) Every student is a customer of the University. The University intends to provide the best treatment or service for students, if the does not comply with the dress code.
- b) Students will not be treated and denied the service if they do not comply with the ethics of student appearance at all **service counters, faculty offices, centers, departments, main halls, lecture halls, tutorial rooms and laboratories**.

#### 4.6 Punishment

- a) Violation of Student Appearance Ethics may be punished based on the UNISEL Student Disciplinary Rules, **Vice Chancellor or Deputy Vice Chancellor of HEP may issue any instruction in writing as he deems necessary relating to the manner in which students dress on campus.**

### 5.0 ROAD TRAFFIC RULES

#### 5.1 Permission to bring a Vehicle.

- a) A student who intends to keep, have, own a motor vehicle must apply for permission from the University management.
- b) The application must be done by filling in the form and attaching a copy of the driver's license and travel tax of the vehicle.
- c) Each owner of the vehicle must paste their respective vehicle stickers.
- d) Each vehicle must renew the application for renewal purposes.
- e) Each application can be canceled by the University if not satisfied with the owner of the vehicle for a reasonable reason.

## **5.2 Motor Vehicle Registration**

- a) Each student must register a vehicle owned or a vehicle owned in the University.

## **5.3 Speed Limit**

- a) Students are not allowed to drive motor vehicles on campus beyond the speed limit set by the University Security Unit.

## **5.4 Driving Area on Campus**

- a) Students may only drive a vehicle on any road other than parts of the road used as a student walking path, road curbs, lawn, sidewalk, corridor, veranda, courtyard or any part of a building or other places.

## **5.5 Vehicle Parking**

- a. Students must park the vehicle in a special place that has been provided and must park it in a manner that does not danger, obstruction or become an inconvenience to other vehicles.
- b. Each student is not allowed to park a vehicle in a parking space reserved for a particular vehicle.

## **5.6 Riding a Motorcycle**

- a) A student riding a two-wheeled motorcycle may not bring more than one person on the motorcycle.

## **5.7 Traffic Instructions and Signals**

- a) All students must comply with all traffic instructions set by the University management.

## **5.8 Driving License and Matric Card**

- a) Any student driving a motor vehicle must bring with him a valid driving license issued under the Road Transport Act 1987 [**Act 333**], unexpired road tax and matric card.

## **5.9 Traffic Flow Obstacles**

- a) A student shall not behave in any manner or commit any act, which obstructs or interferes with the smooth and orderly flow of traffic in the campus.

## **5.10 Vehicle Sticker**

- a) Every student who has obtained permission to bring a vehicle into the campus must affix a vehicle sticker on the part that can be seen from the front. The stickers are available at the University Security Unit.

### 5.11 Wearing Helmets and Seat Belts

- a) Every student is required to wear a helmet whether riding the motorcycle, pillion as well as wearing a seat belt when driving a motor vehicle.

### 5.12 Power of the Head of the University Security Unit

- a) The Head of the Security Unit and Student Affairs Division or any person authorized by the Vice Chancellor may from time to time orally, in writing, or any order, instruction, or indication he deems fit to maintain past safety and discipline inside the campus.
- b) The Head of the Security Unit and Student Affairs Division or any person authorized by the Vice Chancellor may take the student's matric card if found to have committed a disciplinary offense.
- c) The disciplinary committee may also at its hearing in lieu of disciplinary proceedings by imposing discipline directly on the student with a warning or a fine not exceeding Ringgit Malaysia Fifty (RM50.00).

## 6.0 STUDENT RESIDENT POLICIES AND REGULATIONS (BESTARI JAYA)

### 6.1 Universiti Selangor Residential College (Unisel)

The Residential College is a department under the Student Development and Community Networking Division (HEP) UNISEL, which is responsible as the main administrative center of the Residential Colleges. This division acts to coordinate matters related to student accommodation, formulate strategic planning of the University's accommodation policy and a policy to provide a beneficial accommodation facility for students. Apart from that, the Residential College also plays an important role in contributing to the personal development and excellence of students in the College through appropriate programs and activities. The Residential College is also committed in providing additional infrastructure and services to ensure the comfort of students during their stay at the Residential College. The Residential College is "a facility but not a right" which becomes an exclusive place for students to carry out daily activities and build identity as students and future leaders.

### 6.2 Accommodation Policy in Residential Colleges

Placement of a student in a Residential College is a **FACILITY** but **NOT A RIGHT** of a student. The accommodation of a student in a Residential College is determined at the discretion and absolute power of the University.

### 6.3 Residential College Accommodation Philosophy

*"The Residential College is a center of excellence and a complement to the University's education system in producing noble graduates who are virtuous, knowledgeable, critical, creative, innovative, conscientious and sensitive to social problems, environment and current issues as well as fighting for the principles of universal justice and international solidarity."*

### 6.4 Residential College Management Objectives

- a) Strive to ensure that all students obtain conducive and comfortable housing services throughout their studies in UNISEL.
- b) Strive to ensure the safety and welfare of the residents of the Residential College is

always a priority.

- c) To help develop the human capital and personality of Residential College residents through appropriate activities and programs.
- d) Ensure that the policies and regulations of the Residential College are always enforced and implemented among the residents of the Residential College.
- e) Perform any other functions and take necessary actions in properly carrying out duties under UNISEL regulations.

#### **6.5 Jurisdiction of the Student Residency Disciplinary Committee**

- a) The Student Residence Management or any other person authorized by the Vice Chancellor may from time to time, give orally or in written form, such orders, directions or instructions as it deems necessary or appropriate to maintain order and discipline in Residential colleges.
- b) The order, instruction or indication may generally apply to all, a particular class, or a particular student, and shall be the duty of every student to whom the order, instruction or indication applies to comply with and execute the instruction or indication.
- c) The disciplinary authority may at its hearing, in lieu of taking disciplinary proceedings, impose a direct disciplinary punishment not exceeding five hundred ringgit on any student contravene an order or instruction.
- d) Provided that before the punishment is imposed on the student, the disciplinary authority shall notify him of the disciplinary offense committed by him and give him an opportunity to immediately make an oral presentation of the offense.
- e) Upon imposition of the punishment mentioned in the UNISEL Student Resident Disciplinary Rules, the disciplinary authority shall immediately submit to the students a notice of the imposition of the punishment in any form directed by the Vice Chancellor or Deputy Vice Chancellor of HEP.

#### **6.6 Student Residency Disciplinary Committee Procedures**

- a) The Student Residency Disciplinary Committee must convene within 24 hours to deal with students who have committed serious offenses.
- b) Any appeal against the decision of the Student Residency Disciplinary Committee can only be made to the Vice Chancellor only.
- c) A student convicted of a serious offense will be removed from the dormitory within 24 hours.

#### **6.7 Jurisdiction of Security Personnel**

- a) Ensuring the safety of all residents of the Residential College are a priority.
- b) Ensure the security of the University's physical assets in the Residential College is in the best condition.
- c) Enforce all rules and disciplines as stipulated in the rules of the University.
- d) Power to impose stern action against any resident of the Residential College who

violates the rules and discipline of students.

- e) Power to make reports to related to the student offenses inside and outside the Residential College.

### **6.8 Duties and Responsibilities of Resident Fellows**

- a) Supervise the discipline of students by ensuring that the rules of the UNISEL Residential College are complied.
- b) Accompany sick students to seek treatment at the Campus Clinic or any nearest Government Clinic/ Hospital.
- c) Provide or seek assistance in the event of any emergency.
- d) Conduct surprise inspections to students' rooms or around the dormitory area.
- e) Assist in implementing programs organized by the Residential College from time to time such as Student Determination Week (MTS), College Registration and others.
- f) Guide the College Representative Council (MPK)/ Student Representative Council (MPP) in enhancing hostel activities that lead to intellectual, spiritual, leadership, community, culture, sports and leisure.
- g) Caring about the welfare and problems faced by any student whether academic or non-academic and try to solve them through counseling and advisory services.
- h) Encourage students to practice a healthy and clean lifestyle in line with the role of good students.
- i) Power to impose a compound or summons for an offense in the premises of the Residential College.

### **6.9 The Role of the Residential College Representative Council (MPK)**

- a) To mediate between residents and Resident Fellows in assisting and managing the welfare of residents in the event of any problem experienced by residents.
- b) Establish good relationships between MPK, Residential College Management, Resident Fellows and Resident College staff to ensure a clean, harmonious and safe college environment.
- c) Implement any activities organized by the Residential College or UNISEL involving residents from time to time.
- d) Create a strong bond between MPK and residents in all aspects as a holistic and inclusive manner.
- e) Help UNISEL towards producing "Mahasiswa Idaman, Manusia Idaman".

### **6.10 The Role of the Civil Defense Student Corps (Sispa Corps)**

- a) Towards producing *Budiman* Students who has the element of Cultivation (*Tahan Uji*), Sispa Corps is given an important role in creating elements of knighthood, discipline and helping the community.

- b) To provide awareness and a more effective approach to residents on the importance of disaster management and the role of the SISPA Corps as well as to attract residents to be more likely to join the SISPA Corps.
- c) Disseminate and educate residents on personal and public safety measures at all times in the face of any possible disaster or emergency as well as shape their personality to become a leader of caliber, responsible and have specialized expertise in Civil Defense in line with the elements of courtesy and endurance in the UNISEL Budiman Student Policy.
- d) To produce students who are active in the Civil Defense as members of the SISPA Corps who are caliber, educated responsible, and skilled in performing their duties and able to contribute ideas and academic expertise.

### **6.11 Accommodation Policy**

- a) UNISEL is not required by the University Act (AUKU) 1971 and the Private Higher Education Institutions Act 1996 to provide accommodation to all its students. However, this facility is provided to provide services to all students.
- b) UNISEL Student Residence includes:
  - i. Residential College UNISEL Bestari Jaya Campus (KKBJ).
  - ii. UNISEL Hostel Shah Alam Campus (AUSA).
  - iii. Any building/ house/ area officially gazetted as students accommodation by UNISEL.
- c) New students are **ENCOURAGED** to stay at the UNISEL Residential College according to the following categories:
  - i. Foundation/ Diploma/ Bachelor Degree students:  
**ONE (1) SEMESTER**
  - ii. New Basic Program students among the recipients of the Borneo Scholarship/ Basic Program Scholarship:  
**THROUGHOUT STUDIES**
- d) The Residential College may advise students who have health problems such as infectious diseases, critical and special needs as well as other reasons that can be considered by the Management of the Residential College to live in their own homes. For those who wish to live in a Students Residence/ Residential College, they need to inform in advance by stating the health issues and special needs experienced in the UNISEL registration form.
- e) Students must submit an application letter and obtain approval from the Principal of the Residential College to live off campus (subject to University regulations).
- f) The selection of student applications to stay at the Residential College is conducted by the Accommodation Application Selection Panel which consists of the management and administration staff of the Residential College appointed by the Principal of the Residential College.
- g) The University reserves the right to prevent or instruct students who do not register either due to academic failure or failure to pay the balance of debt from enrolling in the Residential College.



## 6.12 Facilities Provided

### a) Accommodation Facilities

- Dormitory in the form 5-story apartment.
- 9 Colleges with 44 blocks.
- Total Capacity: 5400 pax.
- 3-room/ 2-room apartment with a capacity of 2 or 3 people per room.
- 2 bathrooms, living room, dining table and drying room.

### b) List of Accommodation Names

Previous Name	New Name (Effective 12 Oktober 2020*)
Cluster A	Kuala Selangor College
Cluster B	Sabak Bernam College
Cluster C	Hulu Selangor College
Cluster D	Gombak College
Cluster E	Hulu Langat College
Cluster F	Sepang College
Cluster G	Kuala Langat College
Cluster H	Klang College
Cluster J	Petaling College

*\*The 245th Executive Management Committee Meeting (No. 39/2020) and the 246th Executive Management Committee Meeting (No. 40/2020) approved the proposal to name the accommodation cluster at the Bestari Jaya Campus Residential College.*

### c) Facilities & Services

- Residence College Office
- Meeting Room
- Student Activity Room
- SISPA Corps Operation Room
- 24 hour Security Control
- Resident Fellow – Medical and Emergency Services
- Cleaning and Landscaping Services
- Vehicle Parking Facilities
- Repair and Maintenance Services
- Student's Hostel *Surau*
- Sports Court – Futsal, Sepak Takraw, Volleyball, Basketball, Badminton
- Vice Chancellor Hall
- Student Square
- Multipurpose Hall
- Outdoor Gymnasium
- 24 hour Self Service Laundry
- ATM Machine
- Snacks and Drinks Vending Machine
- Water Cooler

### d) Shops Dan Kiosk

- Cafeteria that sells various food and drinks
- TV with Astro Sports Package channels
- Printing and Photocopying Shop
- Driving School Services

- Courier and Parcel Services
- Mini Market
- Telecommunication Equipment Store
- Snacks *kiosk*
- Indian Food *kiosk*
- Western Food *kiosk*

### **6.13 Student Residence Office Hours of Operation and Contact Information**

a) Residency Office Working Hours:

Every Monday to Friday (except Public Holidays/Special Holidays)  
8.30 a.m until 5.30 p.m  
Office Telephone Number: 03-3280 5157/5158

b) Office Address:

Pejabat Kolej Kediaman,  
Universiti Selangor,  
Jalan Timur Tambahan,  
45600 Bestari Jaya, Selangor.

c) Student Address:

Nama Penuh:  
Nombor Matrik:  
Nombor Unit & Nama Blok:  
Nombor Telefon Bimbit:

### **6.14 General Rules and Regulations**

#### **6.14.1 Check-In**

- a) Students must register by filling and completing personal details in the check-in form and signing the acknowledgment of receipt of the house keys and furniture provided.
- b) If the College issues an order to vacate the residence, students who wish to stay at the Residential College must apply online.
- c) Any business related to check-in and check-out of the Residential College must be done by the student himself without a representative on working days and working hours only except for other days announced to operate.

#### **6.14.2 Student Placement**

- a) The placement of students in the Residential College is determined by the Residential College.
- b) Priority placement on the ground floor is for students with Disabilities (OKU) and those with special needs. For cases of health problems, students need to apply to the Principal of the College by enclosing supporting documents (health report with the confirmation of the Panel Clinic (UNISEL)).
- c) For students with health problems that require special equipment for the purpose of treatment must make an application to the Residential College during the day of check-in.

- d) Residents are strictly prohibited from changing or relocating rooms/residences unless permission is obtained from the management of the Residential College (3 Weeks after the date of registration).
- e) The college on behalf of the University may order an occupant to vacate the room/residence or move to another place provided at any time without giving any reason or prior notice.
- f) If a person or all occupants are required to vacate the room/ residence or move from his residence, he must do so within **two (2) days** including removing his belongings, ensuring the room/ residence is clean and tidy as well as returns the room key/ old residence.
- g) Residents can apply for the same residential unit for the next semester subject to the College's vacancy instructions as well as fulfilling the residential capacity.
- h) The University reserves the right to withdraw the offer of accommodation/ accommodation at the Residential College for reasons of University interest/ convicted by University discipline.

#### **6.14.3 Check-out**

- a) Each resident must fill in the check-out form and return the keys to the Residential College Office when:
  - i. Stop Studies
  - ii. Finish Studies
  - iii. Evacuation Notice
  - iv. Expelled from College
  - v. Wanting to live outside of the campus
- b) Each occupant is not allowed to return the keys to the security guard, resident fellow or any unauthorized individual to avoid losing the keys.
- c) Each occupant must return the keys in complete condition as received at check -in.
- d) Occupants must ensure that the unit/residence is left in a clean, tidy and orderly condition.

#### **6.14.4 Payment of Deposits, College Fees, Fines and Indemnity**

- a) Each resident is required to pay the Deposit and College Fee according to the rate set by the University.
- b) Not allowed to pay deposits, college fees, fines and damages to any party other than the Finance Office.
- c) Each occupant is required to pay fines and damages on any property belonging to the University or the rental premises of the University that is lost, destroyed or damaged for which he is responsible.
- d) Refund of deposit subject to balance after deducting arrears of college fees, fines or damages.

#### **6.14.5 College Facilities and Equipment**

- a) Each occupant is responsible for all facilities provided and ensures that all facilities are in good condition until the end of the stay.
- b) Occupants shall use the premises of the Residential College with care and shall not do anything that can disfigures, stains or causes any damage to any part of the area, building, property or equipment therein.
- c) Occupants are not allowed to move or alter the layout, modify or misuse any furniture or facilities provided.
- d) Occupants are not allowed to scratch, paste, nail, hang lecture notes, posters, photographs including pictures of worship or any material on the walls, doors, mirrors or any interior or exterior of the residence.
- e) Occupants are strictly prohibited from changing any door knobs as well as making or using duplicate keys.

#### **6.14.6 Cleanliness**

- a) Residents are responsible for cleaning and tidying their homes.
- b) Residents are prohibited from throwing rubbish everywhere in the residence, in the corridor or outside the window. Food waste should be wrapped in plastic and disposed of in the bins provided.
- c) It is strictly forbidden to throw garbage or non-disposable materials such as plastic, sanitary napkins, etc. into toilets or waterways/drains.
- d) Occupants must dry, hang or hang clothes in the hanging space provided only.
- e) The use of mattress pads or sheets is mandatory at all times.
- f) Residents must ensure that there are no stagnant water and eradicate mosquito breeding grounds in the residence.

#### **6.14.7 Registration and Use of Electrical Goods**

- a) Every resident is required to register electrical goods at the prescribed fee rate for each semester. Each occupant is limited to **one unit** per electrical item.
- b) Residents need to fill in the application form and make payment at the Finance Office and then take the sticker at the Student Residency Office by showing proof of payment.
- c) List of permitted electrical items:
  - i. Computer (Table/Laptop)
  - ii. Printer
  - iii. Water Heater Jug
  - iv. Phone Charger
  - v. Iron

- d) Electrical goods are for the use of the occupants themselves and not for business purposes.
- e) Electrical goods registration fee will not be refunded if the resident checks out of college.
- f) Electrical goods that are not registered or other than those permitted will be fined and confiscated.
- g) Excessive use of additional socket connections is not permitted.
- h) Electrical switches must be closed before leaving the residence.
- i) Permission to carry electrical goods for special needs must obtain written approval from the Principal of the College.

#### **6.14.8 Cooking Ban**

- a) Occupants are strictly prohibited from carrying, storing or using any electric or gas cooking utensils in the residence.
- b) Cooking utensils will be confiscated and occupants may be fined or disciplined.
- c) Grilling activities (BBQ) in the college grounds are not allowed except with the written permission of the College Principal.

#### **6.14.9 Prohibited Items**

No occupier shall carry, store, use, display, supply, and distribute any prohibited or illegal goods under the laws of the State:

- a) All forms of drug abuse under the Dangerous Drugs Act 1952.
- b) Any alcoholic and intoxicating beverages.
- c) All types of weapons or sharp tools/utensils.
- d) Flammable materials, chemicals, poisons, firecrackers and fireworks.
- e) Gas barrel/cartridge for cooking.
- f) Pornographic or subversive material (print or electronic).
- g) Cigarettes or any tobacco products, electronic cigarettes (Vape) and waste.
- h) Any electrical goods other than permitted.

#### **6.14.10 Foreclosure Procedures and Handling of Confiscated Items**

- a) All prohibited items may be seized by an authorized Resident Fellow/Residential College Staff.
- b) All prohibited items seized will not be returned except electrical goods.
- c) The seized electrical goods will be stored in the confiscated store at the Residential College.

- d) Occupants will be sued for bringing in prohibited items or failing to register authorized electrical items.
- e) Seized goods can only be claimed within a week from the date of seizure and need to fill in an Undertaking form will not bring in the goods.
- f) If the seized electrical goods are not claimed within the given period, the university reserves the right to dispose the goods.

#### **6.14.11 Quiet Time**

- a) "Quiet Time" starts from 12.00 a.m to 7.00 a.m.
- b) Music, sports or leisure activities are not allowed during the period.
- c) Occupants are prohibited from making noise so as to disturb the peace of other occupants at any time.

#### **6.14.12 Dress Code and Personality**

- a) All occupants are required to wear matric card when leaving the residential unit.
- b) Every resident must dress neatly and politely while in the residential college area.
- c) Every occupant is not allowed to wear tight clothing, show off body shape, expose the body and be eye-catching.
- d) Every male occupant is strictly prohibited from wearing earrings and chains.
- e) Every occupant is prohibited from having tattoos on any limb.
- f) Every male occupant is not allowed to dress like a woman and vice versa.
- g) Every male occupant is not allowed to keep long hair.
- h) All occupants are not allowed to dye their hair.

#### **6.14.13 Occupant's Discipline**

- a) Only occupants who are registered as hostel occupants are allowed to enter other occupants' rooms with permitted social purposes.
- b) Residents are prohibited from bringing any unregistered visitors or students into the residential room/college at any time.
- c) Residents must be well behaved, polite and responsible in accordance with the status of University students. No occupant may disturb the peace and privacy of other occupants.
- d) Residents of the opposite sex are not allowed to be in a suspicious situation or do anything that goes beyond religious/moral boundaries.

- e) Smoking or drinking alcohol is strictly prohibited in the college/University area, and in accordance with the Fatwa on Smoking of the State of Selangor section 31 (1) and section 32, schedule:
  - i. *Smoking is Haram.*
  - ii. *Therefore, it is haram for any Muslim to smoke any type of cigarette.*
  - iii. *For the purpose of this fatwa, "cigarette" is tobacco rolled with paper or nipah leaves or otherwise.*
- f) The use of electronic cigarettes and vapes is strictly prohibited and in accordance with the **Fatwa on Electronic Cigarettes and Vapes of the State of Selangor**; *the use of Electronic cigarettes and vapes is illegal. Therefore, Muslims are prohibited from smoking electronic cigarettes and vapes or any activities related to electronic cigarettes and vapes.*
- g) Any act of destructive misconduct or vandalism is subject to fines and compensation either individually or in groups.
- h) No occupier or group of occupants may arrange, manage, participate in or conduct any type of gambling, betting or lottery.
- i) Dumping rubbish everywhere or doing any activity that causes dirt is prohibited.
- j) Bullying in all forms is strictly prohibited.
- k) Lesbian, gay, bisexual and transgender activities are strictly prohibited.
- l) Residents shall not prevent or detain an officer, employee or agent of the University from entering the student's room/residence and performing duties, duties or in the room/residence.
- m) Residents are prohibited from issuing abusive, rude, obscene words, any orders or instructions to any college staff.
- n) Residents are prohibited from displaying/transmitting/issuing any negative statements that could affect UNISEL's image in print media/electronic media/social media.

#### **6.14.14 Doing Business**

- a) No business shall be conducted within the college grounds without the written permission of the College Principal.
- b) Sale of prohibited goods such as cigarettes, alcoholic beverages and intoxicants, non-Halal food and any goods that are illegal in the State are not allowed at all.
- c) Business advertisements must be approved in advance by the College and posted on the notice board provided only.

#### **6.14.15 Taking Care of Animals**

- a) Occupants are prohibited from bringing or keeping any type of animal in the residence.
- b) Residents are prohibited from feeding stray animals to ensure cleanliness and prevent the presence of pests.

#### **6.14.16 Entering/ Exiting College Rules**

- a) Residents must wear the student's matric card every time they leave/enter the college area. The Security Guard reserves the right to prevent students from entering the college grounds or withhold student matric cards without College Stickers.
- b) Residents must not be outside the college after 12.00 a.m until 05.30 a.m without written permission from the College Principal or Residential College Fellow.
- c) Residents are advised to inform their housemates if they spend the night outside the college.

#### **6.14.17 College Entrance Rules and Family Visitation**

- a) Visiting hours are set from 7.00 a.m to 10.00 p.m.
- b) Visitors must report to the Security Guard before entering around the college and at all times must wear a visitor's card.
- c) Visitor vehicles are not allowed to enter the college grounds.
- d) The residence of female students is a restricted area to any male visitor or male student as well as the residence of male students is a restricted area to any female visitor or female student.
- e) Permission to enter the college grounds from the Security Guard is limited to sending or picking up goods only. Meetings with students should be at the Student Community Center or in the space provided.

#### **6.14.18 Vehicle Rules**

- a) Residents must ensure that the university vehicle sticker is still valid and displayed on the vehicle.
- b) Vehicles must be parked in the parking lot provided. Residents are strictly prohibited from parking in special parking lots or in college buildings or in places that may obstruct traffic.
- c) Occupants are **not allowed** to bring cars into the residential area for the purpose of picking up or delivering things.
- d) Park the vehicle in the parking lot of the residential block only with the written permission of the Principal of the College.
- e) Repair, maintenance activities or vehicle washing in the college grounds are prohibited.

#### **6.14.19 Rules During Holidays**

- a) Occupants are allowed to leave items in the residence subject to the Evacuation Instruction Notice. Storage of items are at your own risk and valuables must be taken home.
- b) All doors, windows, electrical equipment switches, water pipes and toilet bowls must be closed and rubbish disposed of before leaving the residence.



- c) Residents who intend to stay at the college during the semester break must report to the College and be charged according to the rate set by the University.

#### **6.14.20 Resident College Rules**

- a) Residents must use the facilities provided carefully.
- b) *Surau* is operated by the Surau Committee under the supervision of the Islamic Center.

#### **6.14.21 College Vacancy Instructions**

- a) Each resident is required to vacate the residence within a specified period of time in accordance with the Evacuation Instruction Notice issued by the College.
- b) Items belonging to the occupants must be taken home or stored in the temporary store provided. Items left behind are considered obsolete and will be disposed of within 1 (one) month at the discretion of the College.
- c) Residents are required to fill in the Check-Out Form and return the residence key to the College without representing any party.
- d) Occupants must ensure the cleanliness of the residence and arrange the furniture as in its original position.
- e) All doors, windows, electrical equipment switches, water pipes and toilet bowls must be closed and rubbish disposed of before leaving the residence.
- f) If convicted of any offense, damage or loss of any college facilities and equipment, the occupant will be subject to penalties, fines and damages including penalties resulting in expulsion from the College.

#### **6.14.22 Health Examination and Screening Instructions**

- a) The college reserves the right to instruct any student suspected of having an infectious disease to undergo a health examination and screening, especially in a pandemic era.

#### **6.14.23 Theft and Loss**

- a) The university is not responsible or cannot be held responsible for any damage or loss of property or items belonging to the occupants.
- b) Residents who suffer loss or theft must immediately report to the college before making a police report.

#### **6.14.24 Outbreaks/ Emergencies/ Disasters**

- a) In the event of any unforeseen situation caused by certain factors such as pandemics/emergencies/disasters, the operation of the Residential College is subject to the current instructions and Standard Operating Procedures (SOP) issued by UNISEL management and the government.
- b) All occupants must comply with all instructions and regulations announced by the government or the authorities from time to time.

- c) An Action Committee and Operations Room will be established by the university to channel authentic information related to the pandemic/emergency/disaster that occurred. This committee will also be assisted by the UNISEL Sispa Corps.

### **6.15 Safety and Emergency Regulations**

- a) Residents are required to ensure that the doors and windows of the room/Residential College are always locked when leaving the room/Residential College to prevent unwanted things from happening.
- b) If a student is trapped in the room/toilet, he should contact the Residential College Staff/Residential College Fellow/Security Guard. It is strictly forbidden to take action to break the door. If the door is broken due to the student's actions, the student must pay the compensation based on the amount set by the Residential College.
- c) Residents who own private electrical equipment must apply for a sticker from the Residential College for a certain fee and renew it every semester. Stickers shall be affixed to each electrical appliance for inspection purposes.
- d) If students want to leave the residential unit, make sure all electrical equipment switches are closed including lights and fans.
- e) The use of gas stoves in the Residential College is not allowed. If the equipment is found in the area of the Residential College, the Residential College will confiscate the equipment and take compound action.
- f) Sharp/dangerous/flammable equipment is strictly prohibited from being brought into the Residential College.
- g) The burning of firecrackers and rubbish is strictly prohibited in the area of the Residential College.
- h) Residents are allowed to use electric mosquito repellent. The use of spiral mosquito repellent is not allowed.
- i) Residents should contact the Residential College/ Residential College Fellow/ Security Guard in the event of any emergency.
- j) Occupants must comply with fire prevention regulations and any regulations issued thereon. Misuse of fire extinguishers and fire bells is an illegal act of safety. All occupants of each block are responsible for any type of fire extinguisher.
- k) Residents who enter and exit the Residential College area are required to always wear the student matric card for the purpose of identification to the Security Unit when inspected.
- l) Residential College residents are strictly prohibited from being outside the Residential College area after 12.00 midnight for security purposes.
- m) A surprise inspection of the unit/Residential College by the Residential College/Fellow of the Residential College or Security Unit can be done at any time without any prior notice and each occupant must provide appropriate cooperation. Students who obstruct assignments may be subject to disciplinary action.
- n) Officers of the Residential College, Fellows of the Residential College and any staff of the University or any other person authorized by him, may from time to time, give orally or in writing, such orders, instructions or directions as he deems necessary or suitable for maintaining the order and discipline of the Residential College. Such orders,

instructions and directions may generally apply to all occupants or a particular class or type of occupants or a particular occupant and it shall be the duty of every occupier to whom such orders, instructions or directions are given to comply with and carry them out.

- o) This list of rules does not cover all possible things. Any action endangering the Residential College or University or its members and also contrary to the above rules, may result in anyone responsible being ordered out of the Residential College or receiving punishment from the Vice-Chancellor and Deputy Vice-Chancellor (HEP) who have special powers to decide matters relating to the Residential College without giving reasons for the disciplinary action taken.

#### **6.15.1 Measures in the Event of an Emergency**

- a) In the event of a fire, occupants must sound the fire alarm and inform directly to the Residential College/ Residential College Fellow/ Residential College Staff/ Security Guard **IMMEDIATELY**.
- b) Each resident must exit the Residential College carefully and gather in a designated place.
- c) If a small fire occurs use a fire extinguisher as follows: -

<b>BIL</b>	<b>TYPES OF FIRE</b>	<b>TYPE OF FIRE EXTINGUISHERS</b>
a.	Fires from wood materials and fabrics: curtains, cupboards	Use water/ wet cloth/ fire extinguisher
b.	Fires from flammable liquids: petrol	Use a fire extinguisher that contains Foam/ Carbon Dioxide/ Fire Extinguisher
c.	Fires caused by electricity	Use a fire extinguisher that contains Foam/ Carbon Dioxide/ Fire Extinguisher

- d) The Management of the Residential College will hold a security parade from time to time in collaboration with the Fire Department and the University Security Management Committee.
- e) Students who intentionally sound a fire alarm without reasonable cause will be subject to disciplinary action.
- f) Residents should contact the Fellow in the event of an emergency that requires treatment. If the Fellow cannot be contacted, the student may contact any Residential College Staff/ Block Leader/ College Representative Council or Security Guard on duty.

#### **6.16 Rules for the Payment of Fines and Compensation**

##### **Residential College Offenses**

A student found guilty of violating the rules of the Residential College may be subject to any two or more appropriate punishments, combined once, of the following punishments.

- a) Warning.
- b) Fine not more than RM500.00.

- c) Suspension for one semester or more from any or all facilities of the University Residential College.
- d) Hostel deposit is not refundable.
- e) Bear the cost of compensation for all damages.
- f) Seize or confiscate prohibited goods.
- g) Removal from Residential College.

#### **6.16.1 Residential College Fee Rates**

- a) All occupants must pay the accommodation fee for one semester. All residents also have to pay a hostel facility deposit of RM300.00 only once.
- b) For residents who leave the Residential College after registration, their hostel fee (their balance) will not be refunded unless approved by the University Authority.
- c) In the event of damage, the cost of repairs is deducted from the payment of the deposit either individually or all occupants of the unit. Students can claim a refund of the deposit within two weeks after graduation.
- d) Deposits not claimed within the given time period will be submitted to the UNISEL Education Trust Fund as a contribution from alumni.
- e) The hostel facility deposit will also not be refunded if an occupant is disciplined by the Student Resident Disciplinary Committee or Student Affairs (HEP).

BIL	FEE RATES	TOTAL						
1.	Residential College Deposit	RM 300.00						
2.	Accommodation fee per semester <ul style="list-style-type: none"><li>Diploma, Bachelor Degree and Postgraduate:<table><tr><td>Long Semester (4 bulan ½)</td><td>Short Semester (2 bulan ½)</td></tr><tr><td>RM 810 (2 pax)</td><td>RM 450 (2 pax)</td></tr></table></li><li>Foundation students<table><tr><td>Long Semester (4 bulan)</td></tr><tr><td>RM 720 (2 pax)</td></tr></table></li></ul>	Long Semester (4 bulan ½)	Short Semester (2 bulan ½)	RM 810 (2 pax)	RM 450 (2 pax)	Long Semester (4 bulan)	RM 720 (2 pax)	
Long Semester (4 bulan ½)	Short Semester (2 bulan ½)							
RM 810 (2 pax)	RM 450 (2 pax)							
Long Semester (4 bulan)								
RM 720 (2 pax)								
3.	Electrical Goods Registration Fee: - <ul style="list-style-type: none"><li>1- Computer</li><li>2- Laptop</li><li>3- Printer</li><li>4- Phone Charger</li><li>5- Extension Wire</li><li>6- Fan</li><li>7- Iron</li><li>8- Water Heater Jug kettle</li></ul>	Free Free Free Free Free RM 30.00 RM 30.00 RM 30.00						

4.	Payment of second and subsequent unit exchange application fees or out-of-period applications.	RM 30.00
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*\*Rates are subject to amendment from time to time with the approval of the UNISEL Executive Management Committee Meeting.*

### 6.16.2 Replacement Rules

- a) The occupant is responsible for all equipment and facilities available in the residential unit/room.
- b) Any damage/loss of facilities in the student dormitory, fines and damages will be imposed on the occupants.

### 6.16.3 Types of Replacements

- a) Individual Replacement
  - i. If the damage is due to negligence/intentional by the occupant.
  - ii. The action of claiming fines and damages will be imposed by the administrative officer of the Residential College on the occupants. The University Finance Division will assess the amount of compensation that will be imposed on the occupants.
- b) Group Replacement
  - i. When there is damage to the Residential College, while the party responsible cannot be traced. Compensation will be imposed on all occupants.

## 6.17 Types of Penalties and Rates of Payment of Fines

Inmates found in violation of any residential college rules may be subject to penalties and fines according to the type of offense:

### 6.17.1 Serious Offenses

BIL.	TYPE OF OFFENSE	RATE OF FINES	PUNISHMENT
1.	Smoking/ carrying/ owning/ storing cigarettes/ shisa/ vape and modern materials or equipment that have the same characteristics as cigarettes in a room/ space of a Residential College.	RM 500.00	Expelled from hostel & Deposit is not refundable
2.	Smoking/ carrying/ possessing/ storing drugs in the room/ space of the Residential College.	RM 500.00	Removed from hostel, Deposit not refunded & Referred to UNISEL Student Disciplinary Committee
3.	Drinking/ carrying/ owning/ storing a hard minimum in a Residential College room/ space.	RM 500.00	Expelled from hostel & Deposit is not refundable

4.	Carrying/ possessing/ storing prohibited items such as weapons, explosives, and dangerous chemicals.	RM 500.00	Expelled from hostel & Deposit is not refundable
5.	Committing the act of stealing the property of another in a Residential College.	RM 500.00	Expelled from hostel & Deposit is not refundable
6.	Men who are found to be in the Residential College space, women's residence or in women's rooms (except Residential Office staff) and vice versa.	RM 500.00	Expelled from hostel & Deposit is not refundable
7.	Damage to facilities and equipment (vandalism) in the Residential College.	Compensation based on the price/ value of the goods	Expelled from hostel & Deposit is not refundable
8.	Couple/ <i>khalwat</i> and being suspicious in the Residential College/ University area.	RM 500.00	Suspended from college
9.	Carrying, storing or distributing pornographic and obscene material.	RM 500.00	Suspended from college
10.	Issuing abusive words to officers/ staff of the University on duty.	RM 500.00	Suspended from college
11.	Preventing officers/ staff of the University from carrying out their duties, including providing false information.	RM 500.00	Suspended from college
12.	Performing snooping activities or signal contact between student residents and students.	RM 500.00	Suspended from college
13.	Performing activities or ceremonies of worship is not in the form of religion.	RM 500.00	Suspended from college

#### 6.17.2 Moderate Offense

BIL.	TYPE OF OFFENSE	RATE OF FINES	PUNISHMENT
1.	Changing rooms without permission of the Residential College Office.	RM 300.00	Occupants will need to convert back to the original room
2.	Allowing squatters in Residential College rooms (squatters and occupants evicted from Residential Colleges).	RM 300.00	Referred to the disciplinary committee
3.	Possession of cooking utensils without permission.	RM 300.00	Cooking utensils will be confiscated

4.	Dirtying rooms/ residential units.	RM 300.00	Occupants need to clean the room/ space outside/ inside the block
5.	Cooking activities in and area of the Residential College room unit.	RM 300.00	Cooking utensils will be confiscated
6.	Bringing/ owning/ keeping/ keeping/ breeding pets in the room/ space of the Residential College.	RM 300.00	Residents must remove pets from the Residential College area.
7.	Violate any rules of check-in, student placement and hostel check-out.	RM 200.00	
8.	Dispose of leftover food outside the room door or into the trash can without putting it in a plastic bag and tied tightly.	RM 200.00	-
9.	Dirtying any part of the Residential College.	RM 200.00	-
10.	Not attending any official program organized by the Residential College.	RM 200.00	-
11.	Being outside the Residential College after 12.00 midnight without the permission of the Residential College.	RM 200.00	-
12.	Entering the Residential College area after 12.00 midnight without permission.	RM 200.00	-
13.	Not registering for Residential College/ late check - in and check-out.	RM 200.00	-
14.	Not according to dress code.	RM 200.00	-
15.	Do not display and wear matric cards.	RM 200.00	-
16.	Forging Residential College stickers.	RM 200.00	-
17.	Parking vehicles in prohibited areas or reserved/ disturbing the route area.	RM 200.00	-
18.	Allow guests/ visitors to enter the Residential College.	RM 200.00	-
19.	Misuse of fire extinguishers.	RM 200.00	-

### 6.17.3 Minor Offense

BIL.	TYPE OF OFFENSE	RATE OF FINES	PUNISHMENT
1.	Missing keys.	RM 50.00	-
2.	Left keys in the room/ house.	RM 50.00	
3.	Nailing / pasting posters of any type of paper in the area of the Residential College without the official stamp of HEP / Residential College.	RM 50.00	Residents are required to remove all prohibited posters.

4.	Lights or fans are installed when occupants are not in the room.	RM 50.00	-
5.	Moving furniture facility equipment in a residential unit without permission.	RM 50.00	Occupants are required to rearrange according to the original order.
6.	Leaving shoes unattended outside the room.	RM 50.00	-
7.	Making noise in the Residential College area.	RM 50.00	-
8.	Doing business in a residential unit or residential unit area without permission.	RM 50.00	-
9.	Do not use sheets and pillowcases.	RM 50.00	-
10.	Drying/ hanging clothes in unauthorized places.	RM 50.00	-

\* *Matric card will be confiscated for any offenses committed and will only be returned once the payment of the fine is cleared*

\* *The Management of the Residential College may add or amend any rules and minor hostel offenses after obtaining the approval of the UNISEL Executive Management Committee Meeting.*

#### 6.18 Rate of Compensation

BIL	ITEMS	RATE OF FINES	
		BROKEN	LOST
1.	Main Door	RM 1,500.00	RM 1,500.00
2.	Main Door Key	RM 100.00	RM 100.00
3.	Main Door Handle	RM 15.00	RM 15.00
4.	Sliding Door	RM 450.00	RM 450.00
5.	Sofa	RM 100.00	RM 500.00
6.	Cushion	RM 150.00	RM 150.00
7.	Dining Table	RM 200.00	RM 400.00
8.	Chair	RM 50.00	RM 50.00
9.	Balcony Curtains	RM 150.00	RM 150.00
10.	Balcony Curtain Rod	RM 60.00	RM 60.00
11.	Curtain rod hooks	RM 15.00	RM 15.00
12.	Fan and regulator	RM 250.00	RM 250.00



13.	Light	RM 25.00	RM 25.00
14.	Switch	RM 30.00	RM 30.00
15.	Bathroom Mirror	RM 100.00	RM 100.00
16.	Bathroom Sink	RM 250.00	RM 250.00
17.	Toilet Bowl	RM 250.00	RM 250.00
18.	Pump Tank	RM 150.00	RM 150.00
19.	Water pipe	RM 50.00	RM 50.00
20.	Kitchen Cabinet	RM 200.00	RM 200.00
21.	Kitchen Sink	RM 180.00	RM 180.00
22.	Bedroom/ Bathroom Door	RM 200.00	RM 200.00
23.	Hanger	RM 10.00	RM 10.00
24.	Window	RM 100.00	RM 100.00
25.	Window Handles	RM 15.00	RM 15.00
26.	Window Hinges	RM 50.00	RM 50.00
27.	Decorative stripes on windows	RM 15.00	RM 15.00
28.	Mattress	RM 100.00	RM 100.00
29.	Mattress pad	RM 120.00	RM 120.00
30.	Bed	RM 80.00	RM 250.00
31.	Closet	RM 100.00	RM 450.00
32.	Study Table	RM 100.00	RM 330.00
33.	Room Curtains	RM 100.00	RM 100.00
34.	Room Curtain Rod	RM 50.00	RM 50.00
35.	Bookshelf	RM 80.00	RM 80.00
36.	Soft board	RM 60.00	RM 60.00
37.	Closet Window	RM 20.00	RM 20.00
38.	Key/ Tag	RM 50.00	RM 50.00
39.	Main Door Knobs	RM 100.00	RM 100.00

40.	Room Door Knobs	RM 70.00	RM 70.00
41.	Padlock (Closet)	RM 15.00	RM 15.00
42.	Switch board	RM 200.00	RM 200.00
43.	Tiles	RM 20.00	-
44.	Emergency Light	RM 150.00	RM 150.00
45.	Access point	-	-
46.	Fire Extinguisher	-	-

\* According to the Price Schedule for Small Works and Repairs, published by the Ministry of Works Malaysia

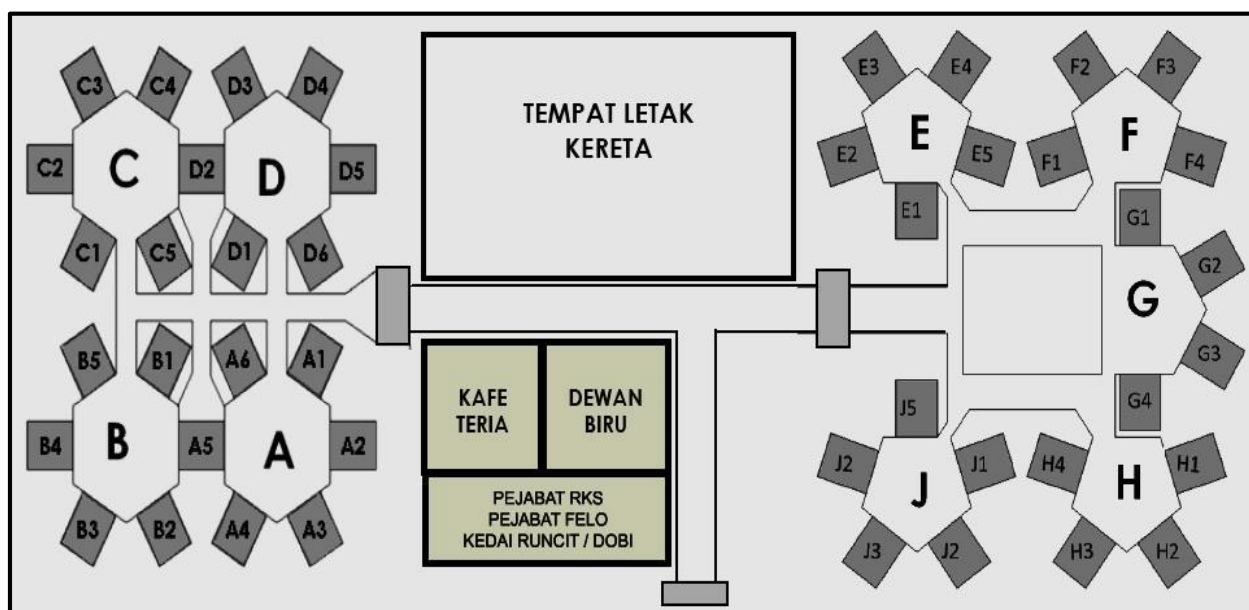
### 6.19 Rate of Compensation Charged (Additional Items)

BIL	ITEM	RATE OF FINES
1.	Cleaning work of the entire unit/ block/ floor/ dirty room/ stairs of the Residential College and courtyard	RM 100.00
2.	Damage: -	
	1- Scratching walls/ doors/ any part of the property	RM 200.00
	2- Resident College Gate/ Grill	RM 200.00

\* The rate of damage claims is subjected to the type of damage and the cost of repair or replacement.

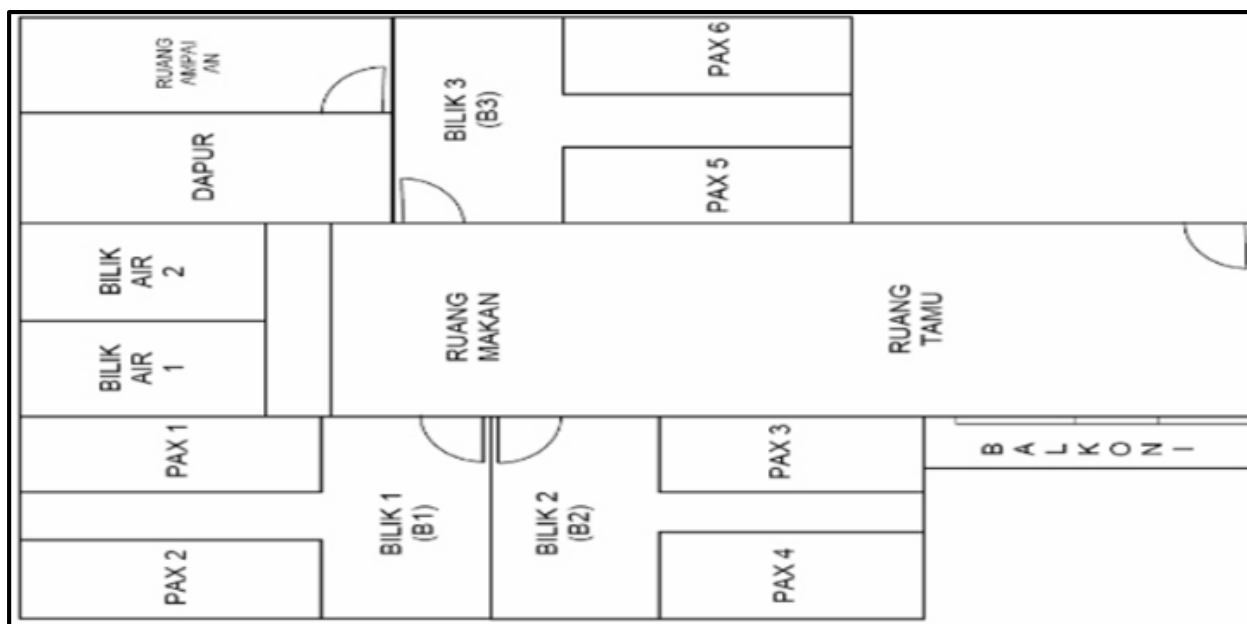
## ATTACHMENT 2

### Residential College Block Plan



## ATTACHEMENT 3

### Residential College Floor Plan



## 7.0 DISCIPLINE PROCEDURE

### 7.1 Punishment of Disciplinary Offenses

- a) A student who commits a disciplinary offense under the UNISEL Student Disciplinary Rules, and is found guilty of the offense may be subject to any combination of two or more appropriate punishments as follows:
  - i. Apologize in writing and formally to the parties involved in the case.
  - ii. Hard Warning.
  - iii. Attend counseling sessions with UNISEL Counselors.
  - iv. Do appropriate charity work in accordance with the rulings by the Student Disciplinary Committee and the Hostel Disciplinary Committee.
  - v. The fine shall not exceed Ringgit Malaysia One Thousand (RM1,000.00) for each offense.
  - vi. Sued according to hostel and traffic rules not exceeding Ringgit Malaysia Five Hundred (RM500.00).
  - vii. Pay the cost of damage or and repair or and compensation or and new purchase for each equipment or and hardware in the hostel or and that is damaged or and lost.
  - viii. Hostel deposit is non-refundable.
  - ix. Items confiscated will not be returned.
  - x. It is prohibited to be in any part or parts of the University for a specified period.
  - xi. Suspended dormitory not less than one (1) semester.

- xii. Suspended from being a student of the University for a specified period.
- xiii. Dismissed from the hostel.
- xiv. Discontinued from studies.

## **7.2 Appearance Before the Disciplinary Committee**

- a) If in the opinion of the disciplinary committee that a student has committed a disciplinary offense under these UNISEL Student Disciplinary Rules, the disciplinary committee shall notify orally and in writing to the student and guardian parents at the address registered with the University of the alleged disciplinary offense and request the student to appear before him in a courtroom on the date and time fixed by the disciplinary committee.

## **7.3 Consequences of Absence Before the Disciplinary Committee**

- a) If a student does not appear before the disciplinary authority in accordance with the UNISEL Student Disciplinary Rules, even after the second charge sheet is issued, then the disciplinary committee may impose punishment on the student.

## **7.4 Explanation of Facts and Appellant**

- a) In disciplinary proceedings, the disciplinary committee shall explain to the student the facts of the disciplinary offense alleged to have been committed by the student and ask the student to make a confession of the offense.

## **7.5 Confession and Subsequent Procedure.**

- a) If the student pleads guilty, the disciplinary committee shall explain to him the facts of the case.
- b) If the student admits to this fact and the disciplinary committee is satisfied that an offense has in fact been committed from that fact, the disciplinary committee shall declare him guilty of the disciplinary offense and request him to submit any appeal to commute the sentence within seven (7) days to the Vice Chancellor of UNISEL.

## **7.6 Procedure When Students Do Not Plead Guilty**

- a) If the student pleads not guilty to a disciplinary offense or fails or refuses to confess or fails to admit the facts of the case, the disciplinary committee shall examine any witnesses or any other documents or articles supporting the case against the student; students should be asked to question witnesses and examine any documents or articles and the disciplinary authority may re-examine witnesses.
- b) For the purposes of the UNISEL Student Disciplinary Rules, witnesses shall be called to testify at the hearing by the disciplinary committee.

## **7.7 Student Description**

- a) After the evidence mentioned in the UNISEL Student Disciplinary Rules, is received and the disciplinary committee finds that there is a case to be answered, the student shall be asked to give evidence, call any witnesses or submit any document or any other article for his defense; the disciplinary committee may question the student or any of

the student witnesses and examine any document or article, and the student may re-examine any of his or her witnesses.

### **7.8 Recalling Witnesses**

- a) The disciplinary committee may question or recall any witness at any time before the committee announces its decision.

### **7.9 Results Announcement**

- a) After hearing the testimony of witnesses and examining other documents or articles presented before it, the disciplinary committee shall announce its decision in the case, and if the committee decides that guilty of a disciplinary offense, the committee shall ask the student to make any appeal for reduce his sentence within seven (7) days (including public holidays) to the Vice Chancellor of UNISEL.

### **7.10 Imposition of Penalties**

- a) After the student submits an argument to mitigate his punishment, the disciplinary committee shall impose on the student one of the punishments that has been stated in the UNISEL Student Disciplinary Rules.

### **7.11 Custody and Disposal of Case Goods (Exhibit)**

- a) The disciplinary committee may order any other document or article produced before it in the course of any disciplinary proceedings to be kept in its custody or in the custody of persons specified by the disciplinary committee pending the conclusion of the disciplinary proceedings.
- b) The disciplinary committee shall on the conclusion of the disciplinary proceedings before it, make such order as it thinks fit to dispose of any document or other article produced before it in the course of the disciplinary proceedings, and may direct that the order take effect either immediately or at a time determined by the disciplinary committee.

### **7.12 Written Notes on Disciplinary Proceedings**

- a) The disciplinary committee shall make or cause to be made written notes of all disciplinary proceedings before it but such notes need not be made verbally.

### **7.13 Keeping Notes**

- a) Notes of disciplinary proceedings shall be kept in the custody of the Vice-Chancellor.

### **7.14 List of Disciplinary Proceedings**

- a) The Vice-Chancellor shall maintain a register of all disciplinary proceedings conducted under these Rules, the register shall record the name of the student, particulars of disciplinary offenses, progress, travel, proceedings, results of proceedings and information or particulars others as directed by the Vice-Chancellor.

### **7.15 Report of Proceedings to Parents, Ministers and Others**

- a) If a person has been found guilty of a disciplinary offense, the Vice-Chancellor shall send a report in respect of the disciplinary proceedings to the following people:-
  - i. Minister.
  - ii. Student's parents or guardian.
  - iii. In the case of a student scholarship holder, to the committee or body of the scholarship sponsor or scholarship giver.
  - iv. In the case of a student who is also a government employee, to the Head of Department of that employee.
- b) For persons in paragraphs (ii) to (iv) shall be given the application for the note of the proceedings confirmed after paying (the fine) prescribed by the Vice-Chancellor the fine shall not exceed fifty ringgit and obtain an order from the court.
- c) A certified copy of the notes of the disciplinary proceedings in respect of any particular case shall be given by the Vice-Chancellor to the Minister if he requires the notes of the proceedings.

### **7.16 Payment of Fine**

- a) If the disciplinary committee imposes a fine on a student, the disciplinary committee shall specify the period within which the fine shall be paid and the student shall pay the fine within that period to the treasurer.
- b) The period shall not be less than sixteen (16) days from the date of the decision of the disciplinary committee.

### **7.17 Consequences of Not Paying Fine**

- a) If the student fails to pay the fine within the prescribed period, he shall be immediately suspended from being a student of the University and shall not thereafter be in or enter the campus area, the suspension shall be until the fine is paid.

### **7.18 Compensation Order**

- a) If any disciplinary punishment has been imposed on a student, the disciplinary committee may, in addition, order the student to pay compensation as determined by the disciplinary committee in respect of damage to any property or any loss or injury to anyone.
- b) A student may be ordered to pay compensation under these UNISEL Student Disciplinary Rules regardless of whether the damaged property belongs to the University or any other person.
- c) The amount of compensation determined by the committee shall be a fair and reasonable amount taking into account all the circumstances of the case and the persons involved in the case.
- d) The compensation prescribed by the disciplinary committee shall be paid to the Treasurer within the prescribed period.

- e) Any compensation payable or payable shall without prejudice to the right of any person to commence civil proceedings in a court of law for damages or compensation in respect of such damages, loss or injury, or any person to receive any -any payment or compensation under any other written law in respect of such damage, loss or injury.

### **7.19 Persons Who May Attend Disciplinary Proceedings**

- a) Disciplinary Committee.
- b) The charged student.
- c) Witness while he is giving evidence or when required by the disciplinary authority; and
- d) Any other person permitted to be present by the disciplinary committee for any particular reason and due.

## **8.0 APPEAL PROCEDURE**

### **8.1 Appeal Notice**

- a) If a student is dissatisfied with the decision of a disciplinary committee, the student may give notice in writing of his intention to appeal against the decision by filing with the Vice-Chancellor an appeal in duplicate within seven (7) days (including public holidays) ) from the date the decision is communicated to him orally.
- b) The notice of appeal shall clearly state the grounds of appeal.

### **8.2 Submission of Appeal to the Vice Chancellor**

- a) The Secretariat of the Disciplinary Appeal Board shall upon receipt of the notice of appeal, submit the notice of appeal to the Vice -Chancellor together with a copy of the charge file within seven (7) days from the hearing decision letter is issued.

### **8.3 Appeal Not Effective As Suspension of Execution of Sentence**

- a) An appeal by a student shall not have effect as a suspension of the execution of a sentence imposed or as a suspension of the payment of any compensation ordered to be paid, unless the Vice-Chancellor or the Minister directs otherwise.

## **9.0 GENERAL SECTION**

### **9.1 General Provisions**

- a) If a University student is charged with a criminal offense, he shall there upon be immediately suspended from being a University student and he shall not, while awaiting the outcome of the criminal proceedings, reside or enter the UNISEL campus.

### **9.2 Suspension**

- a) If any court in or outside the country has dropped a charge on the validity of the evidence against a UNISEL student, the student may be tried in a student disciplinary trial court and suspended or terminated from studies.



### 9.3 Unisel Student Formal Dress Code



### 9.4 Student Hair Appearance Ethics



- Every student must always have neat and tidy hair.
- Students are not allowed to keep their hair long.
- Students are not allowed to **dye** their hair.
- Excessive hair fashion for men is prohibited.
- Hair should not exceed the collar.



**I PROMISE**  
**RECIPIENTS OF GENERAL RULES FOR STUDENTS OF THE SELANGOR UNIVERSITY**

**To The Vice Chancellor of University Selangor:**

1. I, .....  
I/C No.: ..... hereby acknowledge that I have read and understood the general rules of University Selangor.
2. And I also promise to abide by all the general rules set by the University of Selangor at all times.
3. I also promise to maintain the good name of Universiti Selangor.

Student's Signature : .....  
I/C No. : .....  
Faculty : .....  
Date : .....

*Note: Each student must return this commitment to the Vice Chancellor of the University of Selangor.*