

**RULES AND REGULATIONS OF UNIVERSITY COLLEGE OF ISLAM MELAKA
(UNDERGRADUATES DISCIPLINARY RULES - AMENDMENT 2007)**

All provisions with regards to discipline the undergraduates and institutions and or any other matters connected therewith.

**PART I
PRELIMINARY**

Name 1) Short title and application.

- These Rules may be cited as the Rules and Regulation of University College of Islam Melaka (Undergraduates Disciplinary Rules 2004)

Interpretation In this Rules, unless the context otherwise requires-

“Vice Chancellor” means administrative head of the College or any person authorized to act on its behalf;

“College Board” means a body formed and chaired by Chief Minister of Malacca intended for planning, designing, problem solving and formulating policy for the College;

“College” means University College of Islam Melaka;

“Officer” means a person holding any office in the College, or in any body which is an authority of College, whether such office is voluntary or for remuneration or otherwise;

“Undergraduate Affairs Officer” means a college staff so named by the College Board pursuant to Rules 3(1);

“Librarian” means any person who should manage for the College library at any time;

“Treasurer” means principal financial officer of the College, notwithstanding he was called treasurer or to any other post;

“Relevant Authority” means any person duly authorized to act on behalf of the College;

“The Disciplinary Board” means the undergraduate affairs officer or where applicable, a person or board delegated by the undergraduate affairs officer with the duties, powers or duties under the disciplinary rules 3 (2);

“Staff” means any employee of the College;

“Scholarship undergraduate” includes any undergraduate who is studying on a scholarship, bursary, loan, sponsorship, on leave with or without pay, or on a grant of any other facility, from any Government, institution, statutory authority, commercial or business organization, or other body;

“Undergraduate residing” means undergraduates who live in a RUMSIS or given accommodation by the College;

“Traffic Direction” means any order, direction or instruction given by an authority to any person using vehicles within the campus;

“RUMSIS” means any form of accommodation, in whatsoever manner, provided by the College as the undergraduate’s residence;

“Disciplinary Room” means a room allocated for the purpose of conducting certain disciplinary proceedings;

Act 234

“Drugs” mean any drug or substance which is for the time being listed in the First Schedule of the Dangerous Drugs Act 1952 (Revised 1980);

“Gambling” means playing a game of chance and/or any games that can be exchanged for money or anything that can be valued as money and includes betting or lotteries; pursuant to the definition and/ or interpretation of the Betting Act.

“Campus” means area or areas, together with all other building or structure thereon which is owned or used either permanently or otherwise by the College;

“Vehicle” means a structure capable of moving or being moved or used for the conveyance of any person or thing, and which maintains contact with the ground when in motion.

“Motor vehicle” means every description of a vehicle propelled by means of mechanism contained within itself, and obstructed or adapted or adapted so as to be capable of being used on the roads, and includes any vehicles drawn by a motor vehicle, whether or not of the vehicle so drawn is superimposed on the drawing motor vehicle;

“Misconduct/ Disciplinary Offence” means any disciplinary offence governed under these rules;

“Liquor” means any liquor of any alcoholic strength;]

“Parking” means the bringing of a vehicle to a stationary position and causing it to wait for any purpose other than that for immediately picking up or letting down persons, gas or luggage;

“Disciplinary Proceeding” shall mean the procedure for dealing with cases of strict liability offences;

**Ord. P.T.M
29/52**

“Poison” means any substance specified by name in the first column of the Poison List of the Poison Ordinance 1952, and includes any preparation, solution, compound, mixture or natural substance containing such substances;

“Traffic Sign” includes any signal, warning sign post, direction post, sign, mark or device erected or provided on or near a road for the information, guidance or direction of persons using the road;

“Felo” means officer in charge of a RUMSIS and includes any person duly authorized to act on behalf of or to assist the officer.

**Disciplinary
Authority**

- 3.(1) College disciplinary authority of the College refers to any of the staff that has been appointed by the Board and to be known as undergraduate affairs officer.
- (2) Subject to paragraph (3), the undergraduate affairs officer may delegate any of the disciplinary duties, powers or responsibilities to any employee, or to any body of employees regard the undergraduate of any specific college or College undergraduates with respect to a particular group or categories of college undergraduates, and the staff or board delegated with such duties, powers or responsibilities shall be carry out, execute, or perfect them under the direction and control of the undergraduate affairs officer who has the power to revise, revoke or vary any decision or conclusion of the staff or the board.
- (3) No such delegation shall be made under paragraph (2) to the Vice Chancellor and any staff as directed by the Board.

**PART II
GENERAL RULES**

**General
Restrictions**

4. An Undergraduate shall not:
 - (a) conduct himself, whether within or outside the Campus in any manner which is detrimental or prejudicial to the interest, well-being or good name of the College, religion or Country or to the interest, well-being or good name of any other undergraduate, officer or employee of the College, or to public order, safety or security, or to morality, decency or discipline;
 - (b) violate any provision of any written law, whether within or outside the College;
 - (c) disrupt or in any manner interfere with, or cause to be disrupted, or in any manner interfering with any teaching, studies, research, administrative work or any activity carried out by or under the direction of, or with the permission of the College, or commit any act which may cause such disruption or interference;
 - (d) prevent, obstruct, or interfere with, or cause to be prevented, obstructed or interfered with, any officer or employee of the College, or any person acting under the direction or permission of such officer or employee from carrying out his work, duty or function, or do any act which may causes such prevention, obstruction or interference;
 - (e) prevent or obstruct, or cause to be prevented or obstructed, any undergraduate from attending any lecture, tutorial or class, or from engaging in any legitimate activity, or do any act which may cause such a prevention or obstruction;
 - (f) organize, incite or participate in the boycott of any examination, lecture, tutorial, class, or other legitimate activity carried out by, or under the direction or with the permission of the College;

- (2) Nothing in this regulation shall be deemed to restrict the discretion of the Vice Chancellor to permit an Undergraduate, or an organization, body or group of undergraduates, to make copies of the text of any such lecture or instruction under the control and direction of the Vice Chancellor as he may so authorize, and in giving such permission, the Vice Chancellor may impose such terms and conditions as he deems necessary or expedient.

Organize and/or participate in an assembly

9. (1) No undergraduate, organization, body or group of undergraduates, shall without the prior permission of the Vice chancellor, hold, organize, convene or call, or cause to be held, organized convened or called, or be in any manner involved in holding, organizing, convening or calling, or does any act to cause the holding, organization, convening or calling of any assembly of more than five persons in any part of the College, or on any land, or in any building belonging to, or under the possession or control of the College, or used for the purposes of the College.
- (2) In granting the permission referred to in paragraph 1, the Vice Chancellor or the person authorized by him grant such permission, may impose such restrictions, terms or conditions in relation to the proposed assembly as he may deem necessary or expedient.
- (3) No undergraduate shall knowingly attend or participate in an assembly held in contravention of paragraph1 and/ or 2.

Own, possess and usage of Loudspeakers

10. (1) No individual undergraduate, organization, body or group of undergraduates, shall own, or use, or have in his or its possession, or custody, nor control any loud-speaker, loud-hailer, amplifier, or other similar appliance, etc.
- (2) Provided that the Vice Chancellor, or person authorized by him in writing, may permit in writing such appliance to be owned, used or possessed by an Undergraduate or any organization of undergraduates for such purposes, and subject to restrictions, terms or conditions as the Vice chancellor or the person authorized by him as aforesaid may deem necessary or expedient to impose in granting such permission.

Make, use, display and in possession of banners and placards

11. No undergraduate, organization, body or group of undergraduate, shall:
 - (a) make or cause to be made, or do any act towards making or causing to be made;or
 - (b) fly, exhibit, display or in any manner make use of, or cause to be flown, exhibited, displayed or in any manner made use of; or
 - (c) own or have in his or its possession custody or control;any flag, banner, placard, poster, emblem or other device whichpromotes acts of indiscipline, disorder, disobedience or contravention of these Regulations.

- Publication of Documents 12. (1) No undergraduate, organization, body or group of undergraduates shall publish, etc. of publish, distribute or circulate any document within or outside the College.
- (2) The Vice Chancellor, or person authorized by him in writing, may permit in writing the publication, distribution, or circulation of a particular document of such purposes, and subject to such restriction, terms or conditions as the Vice Chancellor or the person authorized by him as aforesaid may deem necessary expedient to impose in granting such permission.
- (3) The permission required under this rule shall be in addition to any license, permit or any other form of authorization which may be required under any other written law.
- Undergraduates' activities outside the Campus 13. (1) No undergraduate, organization, body or group of undergraduates, shall organize, carry out or participate in any activity outside the Campus, except with the prior written permission of the Vice Chancellor, and in due compliance with any restriction, term or condition which the Vice Chancellor, or any other persons authorized by him in writing, may deem necessary or expedient to imposed.
- (2) Provided that nothing in this rule shall be deemed to restrain an undergraduate from activities of a purely personal or private character, , except with the prior written permission of the Vice Chancellor or a party that represents him.
- Undergraduates in employment 14. No undergraduate shall, within or outside Campus, engage in any occupation, employment, business, trade, or other activity, whether full time or part-time, which in the opinion of the Vice chancellor, or person authorized by him in writing, is undesirable.
- Representation of the College 15. No undergraduate, organization, body or group of undergraduates shall make, in relation to any matter pertaining to the College, or to the staff, or undergraduates thereof in their capacity as such, or to himself in his capacity as an undergraduate thereof, any representation or other communication whether orally, or in writing or in any other manner, to any public officer, or to the press, or to the public in the course of any lecture, speech or public statement, or in the course of any broadcast by sound, or vision, or electronic and background media.
- Undergraduates protest against the entry or exclusions of people from campus 16. No undergraduate, organization, body or group of undergraduates, shall make any objection orally, or in writing, or in any other manner to the entry into, or the presence in , or the exclusion from, or the expulsion from the Campus of any person, body or group of persons.
- Participate in gambling 17. No undergraduate, organization, body or group of undergraduate, shall organize, manage, run, or assist in organizing, managing or running, or participate in any gaming, wagering, lottery or betting within the Campus.

- Possession of alcoholic beverages 18. (1) No undergraduate may consume or be in possession of, is in control or in the care of any alcoholic beverages.
- (2) Any undergraduate who is found in a state of drunkenness within the College shall be guilty of a disciplinary offence.
- Obscene Materials 19. (1) No undergraduate shall be in possession of, is in control or in the care of any obscene materials within the campus.
- (2) No undergraduate, organization, body or group of undergraduates, shall distribute, circulate or exhibit, or cause to be distributed, circulated or exhibited, or be in any manner concerned with the distribution, circulation or exhibition of any obscene material, and shall be deemed to have distributed, circulated or exhibited regardless whether such distribution, circulation or exhibition is to only one person, or to more than one person, and regardless whether or not such circulation, distribution or exhibition is with payment or for any other consideration.
- (3) No undergraduate shall voluntarily view or hear any obscene material within Campus.
- Drugs and Poison 20. (1) No undergraduate shall have in his possession, or under his custody or control any drug or poison.
- (2) No undergraduate can have in his possession or is in custody or control of any appliance, instrument, apparatus or other article, which in the opinion of the disciplinary authority is designed or intended to be used for consumption or smoke or inhale or introduce into his body by the way injection or in any other way any drug or poison.
- (3) No undergraduate shall give, supply, provide or offer, or propose to give, supply, provide or offer any drug or poison to any person.
- (4) No undergraduate is allow to consume or smoke or inhale or insert into the body by injection of any drug and poison.
- (5) No undergraduate shall consume orally, or smoke, or inhale, or introduce into his body by injection or in any other manner whatsoever, any drug or poison. Nothing in this rule shall be deemed to prevent an undergraduate from undergoing any treatment by or under the prescription and supervision of a medical practitioner registered under the Medical Act 1971.
- (6) Any undergraduate who is found under the influence of any drug or intoxicating substance shall be guilty of a disciplinary offence.
- Cleanliness of the campus 21. An undergraduate shall not do anything which may be prejudicial to the cleanliness and neatness of an undergraduate's living accommodation within the Campus, RUMSIS lecture hall, road, grounds, or of any other part of the Campus, or of any other building or structure within the Campus.

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| Making of Disturbing and Annoying Noises | 22. An undergraduate shall not make any sound or noise, or cause any sound or noise to be produced, by any means or in any manner, where such a noise or sound causes, or is likely to cause annoyance or disturbance to any person within the Campus. |
| Sleeping Accommodation | 23. No undergraduate shall use or cause to be used any part of the Campus, or any part of any building within the Campus as a living or sleeping accommodation, except for the accommodation provided for him by the College. |
| Entry into restricted areas | 24. An undergraduate shall not enter any part of the Campus, or any part of any building within the Campus, the entry into which is prohibited to the undergraduates generally or in particular, to the undergraduate or class of undergraduates concerned. |
| Disobedience/ Default | 25. Where an undergraduate fails to comply with or contravenes any legitimate instruction, direction or requirement given or made by any officer or employee of the College authorized to give or make the same in the Campus, he shall be guilty of a disciplinary offence. |
| Usage of Vehicles | 26. Male and female undergraduate are not allowed to board a personal vehicle together either within or outside the campus. |

**PART III
RUMSIS RULES**

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| Entry or remaining in a room | <p>27. (1) No person shall enter or remain in a room occupied by a resident undergraduate, except the resident undergraduate himself. Parents or visitors are not allowed to enter or remain in undergraduates' rooms. Visitation hours of the undergraduate are subject to the directions of College</p> <p>(2) Provided that paragraph (1) shall not apply to staff, officers, employees or agents of the College who enter such room for the purpose of carrying out his functions, duties or responsibilities, or to a person who enters or remains therein in accordance with any permission given by or on behalf of the Felo.</p> <p>(3) And provided further that this paragraph (1) shall not be deemed to prohibit an undergraduate from entering the room of a resident undergraduate of the same gender for a normal social visit.</p> <p>(4) It shall be the duty and responsibility of a resident undergraduate to ensure that the restrictions in this rule are strictly observed in respect of the room occupied by him.</p> |
| Preventing officers from entering and carrying out duties | 28. A resident undergraduate shall not do anything to obstruct, impede or prevent an officer, employee or agent of the College from entering the resident undergraduate's room and carrying out his functions, duties or responsibilities therein. |

- Remaining outside of RUMSIS at night 29. A resident undergraduate must remain in his respective RUMSIS by 11.00pm unless with the permission given by or on behalf of the Felo.
- Remaining in RUMSIS after 11.00 p.m. 30. After 11.00pm, unless the resident undergraduate remains in his respective RUMSIS, no other undergraduate shall be within the RUMSIS premises except with permission given by, or on behalf of the Felo.
- Prudent use of the RUMSIS premises and the prohibition of nuisance 31. (1) An undergraduate shall use the RUMSIS premises and facilities with proper care and shall not do anything which disfigures, defaces or causes damage to any part of the grounds or buildings, or to any articles or fixtures therein.
- (2) An undergraduate shall, in using the RUMSIS premises and the facilities therein, take all care to ensure that he does not thereby cause any inconvenience, annoyance, obstruction or nuisance to any other person.
- Not to change residence to any other room without the prior permission in writing 32. Where an undergraduate is allotted a room for his residence by the College, he shall not change his residence to any other room without the prior permission in writing given, by, or on behalf of the Felo.
- Vacate the residence upon receiving instruction from College 33. (1) A resident undergraduate resides in a RUMSIS at the absolute discretion and pleasure of the College.
- (2) The College may require a resident undergraduate to vacate his residence, or transfer his residence to a different accommodation provided by the College at any time without assigning any reason thereof.
- (3) Where a resident undergraduate is required under paragraph 2 to vacate or transfer his residence, he shall do so within the time set by the College, and shall within that time remove all his belongings from the accommodation which he is to vacate, or from which he is to transfer his residence.
- Power of Felo to give directions and orders 34. The Felo or any other person authorized by him, may from time to time, give orally or in writing, such orders, instructions or directions as he may deem necessary, or expedient for the maintenance of good order and discipline in the RUMSIS, and such orders, instructions, or directions may relate generally to all undergraduates, or to a class, or description of undergraduates, or to a particular undergraduate, and it shall be the duty of every undergraduate to whom such orders, instructions or directions apply to comply with and give effect thereto.

Driving along the Corridor 39.	No undergraduate shall drive or ride any vehicle on any corridor, verandah, five-foot way, courtyard or in any part of any building.
Not to park in the manner that may block 40.	No undergraduate shall park any vehicle at any place or in any manner, so as to cause danger, obstruction or inconvenience to any other person or vehicle.
Parking at allocated parking bays 41.	If a parking bay is allotted for a particular motor vehicle, no undergraduate shall park a different motor vehicle in the parking bay.
Pillion Riding motorcycle 42.	<p>(1). An Undergraduate driving a two-wheeled motorcycle shall not carry more than one person on the motorcycle.</p> <p>(2) No undergraduate shall carry a pillion rider on a two-wheeled motorcycle unless such person is sitting behind the driver on a properly designed seat securely fixed to the motorcycle.</p> <p>(3) An undergraduate shall not allow himself to be carried on a two-wheeled motorcycle driven by any person, whether an undergraduate or not, in contravention of paragraphs 1 and 2.</p>
Traffic Direction and Traffic Signs 43.	An Undergraduate shall comply with all traffic direction and traffic signs.
Producing driving license and matriculation card when requested 44.	Any undergraduate who is driving, or is in charge or control of a vehicle, shall carry with him a valid driving license issued to him under the Road Transport Act 1987 including any amendments or modifications made thereof, and his matriculation card, and shall produce same for inspection by an authorized person required to do so.
Obstructing or interfering with traffic within the campus 45.	An undergraduate shall not conduct himself in any manner, or do any act, which obstructs or interferes with the smooth and orderly movement of traffic within the campus.
Application of the Road Transport Act 1987 within the campus area 46.	<p>(1) The provisions of the Road Transport Act 1987 and all subsidiary legislation made thereunder shall apply to undergraduates within the Campus, as if the roads within the Campus are Gazetted public roads, and the offences under the said Act and the subsidiary legislation made thereunder are disciplinary offences in relation to undergraduates and punishable as such, and every undergraduate shall, accordingly, comply with such provisions within the Campus.</p>

(2) Nothing in paragraph 46.1 shall derogate from the liability of any undergraduate or other person in the Campus for any offence under the Road Transport Act 1987, or any subsidiary legislation made thereunder.

Disciplinary action by Disciplinary Board 47

- (1). The disciplinary authority may at its discretion, in lieu of taking disciplinary proceedings under Part V, impose a summary disciplinary punishment of a reprimand, or a fine not exceeding twenty-five ringgit upon any undergraduate who commits a disciplinary offence under this Part in the presence of, or within the sight of such disciplinary authority.
- (2) Provided that before such punishment is imposed on the undergraduate, the disciplinary authority shall inform him of the disciplinary offence committed by him and give him, the opportunity to make, on the spot, oral representations and appeal thereon to such disciplinary authority.
- (3) Upon imposition of the punishment referred to in paragraph 47.1, the disciplinary authority shall forthwith deliver to the undergraduate a written notice of such punishment in such form as the Undergraduate Affairs Officer may direct, and where the punishment imposed is a fine, the provision of Regulations 63 and 64 shall apply.
- (4) The provisions of this rule shall apply notwithstanding any other provision to the contrary of these Rules

PART V DISCIPLINARY PROCEDURE

Disciplinary Action

48. An undergraduate who is found guilty of a disciplinary offence shall be liable to any one or any appropriate combination of two or more of the following punishments;

- a) reprimand;
- b) a fine not exceeding two hundred ringgit;
- c) suspension from any or all College facilities for a specified period;
- d) suspension from any part of the academic year; or the whole academic year as to be decided;
- e) expulsion from the College;

Attend before Disciplinary Board

49. Where it appears to a Disciplinary Board that an undergraduate has committed a disciplinary offence, the disciplinary authority shall either orally or in writing, require the undergraduate to attend before it on such date, and at such time as it may specify.

- Fails to attend before the Disciplinary Board 50. Where an undergraduate fails to attend before the disciplinary authority in accordance with a requirement under Rule 56, he shall immediately thereupon be suspended from being an undergraduate of the College, and shall not thereafter remain in, or enter the Campus; such suspension shall continue until the undergraduate offers to attend before the Disciplinary Board and does, in fact, attend before the Disciplinary Board on the date, and at the time which the Disciplinary Board may specify after the undergraduate has offered to attend before the Disciplinary Board.
- The facts of the disciplinary offence alleged to have been committed 51. At the disciplinary proceeding in the disciplinary authority room, the Disciplinary Board shall explain to the undergraduate the facts of the disciplinary offence alleged to have been committed by the undergraduate, and call upon him to plead thereto.
- Plea of guilt and plea for lenient punishment 52. If the undergraduate pleads guilty, the Disciplinary Board shall explain to him the facts of the case; if he admits these facts, the Disciplinary Board shall pronounce him guilty of the disciplinary offence, and invite him to make any plea he may wish to make for lenient punishment.
- In the event where the undergraduate had pleaded not guilty 53. If the undergraduate pleads that he is not guilty of the disciplinary offence, or fails, or refuses to plead, or does not admit the facts of the case, the Disciplinary Board shall examine any witness or any document, or any other article whatsoever on support of the Prosecutions case against the undergraduate ; the undergraduate shall be invited to question such witness and inspect such document or article, and the Disciplinary Board may re-examine such witness.
- Undergraduates' evidence 54. After the evidence referred to in section 60 has been received, the undergraduate shall be invited to give his evidence, call any witness, or produce any document or other article whatsoever in his defense; the disciplinary authority may question the undergraduate or any of his witnesses, and inspect any such document or article, and the undergraduate may re-examine any of his witnesses.
- Questioning and recalling witnesses by Disciplinary Board 55. The disciplinary authority may question or recall any witness at any time before it has pronounced its decision/judgement.
- Pronouncement of decision/judgment 56. After hearing the witnesses and examining the documents or other evidence produced before it, the Disciplinary Board shall pronounce its decision/judgement in the case, and if it finds that the undergraduate is guilty of the disciplinary offence, it shall invite the undergraduate to make a submission for lenient punishment.

Punishment	57.	After the undergraduate has made his submission for leniency, if any, under sections 52 and 56, as the case may be, the disciplinary authority shall impose on the undergraduate any one of the punishments specified in Rule 48, or any appropriate combination of two or more such punishments.
Custody of exhibits produced in the course of disciplinary proceedings	58.	<p>(1) The Disciplinary Board may order any document or other exhibits whatsoever produced before it in the course of any disciplinary proceedings, to be kept in its custody or in the custody of such person, as it may specify, pending the conclusion of the disciplinary proceedings.</p> <p>(2) The Disciplinary Board shall, upon the conclusion of the disciplinary proceeding before it, make such order as it deems fit for the disposal of any document, or other exhibits whatsoever produced before it in the course of the disciplinary proceeding, and may direct that such order shall take effect either immediately, or at such time as it may specify.</p> <p>(3) The power of the Disciplinary Board under paragraph 58.2 shall include the power to order the destruction of any such document or article, or the forfeiture thereof to the College.</p>
Written notes of the Proceeding	59.	The Disciplinary Board which takes disciplinary action against an undergraduate under Regulations 49 till 58, shall make or cause to be made, written notes of the proceeding, such notes though ought not be in verbatim.
Safe keeping of the notes	60.	The notes referred to in Rule 59 shall be kept in the custody of the Undergraduate Affairs Officers.
Register of all disciplinary proceedings	61.	The Undergraduate Affairs Officer shall maintain a register of all disciplinary proceedings taken under these Regulations; such register shall record the name of the undergraduate, the particulars of the disciplinary offence, the process of the proceeding, the result of the proceeding, and such other information or particulars as the he may direct.
Report of disciplinary proceeding to parents, guardians and relevant body	62.	<p>(1) Where an Undergraduate has been found guilty of a disciplinary offence, the Undergraduate Affairs Officers, shall send a report of the disciplinary proceeding to the undergraduate's, parent(s) or guardian(s), and to the Board, and in the case of an undergraduate under scholarship, to the scholarship-sponsor or scholarship-granting authority or body.</p> <p>(2) The parent or guardian, or the scholarship –sponsor or scholarship-granting authority or body of such undergraduate, as the case may be, shall be entitled to a certified copy of the notes of the proceeding made under Regulations 59 upon payment of a fee determined by the Vice chancellor, which shall not, in any case, exceed FIFTY RINGGIT MALAYSIA.</p>

- (3) A certified copy of the notes of the disciplinary proceeding made under Rule 66, in respect of any particular case, shall be supplied by the Undergraduate Affairs Officers to the Board, if the Board requires the same.
- Payment of fine 33. Where the disciplinary authority imposes a punishment of a fine upon the undergraduate, it shall specify the period within which the fine shall be paid, and the undergraduate pay the fine within the said period to the Treasurer.
- Consequences of 34. If the undergraduate fails to pay the fine within the period specified under Rule not paying the fine 63, he shall immediately thereupon be suspended from being an undergraduate of the College, and shall not thereafter remain in, or enter the Campus; such suspension shall continue until the fine is paid.
- Payment of 35. (1) Where any punishment is imposed upon an undergraduate under sections Compensation 57, the disciplinary authority may, in addition, order the undergraduate to pay such compensation as it may fix, in respect of any damage to any property, or any loss or injury to any person for which the disciplinary authority may find the undergraduate, in the course of the disciplinary proceeding, to be responsible; an undergraduate may be ordered to pay compensation under this paragraph, regardless whether or not the property which is damaged belongs to the College, or to any other person.
- (2) The amount of compensation fixed by the Disciplinary Board under paragraph 65.1 shall be a just and reasonable amount, having regard to all the circumstances of the case, and of the person(s) involved therein.
- (3) The compensation fixed under paragraph 65.1 will be paid by the undergraduate to the Treasurer within such period as the Disciplinary Board may specify.
- (4) The provisions of Rule 64 shall apply mutatis mutandis, where the undergraduate fails to pay the compensation fixed under paragraph 65.1 within the period specified under paragraph 65.3.
- (5) The Treasurer shall pay out the compensation paid by the undergraduate under paragraph 65.3 to such person as the Disciplinary Board may certify as being entitled to receive payment thereof.
- (6) Any compensation payable or paid under this rule shall be without prejudice to the right of any person to institute civil proceedings in a court of law for damages or compensation in respect of the damage, loss or injury referred to in paragraph 65.1, or the right of any person to receive any payment or compensation under any other written law in respect of such damage, loss or injury.

- Presence at a disciplinary proceeding
36. No person shall be present at a disciplinary proceeding except :
- a) the Disciplinary Board and its staff;
 - b) the undergraduate against whom the disciplinary proceeding is taken;
 - c) the parent(s) or guardian (s) of such undergraduate;
 - d) a witness while he is giving evidence, or when required by the Disciplinary Board so to do; and
 - e) such other person as the Disciplinary Board may for any special reason authorize to be present.

PART VI – APPEALS

- Right of appeal
- 37 (1). Where an undergraduate is dissatisfied with a decision of the Disciplinary Board, he may give notice in writing of his intention to appeal against such decision to Chairman of the Board, and the Chairman of the Board is entitled at all the times to reject the undergraduate's appeal.
- (2). Where an undergraduate is dissatisfied with a decision of the Disciplinary Board, he may give notice in writing of his intention to appeal against such decision by filing with the Undergraduates Affairs Officer a notice of appeal in duplicate copies, within five days from the date on which the decision was given
- (3). The notice of appeal shall set out clearly the grounds of appeal.

- Appeal to the Chairman of the Board
- 38 (1). The Undergraduate Affairs Officer shall after receiving the notice of appeal, submit the same to the Vice-Chancellor. In the event the application is rejected by the Vice Chancellor, the appeal may be submitted to the Chairman of the Board together with a copy of the notes of proceedings in respect of which a notice of appeal is given in cases in which suspension from college has been meted out.
- (2). Appeal against any other punishment apart from expulsion shall be submitted to the Vice-Chancellor.

- Action by Chairman of the Board
- 71 (1). The Chairman of the Board may on receipt of the notice of appeal and the notes of the disciplinary proceedings of the Undergraduate Affairs Officer, request any further information or particulars in respect of which a notice of appeal is given.
- (2). If the Chairman of the Board rejects the appeal, the decision of the Chairman of the Board shall be communicated to undergraduates through the Undergraduate Affairs Officer.
- (3). If the Chairman of the Board does not reject the appeal, he shall appoint a committee of two or more persons, from within or outside the College, to consider the appeal and make recommendations to the Chairman of the Board, and after accepting the recommendation, the Chairman of the Board may make any decision on the appeal as it deems fit and proper.

- (4). If the Chairman of the Board appoints a committee under paragraph (3) to consider the appeal, the decision on the Chairman of the Board made in the appeal after receiving the recommendations of the committee shall be communicated to undergraduates through the Undergraduate Affairs Officer.

Appeal does not amount to stay of execution 70. An appeal by an undergraduate shall not operate as a stay of execution of the punishment imposed under Regulations 57, or as a stay of the payment of any compensation ordered to be paid under Rule 65, unless the Undergraduate Affairs Officer or the Chairman of the Board otherwise directs.

PART VII GENERAL

- 71 (1). Where any disciplinary offence has been committed under these Regulations, whether or not any undergraduate has been found guilty in respect thereof, and such disciplinary offence has been committed or is purported to have been committed in the name, or on behalf of any organization, body or group of undergraduates of the College which is established by, under or in accordance with the constitution, or any other organization, body or group of undergraduates of the College, every office – bearer of such organization, body or group, and every undergraduate managing or assisting in the management of such organization, body or group at the time of the commission of such disciplinary offence, shall be deemed to be guilty of such disciplinary offence and shall be liable to punishment therefore, unless he establishes to the satisfaction of the Disciplinary Board that the disciplinary offence was committed without his knowledge, and that he had exercised all due diligence to prevent the commission of such disciplinary offence.
- (2). Any office – bearer of, or any undergraduate managing or assisting in the management of any organization, body or group as referred to in paragraph 71.1 shall be liable to be proceeded against under this Rule, notwithstanding that he may not have taken part in the commission of the disciplinary offence.
- (3). In any disciplinary proceeding under this Rule of an office – bearer of, or any undergraduate managing or assisting in the management of any organization, body or group as referred to in paragraph 71.1, any document found in the possession of any office – bearer, of any undergraduate managing or assisting in the management of such organization, body or group, or in the possession of a member of such organization, body or group shall be prima facie evidence of the contents thereof for the purpose of proving that something has been done, or is purported to have been done by or on behalf of such organization body or group.

Presumptions 72. In any disciplinary proceeding against an undergraduate :

- (a) it shall not be necessary to prove that an organization, body or group of undergraduates possesses a name, or that it has been constituted, or is usually known under a particular name ;

- (b) Where any books, accounts, writings, lists of members, seals, banners or insignia of, or relating to, or purporting to relate to, any organization, body or group of persons are found in the possession, custody or under the control of any undergraduate is a member of such organization, body or group, and such organization, body or group shall be presumed, until the contrary is proved, to be in existence at the time such books, accounts, writings, lists of members, seals, banners or insignia are so found; and
- (c) where any books, accounts, writings, lists of members, seals, banners or insignia of, or relating to any organization, body or group of persons are found in the possession, custody or under the control of any undergraduate, it shall be presumed, until the contrary is proved, that such undergraduate assists in the management of such organization, body or group.

Disciplinary
Misconduct

73. Any undergraduate who commits breaches, fails to comply with, or contravenes any of these Regulations or any restriction, condition or term imposed under these Regulations or any order, instruction or direction given under these Regulations shall be guilty of a disciplinary offence.

Shall not
derogate one
from other liability
under any other
written law

74. Nothing in these Regulations shall derogate from the liability of any undergraduate or other person for any offence under any written law.

RULES OF RUMSIS

REMINDER:

This Rules shall be read together with Part III of the Rules and Regulations of Univeristy College Islam Melaka (Undergraduates Disciplinary Rules).

1. General Rules

- 1.1 Undergraduates are prohibited from using any electrical appliances in RUMSIS or in classrooms or in any part of the college and any device that can cause a fire or flammable materials or any other similar materials.
- 1.2 Undergraduates prohibited from carrying, moving or removing furniture from the college lecture rooms, halls, dining halls, laboratories, RUMSIS or any place without getting permission from the officers of the College.
- 1.3 Undergraduates are prohibited from playing any outdoor games that are not allowed in RUMSIS
- 1.4 Undergraduates are not allowed to cook in RUMSIS.
- 1.5 After 11.00 pm, undergraduates are prohibited from making any noise or playing music on instruments including radio or television, video in any RUMSIS or any room without the consent from the Vice-Chancellor.
- 1.6 All undergraduates must stay within the compounds of the College during any study session unless there is written approval from the college.
- 1.7 All undergraduates are prohibited from being in or abetting with any illegal organization or any unsanctioned activities that conflicts with the interests of religion, nation or the College.
- 1.8 All undergraduates are prohibited from damaging any of the College property and/or personal property.
- 1.9 All undergraduates are prohibited from threatening, intimidating or being abusive to any undergraduate or any college employee.
- 1.10 All undergraduates are required to pray in congregation in the mosque.
- 1.11 All undergraduates are not allowed to stay outside of the Campus unless leave is granted by the Vice-Chancellor.

2. Rules of RUMSIS

- 2.1 The arrangement of beds and bed sheets in the RUMSIS must be clean and tidy.
- 2.2 There shall not be any pictures or photos hanging or pasted in the RUMSIS or wardrobe.
- 2.3 All wet clothes shall be hung to dry at the designated place.
- 2.4 All the occupants in the RUMSIS are prohibited from having in possession weapons or other goods or materials that can be classified as a weapon.

- 2.5 All the occupants in the RUMSIS are prohibited from having in possession any obscene materials.
- 2.6 All the occupants shall be prudent when using water or electricity.
- 2.7 All the occupants are prohibited from soaking their clothes at the sink inside the washroom.
- 2.8 Washroom and must be used in accordance with proper regulations Occupants are required to clean the washroom after use. RUMSIS occupants are required to clean, wash bathrooms and toilets in their respective room once in a week under the supervision of leader for the room.
- 2.9 It shall be the duty of the leader of the room to ensure all of the following circumstances are complied with:-
 - i. Always make sure the room is clean (duty roster shall be arranged by the leader);
 - ii. Ensure that bed room is clean and tidy;
 - iii. Ensure that there shall be no clothing hanging around at the corridor;
 - iv. Determine the cleanliness of the bathroom and toilet respectively;
 - v. The leader shall have the authority to spot check any of the room at any time he deems fit; and
 - vi. Felo/Supervisor of RUMSIS or any employees of the College shall have right and authority to spot check any of the RUMSIS at all times.
- 2.10 All undergraduates shall participate in all the programmes and activities organized by the RUMSIS and College.
- 2.11 All undergraduates are prohibited from throwing down rubbish from the top floor..
- 2.12 All undergraduates shall dressed up decently all the times in in their respective rooms to respect other occupants.
- 2.13 Any undergarments shall be hung at the designated place and discreetly.
- 2.14 All undergraduates shall dress up decently and cover their dignity in any places, such as corridor or when undergraduates hang their clothes.
- 2.15 It shall be the duty of all undergraduates to keep their personal belongings safely. If there is any reasonable doubt that undergraduates might be behaving dishonestly, the college officer shall at all time have the authority to spot check and/or confiscate seized items.
- 2.16 The picture, name, course, address and contact number of occupants must be affixed to the bed room door of RUMSIS.
- 2.17 All undergraduates are allowed to use the TV only from 4.00 pm to 11.00 pm on normal lecture days. However, during semester break or any holidays, undergraduates are allowed to use the TV until 12.00 pm. There shall no be any usage of TV during prayer time.
- 2.18 Speakers (Microphone, radiophone) shall be placed by specified person at designated place duly arranged by the College.
- 2.19 Undergraduates are only allowed to use small transistor radio with limited control of noise and there shall be no disturbance to the others.
- 2.20 Usage of radio cassette should be with the permission of rumsis management. Pornographic tapes and with political overtones are not allowed.

- 2.21 There shall be control of volume for all the musical instruments so as not to disturb any other activities in the College.
- 2.22 Hostels lights shall be switched off at 12.00 am except the prayer room and bathroom.

3. Going out from the Campus

- 3.1 All undergraduates are prohibited from going out from the campus unless there written permission is obtained from the Collge and undergraduates must return to the hostel before 7.00 pm. Undergraduates are not allowed to be anywhere outside of the campus after 7.00 pm unless there is permission obtained from Felo.
- 3.2 Undergraduates who have to go out from campus due to emergency are required to fill in a form that can be obtained from College or Felo and undergraduates are require to get their permission and submit back the form to the College.
- 3.3 Undergraduates shall report to the College immediately if any accident or emergency occurs while the undergraduates are at outside of the campus.
- 3.4 Undergraduates are required to produce the letter of authorization from the cCllege and leave their hostel access cards at the guardhouse before leaving the Campus.
- 3.5 Undergraduates are allowed to go back to their respective hometown and go out to town/city once they have obtained the approval from the College.
- 3.6 Going back to hometown and going out from campus without permission is a serious offence.
- 3.7 Undergraduates are prohibited from going back with their respective family members who visit during lecture days or weekend.

4. Dining Place/ Cafeteria

- 4.1 Undergraduates shall dress up properly at all times.
- 4.2 Undergraduates are not allowed to wear slippers at the dining place/ cafeteria.
- 4.3 Undergraduates are required to use dining utensils properly and to and leave them properly on the table after using the dining utensils.
- 4.4 Undergraduates shall create an atmosphere of calm and harmony at the dining area.
- 4.5 Should there be any quarrel, undergraduates shall refer it to Felo and/or supervisor of RUMSIS and not to the cafeteria's staff and/or the chef/cook.
- 4.6 Undergraduates are prohibited from staying any time longer at the dining area after the particular dining time period fixed.
- 4.7 Undergraduates are prohibited from bringing any of the dining utensil back to their RUMSIS.

4.8 It shall be the duty of all the undergraduates and cafeteria's staff to keep the dining area clean and tidy at all times.

4.9 Male and female undergraduates are require to sit at their respective designated place.

5. Telephone Usage

5.1 Undergraduates are not allowed to use the telephone provided in the RUMSIS supervisor's room unless there are some special circumstances and after obtaining the permission from the respective supervisor.

5.2 Felo and/or RUMSIS Supervisor will not be allowing the undergraduates to pick up any calls but to only accept messages.

5.3 Public telephone usage in RUMSIS is allowed only until 11.00 pm.

5.4 Undergraduates are required to cover their dignity while using any public telephone.

6. Usage of any transport/ vehicle of the College

6.1 The transport route for the colleges' vehicles shall be determined by the College.

6.2 Undergraduates are prohibited from requesting or directing any of the drivers or security personnel of the Campurs from using the Colleges' transportations without permission being first obtained from the College.

DRESS CODE FOR UNDERGRADUATES OF UNIVERSITY COLLEGE OF ISLAM OF MELAKA

In consistent with the philosophy and objectives of the establishment of Univesity College of Islam Melaka (KUIM) and the title of Melaka as a Historic City, the following general rules provides guidelines as to dress code which must be followed by all undergraduates Univesity College of Islam Melaka and it shall be adopted as the official dress code of the College.

The appreciation and acceptance of the Islamic attire will only arise from a heart that is filled with devotion and faith in Allah. According to the Al-Quran and the Al-Sunnah, the basic preparations to become a true Muslim is to really believe that the ideas, feelings and interests of a person is in line with the fiat of Allah as is mentioned in the Al-Quran and Al-Sunnah Rasulullah.

“It is not for a believer, man or woman, when Allah and His Messenger have decreed a matter that they should have any option in their decision. And whoever disobeys Allah and His Messenger, he has indeed strayed in a plain error.” (Al-Ahzab:36)

DRESS CODE RULES

1. Parts that must be covered

Women must cover their dignity except for the parts that can be seen.

“Tell the believing men to reduce [some] of their vision and guard their private parts. That is purer for them. Indeed, Allah is Acquainted with what they do..”(An-Nur:30)

“And tell the believing women to reduce [some] of their vision and guard their private parts and not expose their adornment except that which [necessarily] appears thereof and to wrap [a portion of] their headcovers over their chests and not expose their adornment except to their husbands, their fathers, their husbands' fathers, their sons, their husbands' sons, their brothers, their brothers' sons, their sisters' sons, their women, that which their right hands possess, or those male attendants having no physical desire, or children who are not yet aware of the private aspects of women. And let them not stamp their feet to make known what they conceal of their adornment. And turn to Allah in repentance, all of you, O believers, that you might succeed.” (An-Nur: 31)

2. Body Hugging Clothing

Women's clothing must be loose so as not to reveal the shape of their body. **(An-Nur: 31)**

3. Thickness and Thinness of Clothing

3.1 Clothing shall be made from fabric that is not in skin color and shows the body shape.

3.2 The purpose of Al-Quran 24:31 to tell the women that covering themselves except for the parts that can be shown (face and both hands). These goals will not be achieved if the clothing is thin and transparent.

4 Clothing Fashion that does not reveal the shape of the body

- 4.1 Clothing should not attract attention and raise sexual desire in a man to see the beauty of the female's body shape. The Al- Quran clearly states that one of the purpose of clothing is to keep away from fornication (ie, body and women's jewelry).
- 4.2 In the Al-Quran there are many verses that touch on this matter and these verses are addressed to the wives of the Prophet and Muslim women.

5. Additional Regulations

- 5.1 Women's clothing must not be similar to men's clothes. According to Ibnu Abbas, Rasullullah (s.a.w) forbade men dressing up like women and women like men.
- 5.2 Worn clothing is not designed to show pride, exultant or for showing off.

DRESS CODE FOR FEMALE UNDERGRADUATES (ISLAM)

1. Features of Islam

- 1.1 Clothing must be covering the whole body, except for parts that can be seen, face and both hands.
- 1.2 Clothing should not be body-hugging.
- 1.3 Sarong and unwavering skirt can be worn if loose enough with sufficient length to cover the ankle.
- 1.4 Women's clothing must not be similar to men's clothes.

2. Clothing

The clothing for a female must be long and the material must not be transparent and it shall be in long sleeves reaching till the wrists.

3. Head Scarf

Head scarf should not be transparent or thin, covering the neck, chest and shoulders.

4. Clothes Materials

The material for clothing shall not be transparent or thin.

5. Footwear

Footwear must cover the foot completely and high heel should not be exceeding three inches.

DRESS CODE FOR FEMALE UNDERGRADUATE (NON-ISLAM)

1. General

- 1.1 Clothing should not be body-hugging. Unwavering skirt can be worn if loose enough with sufficient length to cover the ankle.
- 1.2 Pants must loose, not tight. Pants must be worn with a loose shirt/blouse, trailing up to the knee.
- 1.3 The female clothes must be loose, long sleeves till the wrists (at least beyond the level of the elbow).
- 1.4 Women's clothing must not be similar to men's clothes.

2. Head Scarf

Wearing of head scarf is highly encouraged.

3. Clothes Materials

The textile for clothing shall not be transparent or thin.

4. Footwear

Footwear must cover the foot completely and high heels should not be exceeding three inches.

5. Special features

- 5.1 Pants can be worn with a long shirt to the knee and not with slits.
- 5.2 Sarong and skirts without slits can be worn if loose enough and with sufficient length to cover the ankle.
- 5.3 Sari can be worn provided its with long sleeves and covers the navel.

DRESS CODE FOR MALE UNDERGRADUATES (ISLAM AND NON-ISLAM)

General

1. The clothes must cover a man's dignity.
2. Male undergraduates are not allowed to wear slippers, round-necked T-shirts and tight long pants during office hours, lecture, tutorial, any formal activities organized by the College and etc.
3. Undergraduates are not allowed to wear odd fashionable shirts.
4. Undergraduates are not allowed to wear any necklaces or bracelets unless it is for the purpose of religion or medical purposes.
5. Hair length shall not be over the shirt collar and hair style must not be out of the ordinary.
6. National costume can be worn so long as it is in accordance with the rules of the College.

RULES FOR DRESS CODE FOR ALL THE MALE UNDERGRADUATES OF COLLEGE UNIVERSITY OF ISLAM MELAKA

Part I

1. This Rule is known as the Dress Code rule for male undergraduates of University College of Islam Melaka.
2. This Rule is mainly customized and designated for all the undergraduates of University College of Islam Melaka. This Rule shall be read together with Constitution of University College of Islam Melaka.

Part II

Formulation of this Rule is based on the following:-

1. On the question of dresscode, Islam has provided sufficient guidance for the practice and did not burden the believers and the righteous. Clothing is not just to cover themselves, to protect themselves from any form of danger and protect themselves from the weather, but at the same time a garment is also an ornament to a Muslim.
2. The picture of the overall function of garments can be seen in Surah al-A'raf verses 26 and 36, which means:

“O son of Adam, we have sent down to you garments to cover themselves and to our jewelry. And garments that is better piety. That is part of the signs of God, each other that they may remember. Call it, whoever is forbidden the adornment of the gods that have been issued for his servants and who is a ban of the good things.”(Surah Al-A'rah:7:32)

Rasulullah s.s.w bersabda referring to:

“God is beautiful / beautiful and love the beauty.”
3. The carelessness of a Muslim in embracing the functions of a garment outlined by Islam raises a variety of social ills in society. To overcome the problem, the question of appreciation of dressing must be addressed by all parties. Other than that a garment reflecting piety is the most invincible stronghold for a happy life and the Hereafter.
4. In the context of the University College of Islam Melaka, the dress code for College undergraduates are formulated in accordance with the requirements of Islam and as an institution of higher learning of Islam.

Part III

General Guidelines of Dress Code for all undergraduates of University College of Islam Melaka

1. Undergraduates must always be guided by the dress code for undergraduates, no matter whether he is within or outside the campus.
2. The clothes must fulfill the following criterias:-
 - (a) covering their dignity as required by the Islamic dress code requirements of undergraduates of University College of Islam Melaka.

- (b) Clothes must not be body-hugging or transparent.
- (c) Clothes must be clean, tidy and appropriate.
- (d) Clothes must be proper and decent.
- (e) Clothes must take into account the cultural values of the Malays and Islam and shall not be mixing up with others cultures and customs.
- (f) Try to avoid from wearing clothes that is clumsy, awkward, dirty, reckless, extreme, not of quality and not suitable for undergraduate Islamic dress code.
- (g) Choose of clothes shall be appropriate and must not be interfere or disrupt with the process of academic travel / movement, a job, safety and etc.

Part IV

1. Dress Code for attending lectures, library and /or any official dealings

1.1 Clothes

- (a) Undergraduates are encouraged to wear long sleeve shirts together with long pants. Undergraduates are prohibited from wearing round-collared T-shirts during office hours, lecture, tutorial and/or any college activities.
- (b) Wearing of neck tie is highly recommended.
- (c) Undergraduates shall wear Baju Melayu on every Friday.

1.2 Pants

- (a) Wear loose-fitting pants and it shall reach below the ankle.
- (b) Not colorful and/or patterned.
- (c) Not torn and/or too much pockets.
- (d) Uncluttered trousers.
- (e) Jeans are not allowed to be worn at any place within the campus.

1.3 Songkok, Kopiah & Serban

- (a) Undergraduates shall only wear songkok that is in blue or black color.
- (b) Wearing Kopiah and Serban both in white color (to Mosque).

1.4 Shoes and stockings

- (a) Wearing covered shoes.
- (b) Wearing appropriate stockings.

1.5 Hairstyles

- (a) Tidy and clean.
- (b) Not to keep long hair (back part of the hair shall not be over the length of collar).
- (c) Front part of hair shall not be over the length of eyebrows and shall not cover undergraduates' ears.

2. Dress code within the campus other than aforesaid situation.

2.1 Clothes

- (a) Wearing long sleeves or short sleeves shirts.
- (b) Wearing batik shirts.
- (c) Wearing T-shirts with collar or no collar that does not display pictures and writings that are not proper.
- (d) Wearing a complete set of Baju Melayu.
- (e) Wearing white robes.

2.2 Songkok, kopiah dan Serban

- (a) Undergraduates shall only wear songkok that is in blue or black color.
- (b) Wearing Kopiah and Serban both in white color.

2.3 Shoes, slipper and stockings

- (a) Wearing covered shoes with appropriate stockings.
- (b) Wearing proper slippers.

3. Sports Wear

3.1 Clothes

Wearing T-Shirt attached with collar or without collar is permissible, except singlet.

3.2 Pants

Wearing loose-fitting pants that below the length of knee. Wearing of shorts are not permissible during sports activity.

3.3 Shoes and stockings

- (a) Wearing proper sport shoes.
- (b) Wearing stockings.

4. Dress code for prayer time

4.1 Clothing

- (a) Wearing a complete set of Baju Melayu.
- (b) Wearing white robes.

4.2 Songkok, Kopiah, Serban

- (a) Wearing Black or blue color songkok.
- (b) Wearing complete set of Kopiah and Serban (in white color).

5. Dress code outside campus

5.1 Clothing

- (a) Wearing long sleeves or short sleeves shirts.
- (b) Wearing batik shirts.

- (c) Wearing T-shirts with collar or no collar that does not display pictures and writings that are not proper.

5.2 Pants

Wear loose-fitting pants and it shall be below the length of ankle.

5.3 Songkok, kopiah dan Serban

- (a) Undergraduates shall only wear songkok that is in blue or black color.
- (b) Wearing Kopiah and Serban both in white color.

5.4 Shoes and stockings

- (a) Wearing covered shoes.
- (b) Wearing proper stockings.

Part V

**RULES AND REGULATIONS FOR FEMALE UNDERGRADUATES UNIVERSITY COLLEGE OF ISLAM
MELAKA**

1. Clothing for attending lecturer, library and official departments

1.1 Clothes

- (a) Wearing clothing that covered all the body, except face and hands, loose fitting, not transparent and not similar to clothing for males.
- (b) Wearing clothes that are over the knee-length together with loose-fitting pants and it shall be below the length of ankle.

1.2 Head Scarf

Wearing head scarf that can fully covered one hair, neck, breasts and shoulder. Scarves are not allowed.

1.3 Shoes and stockings

- (a) Wearing covered shoes.
- (b) Wearing proper stockings.

2. Sports Wear

2.1 Clothing

- (a) Wearing shirt/blouse that is reaches below the hips.
- (b) Wearing T-shirt that is long sleeve, loose fitting and over the hips.

2.2 Pants

Wearing pants that are loose-fitting and to the length that is over one's ankle.

2.3 Shoes and stockings

- (a) Wearing proper sport shoes.
- (b) Wearing stockings.

2.4 Head scarf

- (a) Wearing head scarf that can fully covered one hair, neck, breasts and shoulder.
- (b) Scarves are not allowed.

Part VI

Additional rules for male undergraduates

1. Hair

The hair should be as follows: -

1.1 Back Part

The back part of one's hair shall not exceed the length below one's ear lobes and it shall not be reaching one's collar.

1.2 Side

The length of hair shall not be reaching one's ears and side burn shall not exceed the centre part of one's nose.

1.3 Front Part

The length of the hair shall not exceed middle of one's forehead.

1.4 Upper Part

Hair shall be keep tidy and clean at all times.

2. Beard

Shall keep tidy and clean at all times.

3. Moustache

3.1 Shall not cover one's lip.

3.2 Shall keep tidy and clean at all times.

Part VII

Wearing of Purdah for Female Undergraduates

Wearing of Purdah is prohibited within the campus of University College of Islam Melaka the rule of which is for the reasons of security and identification within the campus. In the event of dispute, any apparatus to cover the face to avoid clear identification is prohibited unless for medical reasons.

Part VIII

Usage of Matrix Card

Undergraduates are required to wear and affix their matrix card at all times within the campus area of University College of Islam Melaka.

Part IX

The Disciplinary Action for Undergraduates

The dress code in this Rules shall be read in conjunction with the enactment of University College of Islam Melaka. Therefore, any undergraduates who violate the rules may incur the sanctions of a penalty under clause 48 (a to e) of the Rules.

Operating Manual for Disciplinary Action Proceeding conducting by University College of Islam Melaka

1. Pursuant to section 46 (1) Private Higher Educational Institutions Act 1996, the disciplinary authority is the Vice-Chancellor of the College responsible for undergraduates discipline and conduct in private higher education institutions.
2. The disciplinary authority board may delegate disciplinary powers to the staff or the board for disciplinary matters. Listed herein are the staff concerned:-

Disciplinary Committee for Undergraduates

Chairman

Vice Chancellor

Members

Director of HEM & Alumni

Dean of Nursing Faculty

Dean of the Innovation and Business Management Faculty

Dean of Islamic Studies

Dean of Hospitality Management

Head of the language

Religious Advisor

Secretary

Undergraduates Affairs Officer

Secretariat

Undergraduates Affairs Department

3. The disciplinary authority may appoint any staff for the purpose of general arrest (citizen arrest).
4. The quorum for the board shall be 1/2 of total members appointed. This quorum depends on the discretion of the Vice-Chancellor. Decision shall be made at the discretion of the authorities.
5. The board that has been appointed shall abide to confidentiality and neutrality aspects in order to protect the interests of undergraduates.

Official Regulatory Authorities

1. The official regulatory authorities are as follows:-

The Undergraduate Affairs Division of University College of Islam Melaka
<ul style="list-style-type: none">• Vice Chancellor• Director of HEM & Alumni• HEM administrative officer• Consultation Officer• Assistant Administrative Officer• RUMSIS supervisor• Felo RUMSIS

Security Department of University College of Islam Melaka
<ul style="list-style-type: none">• Security Unit

2. The disciplinary authority may appoint any staff for the purpose of general arrest (citizen arrest).

The Procedure for Arrest

If undergraduates are caught or suspected of committing offences by enforcement officers, the officer should perform the following:-

1. Introduce himself to the particular undergraduate who has been alleged to have committed an offence.
2. Inform the undergraduate of his or her wrongful act.
3. Try to obtain particular information from the particular undergraduate and try to obtain any evidence if possible and any witness.
4. Fill in the Form for Enforcement Report (please refer to the annexure attached herein).

If there are any complaints received by the Disciplinary Board:

1. The Officer in charge shall require the complainants to make a written report.
2. The Officer shall obtain all the relevant information from the particular that a report has been lodged against him.
3. The Officer in charge shall hand over the complete set of report to the secretariat.

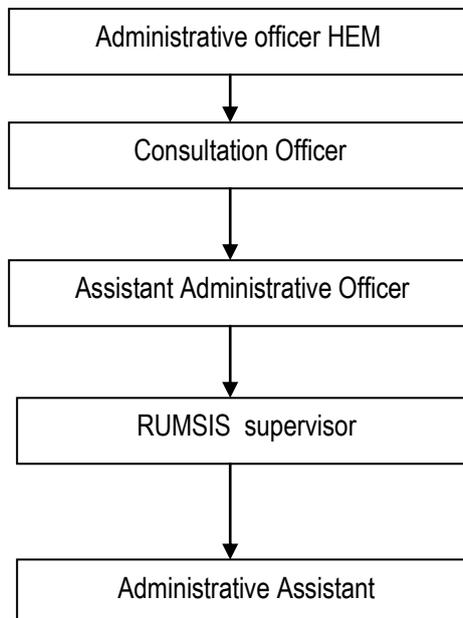
The Procedure for Getting and/or taking any Statement from the Undergraduates

1. Statement shall be made and record in a particular form (please refer to the annexure attached herein).
2. Statement shall be recorded and supported by any recording instruments.
3. Statement shall be made free from any force and/or promises.
4. The relevant form or the recording materials and/or instruments shall be submitted to the secretariat.

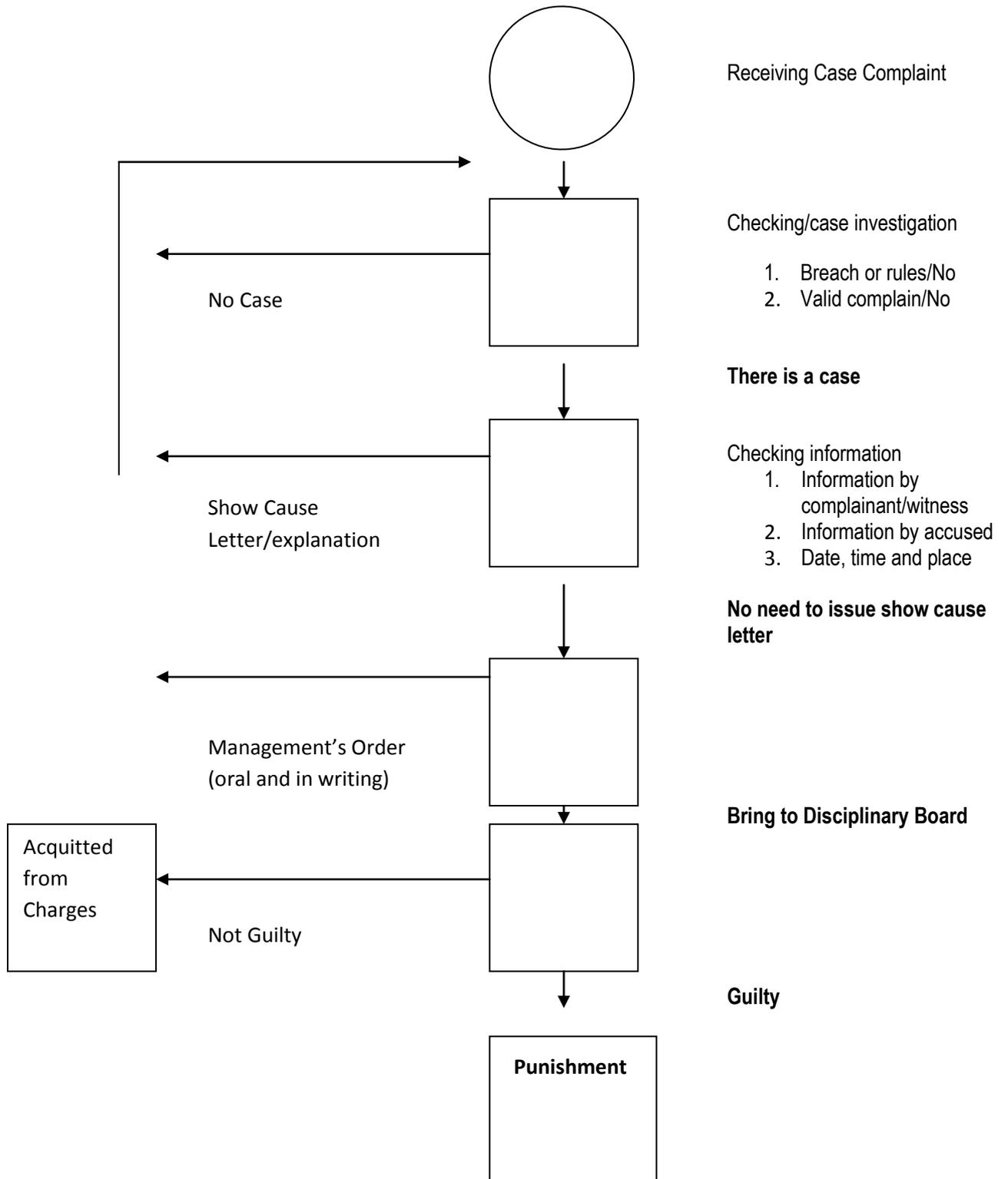
DISCIPLINARY SECRETARIAT

Composition of Secretariat

Undergraduate Affairs Department



THE FLOW CHART OF DISCIPLINARY PROCESS



Investigation	
Who will be investigating?	Security Department/ Dean/ Principal or any other person who has be duly appointed and/or authorized by the Vice Chancellor.
Written Report	The Investigating Officer will be in charge for this.
Who will decide on whether the charge is established or not?	Vice Chancellor/ Administrative Officer of Undergraduate Affairs Division/ Dean and Assistance of settlement officer.

Review of previous records	Duties of
<ul style="list-style-type: none"> • Type of cases • Type of punishments • Number of reminders 	Secretariat

The Charge for Disciplinary Action	Duties of
Preparation of charge sheets. If there is any reasonable doubt, reference shall be made to legal advisers.	Secretariat
Preparation of all the Evidence.	Secretariat
Keep in safety place.	Secretariat
Register and labeling.	Secretariat

Notification of Trial	Duties of
<p>The letter notifying the trial date, time and venue to all the members of Board and witness shall be sending out three (3) days earlier before the trial date.</p> <p>Notification letter addressed to the accused person shall be sent out by hand and registered post if the accused resides outside of the campus.</p>	Secretariat
<p>Reminder</p> <p>Members of the Board and witnesses shall be reminded of the trial through phone calls at least one day before the trial</p>	Secretariat

HOW TO HANDLE A TRIAL

Before the trial starts

1. The disciplinary committee members are present and there is sufficient quorum (representatives are not acceptable). The maximum number of the quorum is five members, while the minimum is three. If there is absolute vesting of power by the Vice Chancellor to the Deputy Vice Chancellor in writing, just one would be deemed to be a sufficient number for a quorum. However, if empowerment is made to the board, the maximum amount for a quorum is five members and a minimum of three.
2. Accused person and all the witnesses are present.
3. Every member shall be giving a Manual Book on how disciplinary proceedings shall be conducted.
4. Equipment such as tape recorders, audio or video and others are provided.
5. Get ready all the required forms for trial.
6. Personal File for undergraduates shall be prepared.
7. Exhibits.

SECRETARIAT'S ASSISTANCE TO FACILITATE THE COURSE OF THE TRIAL

RECORDING OF THE WHOLE PROCEEDING

1. Secretary shall record down all the details of the speech by the Chairman, accused person and witnesses.
2. Ensure that all the witnesses are present together with all the exhibits.
3. Make reference to the video tape and / or any recording materials when preparing the relevant reports.

READING OF CHARGE TO THE ACCUSED PERSON

1. During the time when charge is read, accused person shall at all times remain in a standing position.
2. The reading of the charge shall be done by the secretariat of the board and not the chairman of the disciplinary board due to the reason that the chairman is directly involved in the hearing and decision making.
3. Before reading out the charge in detail, the Secretariat must first of all read out the name, identification card number, Undergraduate's matrix card, course, year and etc and accused person need to response to each of the particulars and verify it.
4. Accused person shall be require to recite an oath as follows:-

"I declare all information given above is true, there is nothing that is not true, unless it is all true."

5. Secretariat will then read out the charge:-

“That you have been accused (as the facts alleged in the charge sheet) at the date, time, place of the incident.

Therefore, you have violated rules in the disciplinary rules and which is punishable under the clause 48 of the same Rules and Regulations of University College of Islam Melaka.”

6. Secretariat shall read out all the details of the charge specifically and he may require the accused person to refer to the relevant documents as provided during the disciplinary proceeding.

“FOR INSTANCE, Secretariat may be referring to page three of Part II of the General Disciplinary Rules Item 4(a) and (b) and read out the entire pages to the accused person. The Chairman shall thereafter inquire from the accused person whether he or she understands it”.

7. If the accused person does not understand what has been read out to him, the Chairman may then request the Legal Advisor to explain in details the relevant charges to him. If the accused person understands the charges, then they shall proceed with reading the punishment prescribed under Rule 48.

PROCEDURE IN HANDLING TRIALS AND PRESCRIBED PUNISHMENTS

1. After reading the charge and the rules, the Chairman will ask the accused person as per followings:-

“Without any coercion, pressure and promise and voluntarily, do you plead guilty or plead not guilty?”
2. If the accused person pleads guilty, the Chairman shall then announce the decision that the particular accused person is guilty.
3. The disciplinary authority will explain in details all the facts of the case. The chairman shall thereafter inform the accused person that he is entitled to appeal to mitigate his punishment.
4. In the circumstances if accused person pleads not guilty, the accused person shall be allowed to be seated.
5. The Disciplinary Board shall thereafter:-
 - (a) conduct the case by calling and examining the main witnesses and examine all the relevant documents and the exhibit of the particular case.
 - (b) Accused person shall be entitled to cross examine the witnesses. The Disciplinary Board shall be thereafter be entitled to re-examine the witnesses. The accused person has the authority to call his own witnesses and giving his statements and/or providing any documents for defending his case. The Disciplinary Board is entitled to examine the accused person’s witnesses.
 - (c) If they do not know the procedure to ask questions or make cross-examination, accused person may ask for further explanation from the legal advisor.
6. Every witness is required to leave the courtroom after testifying and/or cross-examination by the board and accused person.
7. After all the evidence have been taken, the chairman would require the accused person to go out of the courtroom in order for the Board to discuss and proceed to decision making.

8. Every decision shall be made only after full discussion with all the members of the Board and after taking into consideration of all the relevant factors. The Chairman has the authority to decide on the matter in the circumstance where the members of the Board cannot achieve a final decision.
9. The accused person shall be called when the Chairman of the Board is ready to announce the decision. In case where the accused person is found not guilty, he shall be acquitted and if the accused person is found guilty, he shall be allowed to mitigate and appeal on his sentence and/or punishments.
10. The accused person shall be entitled to request for further explanation if he or she does not understand on how to mitigate his or her punishment.
11. The accused person shall be require to leave the courtroom once mitigation has been done in order for the members of the Board to decide on the issue.
12. The accused person will be called to enter the courtroom again once decision has been made and the Chairman shall thereafter explained to the accuse person of his right to appeal to the HEM officer and the Board shall then assist the accused person to contact the relevant secretariat.

SENTENCING PROCESS

1. When an undergraduate is suspended from College pursuant to the Rules 48/50/64 , the secretariat should take the following actions: -
 - 1.1 issue letter informing the suspension immediately to the undergraduate and a copy to:-
 - (a) Parents/ Guardian of the undergraduates;
 - (b) Vice Chancellor;
 - (c) Dean of Faculty;
 - (d) Admission and undergraduate records Department;
 - (e) Examination Unit;
 - (f) Security Unit;
 - (g) Library;
 - (h) Scholarship sponsor (If any); and
 - (i) Employer (if the particular undergraduate is on study leave).
 - 1.2 Letter informing the decision pursuant to the disciplinary proceeding shall contain:-
 - (a) The date suspension commences.
 - (b) The date suspension ends.
 - 1.3 The Secretariat shall take back:-
 - (a) the undergraduate card / library card / cards in and out of college / membership card associated with college as soon as the sentence carried out.
 - (b) The particular undergraduate shall be given a specified time period for him to take his belongings out from his RUMSIS. The time period given shall not exceed twenty four (24) hours.

PROCEDURE OF EXCLUSION

1. A copy of the letter informing the punishment of the undergraduate with exclusion shall be sent to:
 - (a) Parents/ Guardians;
 - (b) Dean of Faculty;
 - (c) Admission and undergraduate records Department;
 - (d) Placement unit;
 - (e) Security Unit;
 - (f) Scholarship sponsorship (If any); and
 - (g) Employer (if the particular undergraduate is on study break).
2. In that particular letter, it shall mention when the exclusion period ends and the date when the particular undergraduate can go back to the campus.

THE PROCEDURE OF SUSPENSION

1. Undergraduate card / library card / cards in and out of college / membership card associated with college will be taken back as soon as the sentence is carried out.
2. The particular undergraduate shall be given a specified time period for him to take his belongings out from his RUMSIS. The time period given shall not exceed twenty four (24) hours.
3. The undergraduates shall be entitled to claim all of his deposit that has been paid to the College during the admission period.
4. A copy of the decision shall be sent to:-
 - (a) Parents/ Guardian of the undergraduates;
 - (b) Vice Chancellor;
 - (c) Dean of Faculty;
 - (d) Admission and undergraduate records Department;
 - (e) Examination Unit;
 - (f) Security Unit;
 - (g) Library;
 - (h) Treasurer;
 - (i) Scholarship sponsorship (If any); and
 - (j) Employer (if the particular undergraduate is on study break).

5. The Secretariat if necessary shall at all times assist the undergraduate to appeal to the Vice Chancellor.
6. The Secretariat shall inform the undergraduate immediately with regards to the decision made by the Disciplinary Board.

Take note: The procedure for handling undergraduates guilty of charges related to KUIM examinations are the same as the procedures for handling trials and punishment except that the copy of the letter of notification of punishment must be sent to the Examinations Department.

THE PROCEDURE FOR APPEAL

1. Render technical assistance to the undergraduates.
2. Appeal to Vice Chancellor to review the decision.
3. Appeal to Vice Chancellor through the Undergraduate Affairs Officer.
4. Keeping the trial record for a period not less than five (5) years from the date of trial.

PREPARATION OF REPORTS

1. For the purpose of records.
2. Reports with regards to appeal by the undergraduates.
3. Annual Reports for the KUIM Board.

THE PRESCRIBED PUNISHMENT

General Rule of the College	Punishments	
Particulars of Offences	Minimum	Maximum
Conspiring to commit acts that breach any provisions of written law whether within or out of the Campus	Warning, RM50.00	RM100.00
Cigarettes/ smoking pipe / cigars		
a. in possession	Warning, RM50.00	RM100.00
b. smoking	Warning, RM50.00	RM100.00
c. selling/distributing	RM100.00	RM200.00/suspension
Gambling (with wager)	RM200.00	Withdraw privileges, refer for counseling
In possession of/ drinking/ distributing/ selling alcoholic beverages	RM200.00 Withdraw privileges	Expulsion, refer for counseling
Drugs	Expulsion	Expulsion
Coughing medicine/ hallucinatory pills/ ecstasy pills/ glue sniffing	RM200.00/withdraw privileges	Suspension or expulsion
Obscene material (printed/electronic form)/ swearing or talking indecently/ pasting obscene pictures	RM100.00, refer for counseling	Suspension or expulsion
Obscene or indecent behavior/misconduct		
a. holding hands	Warning	RM100.00
b. kissing	Warning/RM100.00	RM200.00, refer for counseling/parents
c. hugging		
d. close proximity without clothes	RM200.00, refer for counseling	Suspension
e. petting	RM200.00	Suspension
f. homosexuality/lesbianism	Expulsion	Expulsion
g. co-habiting	Suspension	Expulsion

h. pregnancy out of wedlock	Suspension	Expulsion
i. close proximity in suspicious places/khalwat	RM200.00/Suspension	Expulsion
j. sexual harassment	RM100.00	RM200.00
k. fornication	Suspension	Expulsion
l. other lewd acts	RM200.00	Expulsion
m. in possession of contraceptives	RM200.00	Suspension
n. male and female undergraduates taking rides in private vehicles together	Warning RM100.00	RM200.00
Fight without weapons/with weapons amongst undergraduates/with staff	RM100.00 Expulsion	Expulsion
Stealing KUIM's property/fellow undergraduate's property/public property	RM200.00/Suspension	Expulsion
Vandalizing property (College Occupants)	Fine Payment of Damages	Withdraw privileges Payment of Damages
Vandalizing property (non College Occupants)	RM100.00 Payment of Damages	RM200.00 Payment of Damages
Misuse of College facilities	RM100.00	Withdraw privileges
Trespass into restricted or limited locations	RM100.00	RM200.00/Suspension
Cheating		
a. falsification of documents	RM50.00	Suspension
b. government documents	Suspension 1 semester	Expulsion
c. falsifying statements	RM200.00	Withdraw privileges/suspension
d. copying staff's signature/KUIM's officers	RM200.00	Withdraw privileges/suspension
No attending mandatory activities	RM50.00	RM100.00
Close proximity in suspicious circumstances within Campus compound	RM200.00	Suspension

Breach of rules of private and individual appearance	Warning	RM50.00
Rudeness and unbecoming conduct	Warning	RM50.00
Parking vehicles at restricted places	RM20.00	RM50.00
Giving undergraduate's card to another person	RM100.00	RM200.00
Using other person's undergraduate's card	RM100.00	RM200.00
In possession of more than one matriks card/"balik kampong" card/entry and exit card/visitors pass	RM100.00	RM200.00
Using other person's entry and exit card	RM50.00	RM200.00
Noisy vehicle's exhaust pipe	RM50.00	RM200.00
No vehicle sticker (registration of vehicle)	RM50.00	RM100.00
Driving over the speed limit	RM50.00	RM100.00
Not parking at designated parking bays	RM50.00	RM100.00
Pillion riding more than two persons	RM50.00	RM100.00
Not wearing safety helmets	RM50.00	RM100.00
Giving to other persons entry and exit cards	RM50.00	RM200.00
Scrawling/graffiti on any parts of the College	RM50.00	RM100.00
Setting up lines (e.g. clothes line) in undesignated places	RM20.00	RM50.00
Not switching off the fan	RM20.00	RM50.00
Not switching off the lights	RM20.00	RM50.00

Sleeping in restricted places	RM20.00	RM50.00
Allowing for sharing of accommodation	RM50.00/RM100.00	Withdraw privileges
Changing rooms without permission	RM100.00	Withdraw privileges
Cooking in the room	RM50.00-RM200.00 Confiscation	RM200.00 Withdraw privileges Confiscation
Bringing in public facility apparatus into the room	RM50.00	RM200.00
Not bringing the entry and exit card when entering and exiting Campus	Warning	RM50.00
Pasting posters/memo without permission	RM50.00	RM100.00
Making noise and disturbing the public peace	Warning	RM100.00
Changing the position of the room's furniture	Warning	RM25.00
Exiting RUMSIS without permission	RM50.00	RM100.00
Moving furniture to another room	Warning	RM50.00
Room in dirty condition	Warning/RM20.00	RM50.00
Not using bed sheets and pillow cases	Warning/RM20.00	RM50.00
In possession of electrical appliances without permission	Warning/RM20.00	RM50.00
Using immersion heater element	RM100.00 Confiscation	RM200.00 Confiscation
Playing, selling or distributing fireworks/crackers	RM100.00 RM200.00	RM200.00 Suspension
Not turning off the pipes (water)	RM20.00	RM50.00

Truancy for Friday prayers	Warning/RM100.00	RM200.00
Illegal wiring	RM50.00	RM100.00
Being out of College after 11pm without permission	RM50.00	RM100.00
Illegal broadcast (in print/electronic form)	RM200.00	Suspension/Expulsion
Not wearing matriks card	RM20.00	RM50.00
Misuse of fire extinguisher	RM100.00	RM200.00
Wrecking College Property	RM50.00	RM100.00
Not covering modesty	Warning/ RM50.00	RM100.00
Wearing scarf	Warning/ RM50.00	RM100.00
Injuring others whether or not an undergraduate	Warning/RM100.00	Suspension/Expulsion

ACADEMIC MISCONDUCT	PUNISHMENTS
1. Not attending lectures/tutorials/lab (after 3 times not attending consecutively)	1. Warning 2. Warning 3. Barred from sitting for examinations
2. Not attending co-curriculum activities	1. RM20.00 per charge 2. RM50.00 per charge 3. RM100.00 per charge
3. Bringing notes into exam hall	Suspension for the following one semester
4. Not completing assignment a. Project paper b. Class assignment	a. RM100.00 per subject b. Warning and fine not exceeding RM100.00
5. Breach of any academic rules	RM50.00 to RM100.00
6. Not attending practical training a. dismissal by employer b. disciplinary case	a. Warning and fine b. Warning and fine
7. Copying during a. examination b. tests/assignments	a. Suspension for the following one semester/expulsion b. RM200.00
8. Late registration for courses from date fixed	Fine at RM10.00 for the 1 st day late Fine at RM5.00 for every subsequent day late
9. Using hand phone in exam hall	RM50.00 per charge and hand phone will be confiscated
10. Communication orally or in writing during examinations	Suspension for the following one semester
11. Referring and using any reference materials that is prohibited in or out of the exam hall for examination purposes	Suspension for the following one semester