

Guideline on Students' Conduct & Attire



GUIDELINES ON STUDENTS' CONDUCT AND ATTIRE

INTRODUCTION

The education at University Tun Abdul Razak (UNIRAZAK) is aimed not only at developing academic and intellectual potentials of the students. Moral and character building objective is a very important part of the curriculum. It is in fact a primary concern of education to look at human personality as an integrated whole, consisting of physical, emotional, intellectual, spiritual and social dimensions. In UNIRAZAK, the integration of knowledge with morality, professionalism with ethics and academic excellence with spiritual virtues constitute our vision of education in line with principles entrenched in Vision 2020.

The proper relationship between the opposite sexes and the acceptable attire of students are part and parcel of UNIRAZAK identity and therefore they should be clearly defined. UNIRAZAK expects the students to observe the values and norms of moral propriety, decent behaviour and respectable attire, which together reflect the identity that, UNIRAZAK wishes to project and nurture. The following rules, in addition to other existing one, are meant to reinforce the importance of the above objectives and help the students to live up and uphold the high level of manners, ethics and decent behaviour.

OBJECTIVES

Students' Conduct and Attire guideline aims in defining the appropriate dress and attire that should be worn by the students. It aims to protect the good name of the University and develop an environment that encourage and motivate students throughout their learning process in the University. The objectives are in line with University's aspirations and vision as an educational institution and center of knowledge.

1. To project a good image of UNIRAZAK's students to the public.
2. To build and develop a positive personality of our students with high moral, attitudes and etiquette.
3. As a social service contributed by UNIRAZAK to the society in ensuring our future generation is not only prepared with academic excellence but also possesses good personality and high awareness of social values and norms.



STUDENTS' CONDUCT AND ATTIRE STANDING ORDER

The Vice President (Academic and Student Affairs), University Tun Abdul Razak, in exercise of the authority given to him under Part II of the University Tun Abdul Razak Discipline of Students' Rules and Regulation make the following orders and instructions which are incorporated together as a "Standing Order".

Part I

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| Name | 1 | This Standing Order is called University Tun Abdul Razak, Students Conduct and Attire Standing Order (2005) – hereafter referred to as the Standing Order. |
| Definition | 2 | <ul style="list-style-type: none">a) Authorised Person refers to any person duly authorised to act on behalf of UNIRAZAK;b) Head of Corporate Finance means the principal financial officer of an Institution, regardless whether he is styled as Bursar or by any other designation;c) Vice President refers to the Vice President of Academic and Student Affairs;d) Disciplinary Authority means the Disciplinary Board or any person delegated by the President of UNIRAZAK with disciplinary functions, powers or duties or where applicable, under Section (5), Article 46 of Private Educational Institution Act, 1996.e) Disciplinary Offence means disciplinary offence under these rules.f) Disciplinary Room means a room allocated for the purpose of the conduct of disciplinary proceedings generally or for the purpose of a particular disciplinary proceedings.g) Officer refers to a person holding any office in UNIRAZAK or in any body constituted by or under the Institution or functioning in the institution, whether such office is voluntary, or for remuneration, or otherwise.h) University refers to University Tun Abdul Razak (UNIRAZAK)i) Staff includes any employee of UNIRAZAK.j) Minister refers to the Minister of Higher Education, Ministry of Higher Education, Malaysia.k) Study Center refers to all satellite and tutorial centers where UNIRAZAK students are studying. |

Part II

GENERAL REGULATIONS ON STUDENTS' CONDUCT AND ATTIRE

A. RULES OF CONDUCT FOR STUDENTS

1.0 General rules

- 1.1 Students are required to comply with rules and regulations of the University.
- 1.2 Muslim students shall act in accordance with Islamic code of conduct and shall perform duties, which are obligatory, as prescribed by the Shari`ah.

2.0 Rules of Conduct Between Male and Female Students

- 2.1 Male and female students should, at all times, practice the principle of modesty, respectable interaction and proper decorum within the vicinity of the study center, public places, during the meetings, sporting and cultural activities, gatherings and/or when dealings with each other so as to avoid all kinds of suspicion or misunderstanding.
- 2.2 Male and female students should not practice or participate in any physical activities or outing together in such a way that arouse public concern or suspicion that a situation of permissiveness or promiscuity exists between opposite sexes.

B. RULES OF ATTIRE FOR STUDENTS

3.0 General Rules

- 3.1 Student Cards - Every student shall have his/her Student Card in his/her possession at all times within the campus and shall produce them when required to do so by an authorised person.
A student shall wear his/her official and valid Student Card on his person in such manner, on such occasions and at such times as may, from time to time, as directed by the Students' Affairs Officer.
- 3.2 Students are not allowed to wear any attire or accessories that symbolise any particular external organisation or group except on certain occasions and with the permission from the relevant officer of the University.
- 3.3 Students' attire must not display any provocative or undesirable designs, pictures, words or phrases.
- 3.4 National dresses/attires may be worn provided they do not violate or infringe the University requirements, values and norms.
- 3.5 The attire of men must not resemble that of the women's or vice versa.

4.0 Uniform

- 4.1 Students are allowed to wear uniforms when it is defined as necessary due to their involvement in a recognised student's association and/or society. This uniform should entirely reflect the group's objective of establishment; such as Red Crescent Society, Boy and/or Girl Scouts or sport's team. This uniform is only to be worn during activities involving a particular student association(s) and/or society(s).

Part III

C. MALE STUDENTS' MINIMUM REQUIREMENT OF ATTIRE

1) HAIR

- 1.1) The length of hair should not extend beyond the neckline and ears; also the hairstyle should not be of unusual or extraordinary fashion.

2) SHIRT

- 2.1 Shirts and T-shirts with collars are allowed to be worn when attending classes. Except for bush jackets, buttoned Malay dresses, batik shirts and other proper national dresses, the shirts and T-shirts should be tucked-in.
- 2.2 T-shirts without collar are not allowed to be worn during formal University functions and other formal activities unless expressly allowed by the authority for certain specific functions.

3) PANTS

- 3.1 Jeans are not allowed to be worn except for non-formal occasions and during physical activities such as sports or recreation, provided they are not tight-fitting, multi-coloured, faded, fancy in design, torn or with patches.
- 3.2 Shorts are not allowed for all students.

4) SHOES

- 4.1 Slippers, non-strip sandals should not be worn during office hours, lectures, tutorials and other official's functions, at any Unit, of the University.

5) NAIL

- 5.1 Nails should be clean and well cut. Unusual and extraordinary colours of nails are not allowed.

6) ACCESSORIES

- 6.1 Neck and wrist chains should not be worn except for medical purpose or on religious grounds.
- 6.2 Body piercing, at any part of the body, is not allowed for male students.

6.3 Body tattoo is prohibited to all students.

D) FEMALE STUDENTS' MINIMUM REQUIREMENT OF ATTIRE

1) HAIR

- 1.1) Hairs should be properly combed.
- 1.2) Students are not allowed to dye their hairs except "henna".

2) MAKE-UP AND ACCESSORIES

- 2.1) Female students are not allowed to wear heavy make-up
Excessive accessories and strong perfume are not allowed.
- 2.2) Body piercing is not allowed except for ears, unless on religious grounds.

3) DRESS

- 3.1) The attire should not be tight fitting.
- 3.2) The attire should be made from materials such that the colour of the skin and shape of the body would not be visible.
- 3.3) The design of the attire should not reveal any area of the body which according to the norms has to be covered.
- 3.4) Dress materials should not be transparent or revealing the contour of the body.
- 3.5) Sleeveless t-shirts are not allowed for female students.

4) SKIRTS

- 4.1) Sarongs and skirts may be worn if they are loose and must be below the kneecaps.

5) PANTS

- 5.1 Tight-fitting trousers or pants and shorts should not be worn when attending classes or during formal University's functions and activities and around Study Center.

6) SHOES

- 6.1 The heels of the footwear should not be excessively high.

7) NAIL

- 7.1 Nails should be clean and well cut. Unusual and extraordinary colours are not allowed.

Part IV

E. ENFORCEMENT OF THE RULES AND REGULATIONS

The University authority empowers the enforcement of the above rules to the following categories of staff:

1.0 Academic Staff

1.1.1 Academic staffs are authorised to advise or remind or counsel student regarding the above Standing Order. They are also authorised to bar any student who does not conform to the university rules of attire and conduct, from entering their classes or lectures, after reminding students of the above rules. In such cases, they mark "absent" on the attendance sheet of the offender. The offences should then be reported to the Manager of Student Affairs through Dean of each Faculty for appropriate disciplinary action.

2.0 Departmental Staff

2.1.1 All staff from departments/divisions/faculties/centers/library have the right to refuse entry and/or facilities to students who fail to conform to these rules of attire and conduct, and to report to the Manager of Student Affairs through Head of Department for appropriate disciplinary action.

3.0 Advisors of Student Societies & Student Advisors/Mentors

3.1.1 Advisors/Mentors are required to advise or remind students regarding the rules and other relevant regulations of the University. They are also required to report to the Manager of Student Affairs, of any student who breaches the rules and regulations, for appropriate disciplinary action.

4.0 Security Guards

4.1.1 Security guards are empowered to take proper precautionary roles in maintaining discipline and proper conduct of the students. They are required to advise or remind students regarding the rules and to report to the relevant authority.

5.0 University Staff

5.1.1 All other university staffs are allowed to question any students suspected of breaching any of the University Rules and Regulation and, when necessary to report to the Manager of Student Affairs. They are also allowed to advise or remind students of the rules and regulations.

Part V

F. PENALTIES FOR INFRINGEMENT OF THE RULES

Students who violate or breach any of the rules stated in the Standing Order shall be liable to the following disciplinary actions:

1. First offence – The offenders will receive warning(s) from the authority. Warning letter will be issued to the students and a copy will be kept in the student's file. If necessary the case should also be referred to the Deputy President (Academic & Students Affairs) for further action. An immediate fine may be issued when necessary.
2. Second offence - The offenders may be compounded with a fine, the amount of which may range from a minimum of RM5 to a maximum of RM50. The penalties could be more severe, depending on the nature of each case.
3. Third offence - The offender shall be compounded **and** their parents may be informed. They will also be barred from classes for a minimum period of one week. If necessary, their sponsors may be informed. Their cases must be referred to the Deputy President (Academic & Student Affairs) for other appropriate disciplinary actions.
4. Fourth offence – the offenders shall be referred to the Deputy President (Academic & Student Affairs) and upon recommendation by the Manager of Student Affairs, they can be punished, according to the University's rules and Regulations, up to dismissal from the University and/or suspension of scholarship.
5. Refusal to comply with the above penalty(s) shall be considered as a disciplinary offence in itself and shall be dealt with as an act of insubordination, in which case, the penalty is very severe.
6. The Vice President (Academic & Student Affairs) may delegate the authority to impose fines and penalties to the Head of Student Affairs or Dean of Department or to any other officer of the University.

Part VI

G. DISCIPLINARY PROCEDURE

1. Disciplinary Punishment

A student who is found guilty of a disciplinary offence shall be liable to any one of appropriate combination of two or more of the following punishments:

- a) Reprimand;
- b) A fine not exceeding one hundred ringgit;
- c) Suspension from the University's facilities for a specific period of time.
- d) Exclusion from the University for a specific period of time;
- e) Dismissal from the University.

2. Attendance before disciplinary authority

Where it appears to a disciplinary authority that a student has committed a disciplinary offence, the disciplinary authority shall, either orally or in writing, requires the student to attend before it at such disciplinary room, on such date and at such time as it may specify.

3. Consequences of failure to attend before disciplinary authority.

Where a student fails to attend before the disciplinary authority in accordance with a requirement under rule (G.2), s/he shall immediately thereupon be suspended from being a student of the University and shall not thereafter remain in or enter the Study Center. Such suspension shall continue until the student offers to attend before the disciplinary authority and does, in fact, attend before the disciplinary authority on the date and at the time, which the disciplinary authority may specify.

4. Facts of disciplinary offence to be explained and plea taken.

At the disciplinary proceeding in the disciplinary room, the disciplinary authority shall explain to the student the facts of the offence alleged to have been committed by the student and call upon him to plead thereto.

5. Plea of guilty and consequential procedure.

If the student pleads guilty, the disciplinary authority shall explain to him/her the facts of case. If he/she admits these facts, the disciplinary authority shall pronounce him/her guilty of the disciplinary offence and invite him/her to make any plea he/she may wish to make for a lenient punishment.

6. Procedure for hearing where student pleads not guilty.

If the student pleads not guilty of the disciplinary offence or fails and/or refuses to plead or does not admit the facts of the case, the disciplinary authority shall examine any witness or any document or other material whatsoever in support of the case against the student. The student shall be incited to question such witness and inspect such document or material, and the disciplinary authority may re-examine such witness.

7. Student's evidence.

After the evidence referred to in rule 6 has been received, the student shall be invited to give evidence, call any witness or produce any document or material whatsoever in support of his/her defence. The disciplinary authority may question the student or any of his/her witness(s) and inspect any such document or material, and the student may re-examine any of his witness(s), document(s) and/or material(s).

8. Power of disciplinary authority to question or recall witness.

The disciplinary authority may question or recall any witness at any time before it pronounces its decision.

9. Decision of disciplinary Authority

After hearing the witness and examining the documents or other materials produced before, the disciplinary authority shall pronounce its decision in the case. If it decides that the student is guilty of the disciplinary offence it shall invite the student to make any plea he/she may wish to make for a lenient punishment.

10. Imposition of punishment.

After the student has made his/her plea for leniency, if any, under rule 5 or 9, as the case may be, the disciplinary authority shall impose on the student one of the punishment specified in rule G.1 or any appropriate combination of two or more such punishment.

11. Custody and disposal of exhibits.

- 1) The disciplinary authority may order any document and/or material whatsoever produced before it in the course of any disciplinary proceeding to be kept in its custody or in the custody of such person as it may specify pending the conclusion of the disciplinary proceeding.
- 2) The disciplinary authority shall, upon the conclusion of the disciplinary proceeding, make any order as it deems fit for the disposal of any document or other material whatsoever produced before it in the course of the disciplinary proceeding. The disciplinary authority may direct that such order shall take effect either immediately or at such time as it may specify.
- 3) The power of the disciplinary authority under paragraph (2) shall include a power to order the destruction of any such document or article or the forfeiture thereof to the University.

12. Written notes of disciplinary proceedings to be made.

The disciplinary authority, which takes disciplinary action against a student under rules 2 to 11 inclusive, shall make or cause to be made written notes of the proceeding, but those notes need not be verbatim.

13. Custody of notes.

The notes referred to in rule 12 shall be kept in the custody of the Students' Affairs Department.

14. Register of disciplinary proceedings.

The Students' Affairs Department shall maintain a register of all disciplinary proceeding taken under this Standing Order. Such register shall record the name of the student, the particulars of the disciplinary offence, the progress of the proceeding, the result of the proceeding, and such other information or particulars as the said Students' Affairs Department may direct.

15. Report of proceedings to parent, Minister, etc.

- 1) Where a student is found guilty of a disciplinary offence, the Students' Affairs Division shall send a report in respect of the disciplinary proceeding to the student's parent and/or guardian and/or to the Minister; and/or to the scholarship-sponsoring or scholarship-granting authority or body.
- 2) The parent or guardian, or the scholarship-sponsoring or scholarship-granting authority or body, of such student, as the case may be, shall be entitled to a certified copy of the notes of the proceeding made under rule 13 upon payment of a fee determined by the Students' Affairs Officer, which fee shall not, in any case, exceed fifty ringgit.
- 3) The Student's Affairs Officer shall supply a certified copy of the notes of the disciplinary proceeding made under rule 13 in respect of any particular case to the Minister; if the Minister requires.

16. Payment of fine.

Where the disciplinary authority imposes a punishment and/or a fine on the student, it shall specify the period within which the fine shall be paid and the student shall pay the fine within the said period to the Bursar.

17. Consequence of failure to pay fine.

If the student fails to pay the fine within the period specified under rule 16, he shall immediately thereupon be suspended from being a student of the Institution and shall not thereafter remain in or enter the Study Center; such suspension shall continue until the fine is paid.

18. Order to pay compensation.

- 1) Where any punishment is imposed on a student under rule 10, the disciplinary authority may, in addition, order the student to pay such compensation as it may deem appropriate in respect of any damage to any property or any loss or injury to any person for which the disciplinary authority may find the student, in the course of the disciplinary proceeding, to be responsible. A student may be ordered to any compensation under this paragraph regardless whether the property, which is damaged, belonged to the University or to any other person.
- 2) The amount of compensation fixed by the disciplinary authority under paragraph (1) shall be a just and reasonable amount having regard to all the circumstances of the case and of the persons involved therein.
- 3) The student shall pay the compensation fixed under paragraph (1) to the Bursar within such period as the disciplinary authority may specify.
- 4) The provision of rule 41 shall apply *mutatis mutandis* where the student fails to pay the compensation fixed under paragraph (1) within the period specified under paragraph (3).
- 5) The Bursar shall pay out the compensation paid by the student under paragraph (3) to such person as the disciplinary authority 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 proceeding in a court of law for damages or compensation in respect of the damage, loss or injury referred to in paragraph (1), or the right of any person to receive any payment or compensation under any other written law in respect of such damage, loss and/or injury.

19. Persons who may be present at a disciplinary proceeding.

No person shall be present at a disciplinary proceeding except: -

- a) The disciplinary authority and its staff;
- b) The student against whom the disciplinary proceeding is taken;
- c) The parent or guardian of such student;
- d) A witness while he is giving evidence, or when required by the disciplinary authority;
and
- e) Such other person as the disciplinary authority may for any special reason authorise to be present.

PART VII

APPEALS

1. Notice of appeal.

- 1) Where a student dissatisfies with a decision of a disciplinary authority, he/she may give notice in writing of his/her intention to appeal against such decision. The procedure requires filing a notice of appeal in duplicate to the Manager of Students' Affairs Department within five days of the date on which the decision was given.
- 2) The notice of appeal shall set out clearly the grounds of appeal.

2. Transmission of appeal to President.

The Deputy President (Academic & Student Affairs) shall, upon receiving the notice of appeal, submit the same to the President together with a copy of the notes of the disciplinary proceeding in respect of which the notice of appeal is given.

3. Action by President on appeal.

- 1) The President may, on receiving the notice of appeal and the notes of the disciplinary proceeding from the Deputy President, call for such further information or particulars in relation to the disciplinary proceeding, as he deems fit.
- 2) If the President summarily rejects the appeal under subsection (4) of section 5 of the **EDUCATIONAL INSTITUTIONS (DISCIPLINE) ACT 1976**, the decision of the President shall be conveyed to the student through the Deputy President.
- 3) Where the President appoints a committee under subsection (5) of section 5 of **the EDUCATIONAL INSTITUTIONS (DISCIPLINE) ACT 1976** to consider the appeal, the President's decision on the appeal after receiving the recommendations of the committee shall be communicated to the student through the Deputy President.

4. Appeal not to operate as stay execution.

An appeal by student shall not operate as a stay execution of the punishment imposed under rule 9 or as a stay of the payment of any compensation ordered to be paid under rule 18, unless the Deputy President (Academic & Student Affairs) or the President otherwise directs.

PART VIII:

FINE / COMPOUND RATE

NO	OFFENCE	ACTION / FINE / COMPOUND
1.	Not displaying Student Card	Not allowed to access to the Study Center. 2 nd Reminder and fine (will be determined) Warning and disciplinary action
2.	Long hair for male student (below neckline and/or collar)	1 st Reminder with fine 2 nd Reminder and fine (will be determined) Warning and disciplinary action
3.	Improper attire (male & female students)	1 st Reminder and fine 2 nd Reminder and fine (will be determined) Warning and disciplinary action
4.	Unnecessary Accessories	1 st Reminder 2 nd Reminder & the item will be confiscated. Warning and disciplinary action.
5.	Disobeying order(s) from the authority (especially during spot-check)	Warning and disciplinary action.

Part IX:

GENERAL

1. Disciplinary offences.

Any student who commits a breach of, or fails to comply without contravenes any of these rules or any restriction, condition or term imposed under these Rules or any order, instruction or direction given under these Rules shall be guilty of a disciplinary offence.

1. These rules not to derogate from criminal liability.

Nothing in these Rules shall derogate from the liability of any student or other person for any student or other person for any offence under any written law.

Part X

AMENDMENTS

The University reserves the right to make any amendment(s), addition(s), insertion(s), deletion(s) or substitution(s) to this Standing Order. Such amendment(s), addition(s), insertion(s), deletion(s) or substitution(s) shall be subject to confirmation by the University's Board of Students Affairs and Senate.