



# **INTEC EDUCATION COLLEGE**

## **STUDENT REGULATIONS**

**PART I  
PRELIMINARY**

**1. Title**

These rules may be cited as the INTEC Education College (INTEC) Student Regulations.

**2. Application**

These regulations shall be applicable to INTEC students, specifically within the INTEC campus. They are not meant to replace the provisions of the law of the country. Any action taken in accordance with the provisions of these regulations is not intended to be in lieu of any action to be taken pursuant to the provisions of the law of the country. As such, action may be taken pursuant to the provisions of these regulations despite action being taken under the laws of the country.

**3. Interpretation**

“Campus” means an area or areas, whether developed or not, wherein INTEC operations are carried out and shall include buildings and property.

“Chief Executive” means the Chief Executive of INTEC Education College, hereinafter referred to as CE.

“Disciplinary Board” means a committee appointed by the Chief Executive to handle disciplinary action cases against students, adjudicate and carry out appropriate punishments.

“Disciplinary Committee” means a committee appointed by the Chief Executive that is responsible for managing the discipline of INTEC students.

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

“INTEC” means INTEC Education College.

“INTEC community” means individuals who carry out learning activities or work on the INTEC campus, including students, course participants, trainers, INTEC workforce or workforce from other organisation working in INTEC.

“PHEI” means private higher educational institution.

“Prima facie” means, on the surface, a particular case has some evidence in support of the accusation made.

“Registrar General of PHEIs” means the Registrar General of PHEIs appointed by the Ministry of Education of Malaysia in accordance with the provisions of the Private Higher Educational Institutions Act 1996.

“Residence” means the student accommodation provided by the management of INTEC.

“Secretariat for Student Discipline” means a unit that is responsible to the Disciplinary Committee and the Student Appeal Committee in matters relating to the administration of INTEC students’ discipline.

“Student” means a person who is officially enrolled in a programme in INTEC.

“Student Disciplinary Appeal Committee” means a committee lead by the Chief Executive of INTEC.

## **PART II**

### **STUDENT REPRESENTATIVE COMMITTEE**

#### **4. Student Representative Committee**

- (1) INTEC students shall have the right to establish a student representative committee entitled INTEC Student Representative Committee (referred to as SRC).
- (2) INTEC students shall be eligible to become a candidate for any post in the SRC unless they are found to be ineligible in accordance with regulation 8.
- (3) INTEC shall have the right to determine the method of selection of the SRC as well as any other matters in respect of the SRC selection process.
- (4) The SRC shall be selected, not more than sixty (60) days from the start of the academic year, through secret balloting organised by an officer appointed by the Chief Executive for such purposes.
- (5) Students from each programme shall be eligible to nominate their peers to represent their programme in the SRC.
- (6) SRC members shall be selected from among those receiving the most votes.

(7) If the number of representatives is not sufficient, the INTEC Chief Executive or his representative shall have the power to determine the number of representatives qualified to be selected to represent each programme.

**5. Office bearers**

Members of the SRC shall appoint from among themselves a President, Vice President, Secretary and Treasurer.

**6. Terms of office**

SRC members and office bearers shall hold their positions for a period of one year.

**7. Ad hoc committee**

The SRC may, from time to time and with the prior written approval of the Student Affairs Department Officer, establish an *ad hoc* committee from among their number for specific purposes.

**8. Loss of eligibility in respect of SRC, student body, student organisation or committee**

No student whose result of disciplinary proceedings against him is still pending or who has been found guilty of a disciplinary offence may be chosen or remain as a member of the SRC or an office bearer of any student body or committee except with the written permission of the Chief Executive or his representative.

**9. Purpose and duties of SRC**

The purpose and duties of the SRC are:

- (a) to foster society life among the students of INTEC;
- (b) to help and encourage, subject to the directives of the Chief Executive or his representative, the development and facilities for students of INTEC;
- (c) to appeal to the Chief Executive or his representative in matters related to student accommodation and place of study;
- (d) to work on any student activities as may from time to time be determined by the Chief Executive or his representative;
- (e) to assist INTEC in maintaining student discipline;

- (f) to manage the Student Conference which is a medium for consultation between students and their representatives in respect of student welfare and development, and to be responsible for the question and answer, debate or proposal sessions during such conference;
- (g) The Chief Executive or his representative has the right to determine the procedures for the Student Conference, quorum, debate and proposal, written submissions and oral questions from students to their representatives.

#### **10. Expenses**

The SRC may not maintain any funds or collect any monies or property from any sources whatsoever. However, any reasonable expenses incurred by the SRC with the prior written approval of the Chief Executive or his representative may be paid by INTEC if a reasonable claim in writing supported by receipts and vouchers is submitted by the SRC to the Chief Executive or his representative and is duly approved.

#### **11. Accounts**

The Treasurer shall keep the accounts of the SRC accordingly and a copy of which, duly audited by a person appointed by the Chief Executive or his representative, shall be submitted to the Chief Executive or his representative for approval not later than three months after the end of each financial year as determined by the Chief Executive or his representative.

#### **12. Meetings**

- (1) The SRC shall hold its meeting from time to time as is deemed necessary and it shall be the responsibility of the Secretary to record minutes of the same which shall be confirmed in the subsequent meeting.
- (2) The SRC or any of its *ad hoc* committees shall, not less than forty-eight hours before convening its meeting, give notice of the date and time of the meeting together with its agenda to the Chief Executive or his representative.
- (3) Every meeting of the SRC or its *ad hoc* committee shall be held only at a place provided for the purposes of that meeting by the Chief Executive or his representative.
- (4) The Chief Executive or his representative shall be present at each meeting of the SRC or its *ad hoc* committee, unless otherwise decided by the Chief Executive or his representative in respect of the particular meeting.

(5) A copy of of the minutes of each meeting of the SRC or its *ad hoc* committee shall be submitted to the Chief Executive or his representative within seventy-two hours of the said meeting.

**13. Inspection of records**

All records of the SRC or its *ad hoc* committee shall at all times be available for inspection by the Chief Executive or his representative.

**14. Dispute in respect of selection**

In the event of a dispute in respect of either a member or office bearer of the SRC or its *ad hoc* committee who has been duly selected or appointed, whichever is applicable, or a person who is entitled to become or who is still a member or office bearer, such dispute shall be adjudicated by the Chief Executive or his representative and any decisions made in respect thereof shall be final.

**PART III  
GENERAL REGULATIONS**

**15. General prohibitions**

A student may not:

- (a) behave, whether on or off campus, in a manner that can adversely affect or is detrimental to the interest, well-being or good name of INTEC, or to the interest, peace or good name of any student, member of staff, officer or employee of INTEC, or to public peace or security, or to morals, manners or discipline;
- (b) violate any provisions of any written law, whether on or off campus;
- (c) disrupt or in any way whatsoever interrupt, or cause to be disrupted or interrupted, any teaching, learning, research, administrative work, or any activities conducted by or under the direction or with the permission of INTEC, or do any such thing that may cause such disruption or interruption;
- (d) stop, obstruct or disrupt or cause to be stopped, obstructed or disrupted, any member of staff, officer or employee of INTEC or any person acting under the orders or consent of the member of staff, officer or employee, from carrying out his work, responsibility or duty, or do any such thing that may cause such stoppage, obstruction or disruption;

- (e) stop or obstruct, or cause to be stopped or obstructed, any student from attending a lecture, tutorial or class or from taking part in a legal activity, or do any such thing that may cause such stoppage or obstruction;
- (f) organise, incite or participate in the boycott of an examination, lecture, tutorial, class or any other legal activity that is carried out by or under the orders of or with the permission of INTEC;
- (g) destroy in any manner whatsoever or cause the destruction by any means of any property of INTEC, or do any such act that may cause such destruction;
- (h) tamper, disturb, remove or in any way whatsoever do anything to any item, object, goods or property, or knowingly do any act or cause any act to be done on campus with the purpose of causing or possibly causing any obstruction, difficulties, annoyance, losses or damage to any persons;
- (i) violate or disobey any orders or requirements of a library officer, member of a library staff or any other library employee in respect of the use of the library, the books and other facilities within the same;
- (j) bring into or take out of an examination room any book, paper, document or picture except those allowed by the examiner, or receive any book, paper, document or picture from any other persons whilst in the examination room, with the exception that a student may, whilst in the examination room, receive from the invigilator any book, paper, document, picture or any other item as may be permitted by the Chief Executive of INTEC or his representative;
- (k) communicate with any other students during the examination in any manner whatsoever.

## **16. Student activities**

- (1) The establishment of the Student Representative Committee and the provisions of PART II shall be applicable to the committee provided that the Chief Executive or his representative may, at his sole discretion, make any modifications, adjustments, additions, deletions or amendments as may be deemed necessary and expedient in its application to INTEC.
- (2) Group activities shall be conducted through student organisations recognised by INTEC:
  - (a) The establishment shall be subject to application to and approval by the Chief Executive or his representative.

- (b) The Chief Executive or his representative shall have the right to disband a society if he deems it necessary to do so.
- (3) Students are not permitted to organise, conduct or participate in any activities off campus whether in a group or as a student body except with the prior written approval or directive of the INTEC authorities and the students shall accordingly comply with all the directives and regulations stipulated.
- (4) No student, student organisation, body or group may organise, conduct or participate in an activity off campus, except with the prior written consent of the Chief Executive or his representative and the students shall accordingly comply with any restrictions, terms or conditions as the Chief Executive may deem necessary or expedient to impose.
- (5) Students are not permitted to promote, organise, conduct or participate in any student activity through any student body without the prior written consent or directive of the relevant authorities of INTEC.
- (6) Students are not permitted to invite or bring in any outsider onto the campus for any activity of the student body without the prior written permission or directive of the INTEC authorities.
- (7) Students are not permitted to manage, collect or assist in any collection of monies or donation on campus whether for themselves or on behalf of other persons without the prior written permission or directive of the INTEC authorities.
- (8) Students are prohibited from participating in any anti-government or anti-INTEC activities.

**17. Assembly: holding, organising, calling, etc.:**

- (1) No student, student organisation, body or group may, without first obtaining the written permission of the Chief Executive or his representative, hold, organise, call for or cause to be held, organised, called for or in any way be involved in the holding, organising, calling for or in causing to be held, organised, called for or in any act to hold, organise, call for an assembly of more than five persons in any part of the campus or on any land or in any building owned by or in the possession or control of INTEC or used for the purposes of INTEC.
- (2) In giving such permission pursuant to subregulation (1) above the Chief Executive or his representative may impose any restriction, term or condition as he may deem necessary or expedient in respect of the proposed assembly.



- (3) No student may knowingly attend or participate in an assembly held in violation of subregulation (1) or (2).

**18. Loudspeakers, etc.: Possession, ownership and use, etc.**

No student, student organisation, body or group may have or use or have in its possession, care or control any loudspeaker, loudhailer, amplifier or any equipment of the same nature:

Unless the Chief Executive or his representative gives permission in writing for any equipment to be owned, used or possessed by a student or student organisation for any purposes subject to any restrictions, terms or conditions as he may deem necessary or expedient to impose in giving such permission.

**19. Banner, sticker, etc.: making, using, displaying, having possession, etc.**

No student, student organisation, body or group may:

- (a) make or cause to be made or do any act to make or cause to be made; or
- (b) fly, display, show or in any manner use, or cause to be flown, displayed, shown or in any manner used; or
- (c) have or have in their possession, care or control, a flag, banner, sticker, poster, symbol or other equipment that may encourage any act of violating discipline, disruption, disobedience or breach of these regulations.

**20. Document: publishing, allocation, distribution, etc.**

- (1) No student, student organisation, body or group may publish, allocate or distribute any documents on or off campus:

Unless the Chief Executive or his representative permits in writing any such document to be published, allocated or distributed for any purposes, subject to any restrictions, terms or conditions as he or his representative may deem necessary or expedient to impose in giving such permission.

- (2) The permission required under this regulation shall be in addition to any licence, permit or other form of permission that may be required under any other written laws.

**21. Student in employment, etc.**

- (1) No student, whether on or off campus, may be employed in any job, business, commerce or other activity, whether full time or part time, which in the opinion of the Chief Executive is inappropriate.

- (2) Subregulation (1) above shall not be applicable in the case of the student service scheme.

**22. Student service scheme**

- (1) Students shall comply with all the regulations and directives stipulated by INTEC Education College and the amendments made pursuant thereto from time to time.
- (2) Students shall comply with the code of personal appearance stipulated by the Academic and Student Development Office.
- (3) Students shall abide by the office ethics and keep all office secrets.
- (4) INTEC may terminate a student's service without any reason by giving seven (07) days' notice in writing and the student may terminate his service by giving seven (07) days' notice in writing to INTEC.
- (5) A student's working hours shall not exceed 25 hours per week during the semester, and shall not exceed 45 hours per week during semester holidays.

**23. Representation in respect of INTEC, etc.**

No student, student organisation, body or group may make, in respect of any matters related to INTEC or to its staff or to the INTEC students themselves, in their capacities as such, any representation or other communication, whether orally or in writing or by any other means, to any public servant, or to any newspaper, or to the public, during any lecture, speech or public statement or during any audio or video broadcast except with the prior written permission of the Chief Executive or his representative.

**24. Objection against the entry, exclusion, etc., of persons into or from campus**

No student, student organisation, body or group may make any objection whether orally, in writing or in any manner otherwise against the entry onto the campus, or the presence on campus or against the exclusion or removal of any person, body or group from campus.

**25. Cigarettes**

No student may smoke, distribute or have in his keeping or under his care any type of cigarettes or cigarette package as stated under the National Tobacco Act and the Amendments thereto.

**26. Gambling on campus**

No student, student organisation, body or group may organise, manage, run or assist in organising, managing or running, or participate in any gaming, wagering or lottery activities on campus.

**27. Drinking or possession of liquor and drunkenness**

- (1) No student may drink or have in his possession or under his control or care any liquor whatsoever on campus.

- (2) Any student found to be in a state of intoxication on campus shall be guilty of a disciplinary offence.

## **28. Pornography**

- (1) No student may have in his possession or in his care or control any pornographic material on campus.
- (2) No student and no student organisation, body or group may allocate, distribute or display or cause to be allocated, distributed or displayed, or in any manner participate in the allocation, distribution or display of any pornographic material on campus.
- (3) A student shall be deemed to be allocating, distributing or displaying pornographic material regardless of whether such allocation, distribution or display is to one person only or to more than one person and regardless of whether or not such allocation, distribution or display is for payment or for any other consideration.
- (4) No student may knowingly view or listen to any pornographic material on campus.

## **29. Drugs and poisons**

- (1) No student shall have in his possession or under his care or control any drugs or poisonous substances.
- (2) No student shall have in his possession or under his care or control any appliance, equipment, apparatus or other article which in the opinion of the disciplinary authority is designed or intended to be used for eating or drinking or smoking or inhaling or ingesting into the body by way of injection or by any other means any drugs or poisons.
- (3) No student shall give, supply, provide or offer or propose to give, supply, provide or offer any drugs or poisons to any person.
- (4) No student shall eat or drink or smoke or inhale or ingest into his body by way of injection or by any other means any drugs or poisons.
- (5) Nothing whatsoever under this regulation shall be deemed as prohibiting a student from undergoing any treatment by or under the prescription of a medical practitioner registered under the Medical Act 1971 [Act 50].
- (6) Any student who is found to be using or consuming or abusing or addicted to any drug or poison shall be guilty of a disciplinary offence.

## **30. Cleanliness on campus**

A student shall not do any act which may adversely affect the cleanliness and tidiness of a student's residence on campus, or the cleanliness or tidiness of any residence, lecture hall, road or park, or the cleanliness or tidiness of any other part of the campus, or the cleanliness or tidiness of any other building or structure on campus.

**31. Noise**

A student shall not make any sound or noise or cause any sound or noise to be emitted by any means if such sound or noise causes or is likely to cause the anger of or nuisance to other persons on campus.

**32. Residence or place to sleep on campus**

No student shall use or cause to be used any part of the campus or any part of any building on campus as a residence or place to sleep, except in the residence provided by INTEC.

**33. Entering prohibited area or building on campus**

A student shall not enter any part of the campus or any part of any building on campus if such areas are prohibited to students in general or to the relevant student or student group specifically.

**34. Student card**

(1) INTEC shall issue to each of its students an identification card referred to as a student card which shall have upon it a photograph of the student and shall contain any information as may be determined by INTEC.

(2) Each student shall have his student card in his possession at all times on campus and shall present the same when required to do so by a person in authority.

(3) A student shall wear upon his person his student card in any manner, in any event and at any time as may from time to time be directed by INTEC.

**35. Insubordination**

If a student fails to comply with or violates a directive or requirement lawfully given or issued by any member of staff, officer or employee of INTEC having the authority to do so on campus, he shall be guilty of a disciplinary offence.

**PART IV  
ACADEMIC REGULATIONS**

**36. Lecture Attendance**

(1) All students are required to attend lectures, tutorials, classes or other learning sessions in respect of their courses of study, except with the prior leave of absence in writing from the Academic Director or Head of Programme or Programme Coordinator.

(2) In any circumstances which do not permit the student to obtain prior leave of absence, and subject to the student having reason or excuse for his absence that is valid, the student shall as soon as possible after his absence inform the Academic Director or

Head of Programme or Programme Coordinator of the reason for his absence and thereafter apply for the relevant approval.

### **37. Examination**

- (1) All students undergoing programmes with examination are required to sit for the said examination, except with the prior leave of absence from the Academic Director or Head of Programme or Programme Coordinator.
- (2) In any circumstances which do not permit the student to obtain prior leave of absence, and subject to the student having reason or excuse for his absence that is valid, the student shall as soon as possible after his absence inform the Academic Director or Head of Programme or Programme Coordinator of the reason for his absence and thereafter apply for the relevant approval.
- (3) A student is prohibited from sitting for an examination that is not scheduled for the said student.
- (4) A student is prohibited from bringing any books, papers, documents or other items except such items as may be permitted by the examiner into or out of the examination room, or to receive any books, papers, documents or pictures or other items from any other persons when he is in the examination room. However, a student may, in the examination room, receive from the invigilator any books, papers, documents or pictures or any other items as may be permitted by the examiners.
- (5) A student is prohibited during the examination from communicating with any persons other than the invigilator in any way whatsoever for the purpose of obtaining information that may be used to assist the student in the examination.
- (6) Students shall be subject to the examination regulations stipulated.

### **38. Practical training**

- (1) If a student is required to attend practical training or other instruction in respect of his course of study, the student shall attend such practical training or instruction, except with the prior leave of absence in writing from the Head of Department in which the training is conducted. If circumstances prevent the student from obtaining such prior leave and there exists a reason or an excuse for his absence that is valid, he shall then, as soon as possible, give the reason for his absence, in writing, to the Head of Department and thereafter obtain the relevant approval.

- (2) During the course of his practical training, a student shall be subject to the regulations or directives of the place in which the training is conducted, as well as to the regulations and directives issued by INTEC.
- (3) In the event of any conflict between the regulations of INTEC and the regulations in force at the place where the training is conducted, the regulations of INTEC shall prevail.

**39. Academic integrity**

A student is required to maintain his academic integrity. A student is not allowed to commit any type of fraud whatsoever including copying or enabling others to copy, plagiarising and the like whether in examination, laboratory work, preparation of working paper or thesis and such other activities.

**40. Use of lecture materials**

A student shall use materials presented to him during lectures or instruction at INTEC only for the purposes of his course of study. A student may not copy, by any means whatsoever, all or any parts of the materials for purposes of publication, allocation or distribution whether for payment or otherwise, except with the written permission of the management of INTEC.

**41. Prohibitions against plagiarism**

- (1) A student shall not plagiarise any idea, writing, data or creation of any other person.
- (2) For the purposes of these regulations, plagiarism shall include:
  - (a) the act of taking an idea, writing, data or creation of another person and claiming the same to be the product or creation of oneself; or
  - (b) an attempt to present or an act to present, in any way, that the student is the original source of or the originator of an idea, writing, data or creation which in actual fact is taken from another source.
- (3) Without prejudice to the generality of subregulation (b) above, a student commits plagiarism when:
  - (a) he presents himself as the author of an abstract, article, scientific or academic paper or book which is wholly or in part written by several other persons;
  - (b) he collaborates or allows himself to be collaborated as a joint author of an abstract, article, scientific or academic paper or book, when he has in no way whatsoever contributed to the abstract, article, scientific or academic paper or book;

- (c) he forces another person to include his name in the list of joint researchers for a specific research project or in the list of joint researchers for a publication when he has in no way whatsoever contributed so as to qualify himself as a joint researcher or author;
- (d) he extracts academic data which are the result of research conducted by other persons, such as laboratory findings or fieldwork findings, or data obtained from research and libraries, whether published or not, and incorporates such data into his academic research without giving the proper recognition to the original source;
- (e) he uses research data obtained through collaborative effort with other persons, whether or not such other person are members of staff or students of INTEC, as part of another academic research or for publication in his own name as the sole author, without obtaining the consent of his joint researchers prior to embarking on his personal research or prior to publishing such data;
- (f) he transcribes an idea or creation of another person kept in any form whatsoever whether in writing, printed or available in electronic form, or in the form of slides or in any form of instruction or research or in any form otherwise and claims, whether directly or indirectly, that he is the creator of that idea or creation;
- (g) he translates the writing or creation of another person from one language to another, whether in whole or in part, and thereafter presents the translation in any form whatsoever as his own writing or creation; or
- (h) he extracts ideas from the writing or creation of another person and makes several modifications thereto without making the appropriate references to the original source and rearranges the ideas in such a manner as to present himself as the originator of the ideas.

## **PART V RESIDENCE REGULATIONS**

### **42. Entering or remaining in a resident student's room**

- (1) No person shall enter or remain in a room occupied by a resident student except the resident student himself.
- (2) Subregulation (1) above shall not be applicable to:
  - (a) any member of staff, officer, employee or agent of INTEC who is authorised to enter the room in the course of discharging his duties, obligations or responsibilities;

- (b) any person entering or remaining in the room pursuant to a permission granted by or on behalf of the Student Affairs Department;
  - (c) any student entering the room of a resident student of the same sex for the purposes of a normal social visit.
- (3) It shall be the obligation and responsibility of a resident student to ensure that the restrictions listed in subregulation (1) above are fully complied with in respect of the room he occupies.

**43. Preventing persons from entering and carrying out duties**

A resident student shall not do anything to prevent or restrain a member of staff, officer, employee or agent of INTEC from entering the resident student's room and carrying out his duties, obligations and responsibilities in the said room.

**44. Being outside the residence at night**

A resident student shall not be outside of the residence after 12.30 midnight except with the permission of or given on behalf of the Student Affairs Department.

**45. Being on the residential premises after 12.30 midnight**

No student, except the resident students in their respective residences, may remain on the residential premises after 12.30 midnight except with the permission of or given on behalf of the Student Affairs Department.

**46. Care in using the residential premises and prohibitions**

- (1) A student shall use the residential premises with reasonable care and shall not do anything which may disfigure, deface or cause any other damages to any part of the park or building or furniture or any article or fixture therein.
- (2) In the use of the residential premises and the facilities therein, a student shall take such care as to ensure that such use does not cause any difficulties, annoyance, obstruction, damage or nuisance to any other persons.
- (3) Any damage shall be reported forthwith to the officer on duty.
- (4) Students are required to pay the compensation stipulated for any wilful damages caused.



**47. Students not allowed to move to a different room without prior permission**

If a student is allocated a room for his occupation by INTEC, he shall not move to any other rooms without first obtaining the written permission of or given on behalf of the Student Affairs Department.

**48. Resident students shall vacate or move when required by INTEC**

(1) A resident student is allowed to occupy a room in the residence at the discretion and in accordance with the stipulations of INTEC.

(2) INTEC may require a resident student to vacate his room or to move to another residence provided by INTEC at any time without giving any reasons.

(3) If a resident student is required under subregulation (2) above to vacate or move from his residence, he shall do so within the period stipulated by INTEC and within the said period, he shall remove all his belongings from the residence he is required to vacate or move from.

**49. Keeping dangerous materials**

(1) Students are not permitted to bring dangerous materials into the residence, whether for storage, transit or possession of materials such as petrol, chemical substances, sharp objects except with the prior permission of the residence management.

(2) Students are prohibited from playing firecrackers in the residence.

**50. Pets**

Students are not allowed to keep any types of pets in the residence.

**51. Electrical and cooking equipment**

(1) A resident student is prohibited from cooking in his room but may do so in the room provided for such purpose.

(2) Each student who owns or has in his possession electrical and cooking equipment in his room or residence is required to obtain the permission of or given on behalf of the Student Affairs Department.

**52. Religious symbols**

Students are not allowed to display, exhibit, show, or in any manner use any material, item or symbol that is religious in nature which may cause discomfort to the other students.

**53. Power of the Student Affairs Department to give orders in respect of peace and discipline**

The Student Affairs Department or any persons authorised by it may from time to time issue, whether orally or in writing, any order or directive as they may deem necessary or expedient to maintain order and discipline in the residence, and such order or directive may be in respect of all students in general or a particular class or type of students or a particular student, and it shall be the responsibility of each student in respect of whom the order or directive is issued to comply with and implement the same.

**PART VI**

**LIBRARY REGULATIONS**

**54. General regulations**

- (1) All students shall comply with the Dress Code when entering the library. Students who fail to comply with the same will be denied entry into the library.
- (2) All students are required to clearly display their student cards when in the library and when using the library facilities.
- (3) The student card is not transferable.
- (4) Students shall permit the officer on duty or the INTEC authorities to inspect books, files and other materials when entering/exiting the library.
- (5) Bags (except handbags and standard laptop bags), scissors, knives, umbrellas, hats/helmets, food and drinks may not be brought into the library.
- (6) Items not allowed into the library shall be kept in the storage facility provided near the main entrance of the library. The library shall not be responsible for any loss of items kept in the said facility.
- (7) Students are not allowed to make noise or do anything that may affect the learning environment, including the use of mobile phones.
- (8) Littering is prohibited.
- (9) Students are not allowed to reserve seats and tables for a long period of time without occupying the same.

- (10) Students are not allowed to remove or misuse any material, collection, furniture, equipment or hardware of the library.
- (11) Students are not allowed to move library materials from one level to another or remove any collection without borrowing.
- (12) Students are not allowed to hide library books/materials.
- (13) Students are not allowed to clutter or indiscriminately leave any library material on the tables or shelves.
- (14) Students are not allowed to misuse the ICT facilities available at the library.
- (15) Students are not allowed to engage in inappropriate behaviour or be in close proximity with another student of the opposite sex in such a manner as to raise suspicion.
- (16) Students are not allowed to enter restricted areas of the library without permission.

**55. Borrowing/returning materials**

- (1) Library books/materials may not be taken out without borrowing.
- (2) Students are required to be responsible for any library material borrowed in their respective names.
- (3) Students are required to return the material borrowed on or before the date stipulated for return.
- (4) Penalty for late return is imposed and the students shall pay such penalty upon returning the material.

**56. Loss or damage of materials**

- (1) Students are prohibited from scribbling on, tearing or damaging any part of the books, magazines and newspapers in the library.
- (2) Lost or damaged materials must be reported forthwith to the officer on duty.
- (3) Students are required to replace the lost or damaged material by paying the stipulated damages.

**57. Termination of membership**

Students are required to settle any fines for late returns and ensure that all books borrowed are returned before terminating their studies.

**58. Copyright**

Students shall adhere to the copyright laws and the licensing agreements that are in force when using audiovisual equipment, computers, online services and photocopying facilities.

**PART VII  
TRAFFIC REGULATIONS**

**59. Permission to bring vehicles**

- (1) Students who are offered accommodation by INTEC are prohibited from keeping, owning or bringing any motor vehicles onto the INTEC premises except motorcycles.
- (2) Private students who are not offered accommodation by INTEC are permitted to keep, own or bring motor vehicles onto INTEC premises.
- (3) Any student who plans to keep or have or own any motor vehicle shall apply for permission from the Student Affairs Department.

**60. Vehicle registration**

The INTEC Security Office is responsible for registering all motor vehicles (car or motorcycle) kept, owned or possessed by INTEC students.

**61. Vehicle stickers**

Students who have obtained permission to bring vehicles onto the campus shall display the vehicle stickers where it may be visible from the front.

**62. Speed limit**

Students shall obey the speed limits displayed on any traffic signage within the campus.

**63. Driving on campus**

No student shall drive or ride any motor vehicle in any place except on roads used for motor vehicles.

**64. Vehicle parking**

(1) Students shall park their vehicles in the specific area provided and shall park the same in a manner that does not cause any danger or obstruction or difficulty to other vehicles.

(2) Students are not allowed to park their vehicles in any area or parking space that has been designated for certain vehicles.

**65. Pillion riding**

A student riding a motorcycle may not carry more than one pillion rider on the said motorcycle.

**66. Traffic signage and direction**

All students shall obey all the traffic directions stipulated by INTEC management.

**67. Driving licence and student card**

Any student driving a motor vehicle shall carry upon his person a valid driving licence issued under the Road Transport Act 1987 [Act 333], a road tax which has not expired and his student card, and shall produce the same for inspection by the INTEC authorities when required to do so.

**68. Obstruction of traffic flow**

A student may not behave in any manner or do anything that may obstruct or disrupt the flow of traffic on campus.

**69. Helmet and seatbelt**

It is mandatory for each student to wear a helmet when riding or pillion-riding on a motorcycle, as well as to wear a seatbelt when in a car.

**70. Application of the Road Transport Act 1987 on campus**

(1) The Road Transport Act 1987 and all the subsidiary legislation enacted pursuant thereto shall be applicable to the students on campus as if the roads on campus were public roads and any offences under the said act and its subsidiary legislation shall be a disciplinary offence in respect of the students and may be punishable as a disciplinary offence. As such, each student shall comply with such provisions on campus.

- (2) Nothing whatsoever in subregulation (1) above may reduce the liability of any student or any other person on campus for any offences committed under the Road Transport Act 1987 or its subsidiary legislations.

**71. Power of the Head of Security Office**

- (1) The INTEC Head of Security Office or any persons authorised by the Chief Executive or his representative may from time to time, whether orally or in writing, issue any order, directive or instruction as he may deem necessary in order to maintain the traffic safety and discipline on campus.
- (2) The Head of the Security Office or his representative may at his discretion and in lieu of taking disciplinary action, impose an immediate disciplinary punishment by way of a warning or fine not exceeding Ringgit Malaysia One Hundred against any student committing a disciplinary offence under this part before or within the sight of the said disciplinary authority:

Provided that before the said punishment is imposed upon the student, the disciplinary authority shall have informed him of the offence committed and given him an opportunity to make an oral appeal in respect thereof to the disciplinary authority.

- (3) Subsequent to the punishment imposed pursuant to subregulation (2) above, the Head of Security Office or his representative shall forthwith hand over to the student a notice in writing in respect of the punishment imposed in a form as prescribed by the Chief Executive or his representative, and if the punishment is in the form of a fine, such form shall contain the method of payment of such fine.
- (4) This regulation shall be applicable notwithstanding any other provision that may be contrary to the same under these regulations.

**PART VIII  
STUDENT DRESS CODE**

**72. General regulations**

- (1) Students must be dressed neatly, cleanly, modestly and in accordance with the customs of the people of Malaysia.
- (2) All students shall clearly display their student cards when on campus.

- (3) Students are not allowed to wear clothes or accessories that may symbolise any specific external organisation or group except in certain circumstances with the permission of INTEC.
- (4) The students' clothing must not represent any symbols or writings that may be provocative or show any support, opposition or sympathy towards any political party, or that may be obscene and in violation of any of the regulations stipulated by INTEC.
- (5) The national costume may be worn provided that it does not contravene the regulations of INTEC.
- (6) Male students may not dress to resemble female students and vice versa.

**73. Dress code for attending official functions of the college**

When attending any INTEC official functions, students are required to dress neatly and modestly in accordance with the dress code stipulated by the organiser and shall not be in violation of the regulations of INTEC.

**74. Laboratory dress code**

Students shall comply with the dress code and regulations enforced when participating in laboratory, sports and cultural activities.

**75. Specific dress code for male and female students**

**(1) MALE STUDENTS**

- (i) Students shall wear shirts / polo shirts / T-shirts, buttoned up *baju melayu* and national costume.
- (ii) Students are prohibited from wearing sleeveless shirts.
- (iii) It is mandatory for students to wear shirts and ties on Mondays.
- (iv) Students are encouraged to wear the national costume on Fridays.
- (v) Students shall wear shoes with socks. Flip-flops are not allowed when attending lectures and official matters in INTEC.
- (vi) Students are not allowed to wear hats or bandanas when officially dealing with INTEC authorities except during sports activities.
- (vii) Students are not allowed to wear any bracelets, necklaces, earrings or any accessories except for medical, religious and traditional purposes.
- (viii) Students are prohibited from having or displaying any tattoos on any part of their bodies.

- (ix) Students are prohibited from wearing their hair long (touching the collar, covering the ears and touching the eyebrows), too thick, with rat-tail, dyed or unkempt.
- (x) Beards and moustaches shall be kept neat and tidy.

(2) **FEMALE STUDENTS**

- (i) It is mandatory for students to wear *baju kurung* (national costume) on Mondays.
- (ii) It is mandatory that students wear *baju kurung* (national costume) or *jubah* (Islamic dress) on Fridays.
- (iii) Students involved in laboratory work shall be subject to the dress code stipulated by the laboratory.
- (iv) Skirt length shall be below the ankle. Mini skirts, slit skirts and tight skirts are prohibited.
- (v) Students are not allowed to wear tight trousers. Trousers shall not be short and shall cover the ankles.
- (vi) Students are prohibited from wearing clothes that expose the body, sleeveless clothes, transparent clothes or navel-baring clothes.
- (vii) Students are not allowed to colour their hair.
- (viii) Students shall wear covered shoes. Flip-flops are not allowed when attending lectures and official matters in INTEC.
- (ix) Students are not allowed to have more than one piercing in each ear.
- (x) Students are not allowed to paint their nails.

**76. Enforcement**

All members of INTEC staff are enforcement officers of these regulations including:

- (a) Academic staff;
- (b) Administrative staff;
- (c) Residence staff; or
- (d) Security staff.

**77. Action against students in violation of regulations**

- (a) Students will be denied entry into class / laboratory / office;
- (b) Infraction will be recorded in the student's personal file in the Student Information System; or
- (c) Students will be required to appear before the Disciplinary Board as may be deemed appropriate and expedient.



**PART IX**  
**DISCIPLINARY PROCEDURE**

**78. Principle of misconduct**

In determining whether any misconduct has been proven or not the principle of “balance of probabilities” shall be used.

**79. Punishment**

A student who commits any disciplinary offence under these regulations and who has been found guilty of such an offence may be liable to any one or any combination of two or more of the following punishments:

- (a) Warning;
- (b) Fine not exceeding Ringgit Malaysia Five Hundred (RM500.00);
- (c) Payment of damages;
- (d) Prohibition from entering any part or any specific part of the college for a determined period;
- (e) Suspension from being an INTEC student for the period stipulated; or
- (f) Expulsion from studies.

**80. Appearance before disciplinary authority**

If in the opinion of the disciplinary authority a student has committed a disciplinary offence, the disciplinary authority shall, in writing, request the student to appear before it at a disciplinary room on a date and time as it may so determine.

**81. Consequence of non-appearance**

If a student fails to appear before the disciplinary authority in accordance with the requirement under regulation 80, he shall immediately thereupon be suspended from being a student of INTEC and may not thereafter remain on or enter the campus; such suspension shall continue until such time as the student agrees to appear before the disciplinary authority and, in fact, appears before the same on a date and at the time as may be determined by the disciplinary authority after the student’s agreement.

**82. Facts of offence to be explained and plea to be recorded**

In the disciplinary proceedings conducted in the disciplinary room, the disciplinary authority shall explain to the student the facts of the offence alleged to have been committed by him and shall require him to enter a plea in respect of the said offence.

**83. Admission of guilt and its consequence**

If the student pleads guilty, the disciplinary authority shall explain the facts of the case to him; if he admits to the said facts, the disciplinary authority shall pronounce him guilty of such an offence and request him to make an appeal for leniency.

**84. Hearing procedure for students entering a plea of not guilty**

If the student pleads not guilty to the disciplinary offence or fails or refuses to admit or not admit to the truth of the facts of the case, the disciplinary authority shall examine any witnesses or any documents or any other articles whatsoever in support of the case against the student; the student shall be given an opportunity to question the witnesses and examine the documents or articles and the disciplinary authority may re-examine the witnesses.

**85. Student evidence**

If the statement mentioned in regulation 84 is accepted, the student shall be given the opportunity to give his evidence, call any witnesses or produce any documents or articles whatsoever in his defence; the disciplinary authority may question the student or any of his witnesses and examine any such documents or articles and the student may re-examine any of the witnesses.

**86. Disciplinary authority to question and resummon witnesses**

The disciplinary authority may question or resummon any witnesses at any time before handing down its decision.

**87. Announcement of decision**

After hearing the witnesses and examining any documents or articles produced before it, the disciplinary authority shall announce its decision in respect of the case. If it decides that the student is guilty of the offence, the student shall be requested to make any appeal as he may wish to for leniency.

**88. Punishment**

After the student has made his appeal, if any, for leniency pursuant to regulation 83 or 87, as the case may be, the disciplinary authority shall impose upon the student one of the punishments stated under regulation 79 or any two or more of the punishments combined.

**89. Safekeeping and disposal of exhibit**

(1) The disciplinary authority may order any documents or articles produced before it in the course of the disciplinary proceedings to be kept in its custody or in the custody of any person as it may specify pending the conclusion of the disciplinary proceedings.

(2) The disciplinary authority shall, upon conclusion of the proceedings before it, make any order as it deems necessary for the disposal of any documents or articles produced during such proceedings and it may direct that the order be enforced either with immediate effect or at any such time as it may determine.

(3) The powers of the disciplinary authority under subregulation (2) above shall include the power to order such documents or articles to be disposed of or forfeited to INTEC.

**90. Written notes on the disciplinary proceedings**

The disciplinary authority involved in any disciplinary action against a student shall make or cause to be made written notes in respect of the said proceedings.

**91. Safekeeping of notes**

The notes made under regulation 90 shall be kept in the custody of a Student Affairs Department Officer.

**92. Register of disciplinary proceedings**

The Student Affairs Department Officer shall maintain a register of all disciplinary proceedings conducted under these regulations; the register shall record the names of students, details of the disciplinary offences, progress of proceedings, results of proceedings and any other information or details as may be directed by the said Student Affairs Department Officer.

**93. Report of proceedings to parents, Minister, etc.**

(1) If a student has been found guilty of a disciplinary offence, the Student Affairs Department Officer shall send the results of such proceedings to the student's parents or guardian and to the Minister if the Minister so requires, and in respect of a sponsored student, to the sponsoring authority or body or to the sponsor and to the guarantor.

(2) The parents or guardian of the student or his guarantor or the sponsoring authority or body or the sponsor, whichever is applicable, shall have the right to receive a certified copy of the notes of proceedings under regulation 90 by paying an amount specified by the Student Affairs Department Officer which payment shall not exceed Ringgit Malaysia One Hundred.

(3) A certified copy of the notes of proceedings made pursuant to regulation 90 in respect of a specific case shall be given by the Student Affairs Department Officer to the Minister if the Minister so requires.

**94. Payment of fine**

If the disciplinary authority imposes a fine upon the student, the said disciplinary authority shall specify the period in which the fine shall be paid and the student shall pay such fine within the specified period to the INTEC Finance Office.

**95. Consequence of non-payment of fine**

If the student fails to pay the fine within the period specified under regulation 94, he shall immediately thereupon be suspended from being a student of INTEC and may not thereafter remain on or enter the campus; the suspension shall continue until the fine is paid.

**96. Order to pay compensation**

- (1) In addition to the punishment imposed upon a student under regulation 79(3), the disciplinary authority may order the student to pay such compensation as it may determine in respect of any damage to any property or in respect of any loss or injury to any persons to whom the student is found to be responsible for during the proceedings; the student may be ordered to pay compensation under this paragraph regardless of whether the damaged property belongs to INTEC or to any other persons.
- (2) The amount of compensation specified by the disciplinary authority under subregulation (1) shall be an amount that is appropriate and reasonable taking into consideration all the circumstances of the case and the circumstances of the persons involved therein.
- (3) The compensation specified under subregulation (1) shall be paid by the student to the INTEC Finance Office within the period stipulated by the disciplinary authority.
- (4) Regulation 95 shall apply *mutatis mutandis* in the event the student fails to pay the compensation specified under subregulation (1) within the period stipulated under subregulation (3).
- (5) The INTEC Finance Office shall transmit the payment made by the student under subregulation (3) to the person verified by the disciplinary authority as being entitled to receive the same.
- (6) Any compensation payable or paid under this regulation shall not prejudice the right of any person to take civil action in a court of law for damages or compensation in respect of the said damage, loss or injury under subregulation (1) and shall not prejudice the right of any person to receive any payment or compensation under any other written laws in respect of such damage, loss or injury.

**97. Persons allowed to be present at disciplinary proceedings**

No persons may be present during a disciplinary proceeding except: -

- (a) the disciplinary authority and its staff;
- (b) the student against whom the disciplinary proceeding is conducted;
- (c) the parents or guardian of the student;
- (d) a witness when giving his testimony, or when summoned by the disciplinary authority; and
- (e) any other person as may be allowed to be present by the disciplinary authority for any specific reasons.

**PART X  
DISCIPLINARY APPEAL**

**98. Appeal procedure**

- (1) A student who is not satisfied with the decision or punishment given pursuant to the disciplinary action may make an appeal in writing to the Disciplinary Appeal Board within fifteen (15) days of the date of receipt of the decision.
- (2) If the Disciplinary Officer handling the case is dissatisfied with the decision of the Disciplinary Board, he may also make an appeal in writing to the Disciplinary Appeal Board within fifteen (15) days of the date of receipt of the decision.
- (3) A copy of the letter of appeal shall be forwarded by the Chairman of the Disciplinary Appeal Board to the Chairman of the Student Disciplinary Board handling the case. The Chairman of the Student Disciplinary Board shall forthwith give his comments in respect of the grounds of appeal submitted by the student to the Chairman of the Disciplinary Appeal Board.
- (4) When an application for appeal is received by the Chairman of the Disciplinary Appeal Board, he shall instruct the Chairman of the Student Disciplinary Board to prepare a working paper or memorandum. The working paper or memorandum shall be submitted to the Disciplinary Appeal Board together with the following:
  - (a) Letter of appeal from the relevant student;
  - (b) Disciplinary Board report and acknowledgement;
  - (c) Copy of the latest student record of the student concerned;
  - (d) Copy of the charge or notice of interrogation from the Secretariat for Student Discipline; and
  - (e) Copy of the letter for disciplinary punishment.

The Disciplinary Appeal Board shall make its decision based on the papers or documents submitted.

**PART XI  
GENERAL**

**99. Disciplinary offence**

Any student who violates any of these regulations, or any guidelines, directives, instructions, restrictions, conditions or terms imposed or issued under these regulations is committing a disciplinary offence.

**100. Criminal liability**

Nothing whatsoever contained in these regulations may reduce the liability of any student or other person in respect of any offence under any written laws.

**101. Others**

If no remark is made in respect of any offence under these regulations, the disciplinary committee shall have the right to determine the status of the said offence.