

UNIVERSITIES AND UNIVERSITY COLLEGES ACT 1971

THE CONSTITUTION OF THE UNIVERSITI PUTRA MALAYSIA

UNIVERSITI PUTRA MALAYSIA (DISCIPLINE OF STUDENTS) RULES 2005

UNIVERSITI PUTRA MALAYSIA (RESIDENTIAL COLLEGE) (KOLEJ EMPAT BELAS)  
STANDING ORDER 2015

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ARRANGEMENT OF RULES

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PART I

PRELIMINARY

1. Name, Application and Coming into Force
2. Interpretation

PART II

GENERAL

3. College Discipline
4. College Safety and Good Order
5. Harmony and Peacefully
6. College Cleanliness

PART III

CODE OF CONDUCT OF RESIDING IN COLLEGE

7. College Residential
8. Residing College without permission

PART V

FEE AND DEPOSIT

9. Charges for being a Resident
10. Be within the College Compound

PART IV

MEMBERS OF THE COLLEGIATE

11. Usage of College Facilities by Members of the Collegiate

PART VI

COLLEGE ROOMS AND PROPERTIES

12. Changing Room Without Prior Permission
13. Resident without Authorisation
14. College Properties
15. Room Key
16. Cleanliness of the Room
17. Safety of properties belonging to student of the College
18. Power to Inspect Room

PART VII

ELECTRICAL EQUIPMENTS AND ELECTRICITY USAGE

19. Possessing Electrical Equipments
20. Consumption of Electrical energy

PART VIII

CAFETERIA AND ITS USAGE

21. Cafeteria

PART IX

PANTRY, BATHROOM AND TOILET

22. Pantry Usage
23. Toilet Usage
24. Usage of Electricity and Tap Water

PART X

DEMEANOUR OF RESIDENT

25. Demeanour and Decently Dress
26. Calm and Harmony atmosphere
27. Gambling in the College
28. Intoxicating substance
29. Obscene Articles
30. Dangerous Weapon
31. Rearing animals
32. Prohibited Areas
33. Gatherings and talks

PART XI

CONTRAVENING OF STANDING ORDERS

34. Offence of Contravening Standing Orders

PART XII

PROCEDURE FOR DISCIPLINARY SUMMARY PUNISHMENT

35. Procedure For Disciplinary Summary Punishment

36. Summary Disciplinary Punishment

PART XIII

OTHER MATTERS

37. Illness

38. Visitors and Visiting Time

39. Prohibition of Buying Food Or Drinks

40. Keeping, Possessing or Owning Vehicle in College

41. Prohibition on Smoking

42. Orientation Activities

PART XIV

REPEAL

43. Repeal

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STANDING ORDER 2015

An Orders to provide for provision for the maintenance of good order and discipline in the hostel and for other matters incidental thereto.

[Date in force: 5 February 2015 ]

In exercise of the power conferred by Rule 36, Universiti Putra Malaysia (Discipline of Students) Rules 2005, the Pengetua of Kolej Empat Belas gives the following Orders:

**PART I**

**PRELIMINARY**

**Name, Application and Coming into Force**

1. (1) This Orders maybe cited as Universiti Putra Malaysia Standing Orders (Residential College) (Kolej Empat Belas) 2014.

(2) This Orders shall apply to Kolej Empat Belas and shall come into force on 1 September 2014.

## **Interpretation**

2. In this Orders, unless the context otherwise required—

“Member of the Collegiate” means the student of Kolej Empat Belas, or former student of Kolej Empat Belas who is still having a status as a student of the University but does not included a former student of Kolej Empat Belas who resides in other residential colleges of the university and has transferred his collegiate membership to the residential college which he resides;

"Semester break" means mid semester break, inter-semester break or end of the academic year break or any break in accordance with any academic calendar based on any system of studies which is prescribed by the Senate;

“Fellow” means a person appointed as a fellow or an assistant fellow, by the Deputy Vice-Chancellor who is charged with the responsibility of the student affairs of the university, to assist the Pengetua in managing the activities and well-being of students at Kolej Empat Belas;

“Student Disciplinary Rules” means Universiti Putra Malaysia (Discipline of Students) Rules 2005;

“College” means Kolej Empat Belas of Universiti Putra Malaysia, including building and college surrounding areas provided thereto;

“Operator” means PJSD Development Sdn. Bhd. or any other company which enters an agreement with UPM as an operator for the College;

“Student of the College” means a registered student who resides in room at Kolej Empat Belas;

“Pengetua” means Pengetua Kolej Empat Belas;

“Manager” means a Hostel Manager of Kolej Empat Belas, including its assistant manager, appointed by the University to execute administration of Kolej Empat Belas.

**PART II**  
**GENERAL**

**College Discipline**

3. A Student of the College shall comply with Part III of Universiti Putra Malaysia (Discipline of Students) Rules 2005, in particular to rules 29, 30, 31, 32, 33, 34 and 35.

**College Safety and Good Order**

4. (1) A Student of the College or a Member of the Collegiate shall at all times guard, preserve and maintain the safety, good order and good name of the College to ensure other college students to reside peacefully without being disturbed or threatened by any elements from within or outside the College.

(2) A Student of the College or a Member of the Collegiate is prohibited from committing any act which might cause harm or danger, or conspire with any elements from within or outside the College to do harm or danger to the other student of the college.

**Harmony and Peacefully**

5. (1) A Student of the College or a Member of the Collegiate is prohibited from committing an act of challenging, inciting among themselves or against other third party, or commits an act which may be presumed as challenging or inciting among themselves or against other third party, whether verbally or in writing, including through social media, online or otherwise.

(2) A Student of the College or a Member of the Collegiate who is having a dispute with any student of the college or other member of the collegiate or any employee or fellow, or any other third party shall not resolve the dispute through physical contact, fighting or verbal argument. For the avoidance of doubt, this

prohibition is applicable to physical contact, fighting or oral argument regardless whether it cause physical injury or not to the student of the college, member of the collegiate or any employee or Fellows, or any other third party.

(3) Any dispute which cannot be resolve amicably by the student of the College or Member of the Collegiate shall be referred to the Pengetua for settlement.

### **College Cleanliness**

6. A Student of the College or a Member of the Collegiate shall be responsible to keep the cleanliness of the room which he resides, facility of the college and the surrounding of the college.

## **PART III**

### **CODE OF CONDUCT OF RESIDING IN COLLEGE**

#### **College Residential**

7. (1) Initial placement of a University student at any college has been assigned by the University and the students who has been assigned a college shall not move to other college without the approval of the Pengetua which the student has been assigned to.

(2) A student who refuses to be placed in a college shall apply to reside outside the College from—

(a) Deputy Vice Chancellor charge with the responsibility of Student Affairs of the University, if the student is a first year student; or

(b) Pengetua of the student's assigned college, if the student is a following year student.



### **Residing College without permission**

8. (1) A student of the University shall not reside in the college, including during semester break, without the approval of the Pengetua and the Operator.

(2) Any student who contravenes sub-order (1) shall be liable to a summary disciplinary punishment by Pengetua.

## **PART V**

### **FEE AND DEPOSIT**

#### **Charges for being a Resident**

9. (1) A student who resides in the College shall pay all College fees and security deposit as stipulated by the Bursar.

(2) College security deposit stipulated under sub-order (1) may include the imposition of payment for security to obtain a key for a student's room. The security deposit under this sub-order shall be returned to the student once the student hands back the key room to the College within the period stipulated by the Pengetua or Manager.

(3) Fee under sub-order (1) which is not paid by a student of the College within the period stipulated by the Pengetua shall be deemed as a debt to the University.

#### **Be within the College Compound**

10. A student of the College shall be within the College compound no later than 12.00 midnight except with the permission of the Pengetua.

## **PART IV**

### **MEMBERS OF THE COLLEGIATE**

#### **Usage of College Facilities by Members of the Collegiate**

11. (1) A Student of the College is a member of the Collegiate and may use the College facilities and is entitled to all the privileges as a member of the Collegiate of the College.

(2) The Pengetua may establish any system to regulate the life of the Student of the College and Collegiate activities.

(3) A Member of the Collegiate whom a room is not being allotted for in the College, may use facilities available in the College and may take part in the College activities, except occupying or residing at any room in the College.

(4) A Member of the Collegiate whom a room is not being allotted for in the College, shall be subjected to these Standing Orders, and any order, instruction or direction made or given by the Pengetua or any other authorized employees, from time to time, when the said member of the Collegiate is on the College.

## **PART VI**

### **COLLEGE ROOMS AND PROPERTIES**

#### **Changing Room Without Prior Permission**

12. A student whom a room is allotted in the College for his residence, shall not change to any other room without prior written permission from the Pengetua.

### **Resident without Authorization**

13. (1) No person shall enter into a room in the College occupied by a Student of the College except the residential student of the College himself.

(2) Sub-order (1) shall not apply —

(a) to an authorized person who enter such room for the purpose of carrying out his functions, duties or responsibilities; or

(b) to a person who enters such room in accordance with any permission given by the Pengetua; or

(c) to a Student of the College occupying a room allotted to him, of the same sex who enter into such room for a visit for a normal social purpose.

(3) It shall be the responsibility of a Student of the College to ensure that the restriction in this order is strictly observed.

### **College Properties**

14. (1) A Student of a College shall use the room allotted to him with care and shall not do anything which will disfigure, deface or cause fire or cause any other damage to any part of the room or to any article or fixture therein or remove or cause any loss of any article or fixture therein.

(2) A student, including Member of the Collegiate, shall use the College common facilities with care and shall not do anything which will disfigure, deface, remove or cause loss or other damage to any College facilities or any article or fixture in the College.

(3) Any student who contravene sub-order (1) or (2) may be directed to pay compensation according to the rate stipulated from time to time by the Pengetua.

(4) Provided always that before such compensation is imposed on any student in accordance with sub-order (3), Pengetua shall give the student an opportunity to explain as to why the direction for compensation shall not be imposed onto the student.

(5) Direction for compensation under this sub-order is not a disciplinary punishment.

(6) Any direction for compensation imposed onto a student under sub-order (4) and remain unpaid by the student shall be deemed to be a debt to the University.

### **Room Key**

15. A Student of the College whom a room is allotted must obtain the keys and return the keys to the Operator when the students are no longer residing in the College.

### **Cleanliness of the Room**

16. (1) A Student of the College shall be responsible for the cleanliness and tidiness of the room allotted to him.

(2) A Student of the College who contravenes sub-order (1) shall be liable in accordance with Order 34 or 35 of this Standing Order.

### **Safety of properties belonging to student of the College**

17. (1) Each Student of the College shall be responsible for the safety of the properties which belong to him, in the College.

(2) If the Student of the College lost any properties which belong to him in the College, the loss shall be reported to the Pengetua, Manager or Fellow and the loss shall also be reported to the Operator.

### **Power to Inspect Room**

18. (1) University Disciplinary Authority, Pengetua or Manager, with the cooperation from the Operator, may enter and inspect the room of the student of the College at any time.

(2) A Fellow who obtains permission from the Pengetua, and the cooperation from the Operator, may enter and inspect the room of the student of the College at any time.

(3) While performing the inspection of the room of the student of the College, the University Disciplinary Authority, Pengetua, Manager, or Fellow who obtained the permission from the Pengetua, may bring along with him any other person to assist him in performing the inspection of the room. The inspection of the room of the student of the College shall be performed with the cooperation from the Operator.

(4) University Disciplinary Authority, Pengetua, Manager, or Fellow who obtained the permission from the Pengetua, who performs the inspection of the room of the student of the College of a different gender, shall be accompanied by other person of the same gender with the student of the College of the inspected room. The inspection of the room of the student of the College shall be performed with the cooperation from the Operator.

## **PART VII**

### **ELECTRICAL EQUIPMENTS AND ELECTRICITY USAGE**

#### **Possessing Electrical Equipments**

19. (1) A student of the College shall not bring or use any electrical equipments in the room allotted to him unless the usage of the electrical equipments is permitted by the Operator. The Operator may impose any condition for the usage of the electrical equipment.

(2) Any electrical equipments provided by the Operator shall be kept and used at a place specified by the Operator.

### **Consumption of Electrical energy**

20. (1) A Student of the College is prohibited from making electrical, internet or telephone connection from any electrical, internet or telephone source, inside or outside his room.

(2) A Student of the College shall switch off all electrical equipments before leaving his room.

(3) A Student of the College or member of the Collegiate who use any College electrical facilities shall switch off all of the electrical equipments after using the facilities.

## **PART VIII**

### **CAFETERIA AND ITS USAGE**

#### **Cafeteria**

21. (1) A person who uses College cafeteria shall keep cleanliness of the cafeteria or any other place designated for such purpose.

(2) No person shall bring food or beverage, or consume the food or beverage, which has been prohibited by the Pengetua, in the cafeteria or in the other College compound.

(3) A student may only use the cafeteria or the cafeteria areas for the purpose of eating or drinking only, or for the purpose of ordinary social meeting with other student. Any student who wishes to use the cafeteria or its areas for purposes other than those stated in this order shall obtain permission from the Pengetua.

## **PART IX**

### **PANTRY, BATHROOM AND TOILET**

#### **Pantry Usage**

22. (1) Pantry facilities, if it is provided by the Operator, shall be used for the purpose of boiling water, washing crockery, ironing clothes or for any other purposes permitted by the Operator.

(2) A student using the facilities provided by the Operator in the pantry shall use the facilities with care and keep the cleanliness of pantry and its equipments.

(3) Facilities which are provided by the Operator in the pantry including kettle, iron, ironing board, refrigerator, water cooler, or other equipments shall not be removed or taken out of the pantry.

(4) If there is any equipment related to food and beverage provided in the pantry for the student amenities, the equipment may only be used for halal food and beverage in accordance with the religion of the Federation.

(5) Students shall not cook in the pantry or at other place in the College whether by using the electrical or gas stove or otherwise.

#### **Toilet Usage**

23. A student shall use the toilet and its equipment in ordinary manner the toilet or the equipment is used.

#### **Usage of Electricity and Tap Water**

24. A student shall use tap water and electricity amenities at the pantry, bathroom or toilet, prudently to avoid wastage.

## **PART X**

### **DEMEANOUR OF RESIDENT**

#### **Demeanour and Decently Dress**

25. (1) A student who is in the College shall always observed his modesty and decorum.

(2) A student who is in the common area of the College shall dress in accordance to the UPM dress code.

(3) For the purpose of sub-order (2), common area of the College includes multipurpose hall, general office of the College, lobby of the College, cafeteria, recreational place and parking area.

#### **Calm and Harmony atmosphere**

26. (1) A student who is in the College shall not make any sound of noise which disturbs public order and harmonious living within the College except with the permission of Pengetua.

(2) Notwithstanding sub-order (1), emitting sound of religious reading of the religion of the Federation shall not amount to sound of noise that causes or likely to cause anger or nuisance to any students or other persons at the College.

#### **Gambling in the College**

27. A student who is in the College shall not organize, manage, carry out or assist in any form of organization, management or conducting, or participating in any gambling, wagering, lotteries or betting at the College.



### **Intoxicating substance**

28. A student shall not while in the College, drink, use or possess any intoxicating substance, or be in a state of drunkenness, or behave in a disorderly manner under the influence of intoxicating substance.

### **Obscene Articles**

29. A student who is in the College shall not have in his possession or under his custody or control any obscene articles, including surfing any obscene webpage or website.

### **Dangerous Weapon**

30. (1) A student who is in the College shall not have in his possession or under his custody or control any weapon or dangerous tool, including knives, machetes, swords, kris and sickle.

(2) Notwithstanding anything in sub-order (1) a Student of the College, may with the consent of the Pengetua, possess a dangerous weapon or tools for the purpose of academic or co-curricular activities, and the dangerous weapons or tools shall be deposited at a place specified by the College.

### **Rearing animals**

31. A Student of the College shall not rear any animal in the room or at the College.

### **Prohibited Areas**

32. A student shall not enter or remain in any area of the College which is allotted to the Student of the College of the opposite sex, except with the permission of the Pengetua.

### **Gatherings and talks**

33. (1) A student shall not carry out, organize or summon or cause to be carried out, organized or summoned or in any manner involve in the carrying out, organizing or summoning any gathering consisting of, or any talks attended by more than five persons in any area of the College or in the room at the College without the prior permission of the Pengetua.

(2) If a student intend to invite any person in any gathering or talk, which is carried out, organized or summoned at the College, the student shall obtain prior permission from the Pengetua.

(3) The Pengetua in granting permission under sub-order (2), may impose any restrictions on any gathering or talk, or impose any restrictions on any invited person under sub-order (2).

## **PART XI**

### **CONTRAVENING OF STANDING ORDERS**

#### **Offence of Contravening Standing Orders**

34. (1) A student who contravene any order of these Standing Orders or do not comply with any order, direction or instruction given by the Pengetua whether the order, direction or instruction is given verbally or in writing, commits an offence of contravening these Standing Orders.

(2) A student who commits an offence of contravening Standing Orders under sub-order (1), shall be liable to any one of these course of action—

(a) imposition of administrative caution;

(b) imposition of summary disciplinary punishment by the Pengetua in accordance with the Universiti Putra Malaysia (Discipline of Students) Rules 2005, which is in force in the University; or

(c) disciplinary action by the Disciplinary Authority in accordance with the Universiti Putra Malaysia (Discipline of Students) Rules 2005, which is in force in the University.

(3) In addition to this course of action taken under sub-order 34(2), if the contravention involves damage or loss to the property of the College or other person, the Pengetua may also direct the said Student to make payment of compensation to the College or other person in accordance with sub-order 14(4),(5) and (6).

(4) For the avoidance of doubt, the course taken under paragraph 34(2)(a) and sub-order 34(3) is not a disciplinary action under the University Putra Malaysia (Discipline of Students) Rules 2005.

## **PART XII**

### **PROCEDURE FOR DISCIPLINARY SUMMARY PUNISHMENT**

#### **Procedure For Disciplinary Summary Punishment**

35. (1) If in the view of the Pengetua, a student has contravened any order of these Standing Orders, the Pengetua shall notify the student of the contravention of the order, whether verbally or in writing, and give the student an opportunity to explain verbally or in writing with regard to the contravention of the order which has been alleged to be committed by the student.

(2) If the student has been given an opportunity to make explanation under sub-order (1), whether the student has made an explanation or not, the Pengetua may make a decision as regards to whether a contravention has been committed or not.

(3) If the student gives his explanation and if the Pengetua is satisfied with the explanations given by the students, the Pengetua may decide that no contravention has been committed and shall discharge and acquit the student.

(4) If the Pengetua decides that a contravention has been committed by the student, the Pengetua may impose any punishment under Order 36.

(5) Any punishment imposed by the Pengetua under sub-order (4) shall be notified to the student in writing.

### **Summary Disciplinary Punishment**

36. A student who contravenes any of these Standing Orders, and is found guilty of contravention of these Standing Orders by the Pengetua, shall be liable to any one or combination of the following punishments—

*(a)* warning;

*(b)* a fine not exceeding RM50.00 (Fifty Ringgit Malaysia only)

## **PART XIII**

### **OTHER MATTERS**

#### **Illness**

37. (1) A Student of the College shall report any kind of serious illness or accident suffered or sustained by him to the Pengetua, Manager or Fellows.

(2) A Student of the College whom a room is being allotted and suffers infectious diseases shall not reside in the room allotted to him and shall not be in the College unless permitted by University health officer or the Pengetua.

### **Visitors and Visiting Time**

38. (1) A Student of the College may receive visitors in the areas in the College designated by the Pengetua.

(2) A visitor is allowed to meet Student of the College, starting from 8.00 a.m. until 11.00 p.m. If the visitor wishes to meet the student of the College other than the said time, the visitor shall obtain prior permission from the Pengetua.

### **Prohibition of Buying Food Or Drinks**

39. A student is not allowed to buy any food or drink from any person who sells food or drinks at the College unless the seller has obtain permission from the Pengetua.

### **Keeping, Possessing or Owning Vehicle in College**

40. (1) A student intending to keep, have in his possession or own any vehicle in College shall, in the first instance, apply for and obtain from the Pengetua a written authorization in respect thereof; the application and the written authorization shall be in such form as the Pengetua may determine.

(2) A student who has obtained written authorization under sub-order (1) shall park the vehicle at any place designated by the Pengetua.

(3) For the purpose of this order, vehicle means a structure capable of moving or being moved by means of mechanism contained within itself or used for the conveyance of any person or thing and which maintains contacts with the ground when in motion and includes car, motorcycle and bicycle.

### **Prohibition on Smoking**

41. A student who is in the College shall not smoke.

## **Orientation Activities**

42. (1) A student shall not carry out or organize, or cause to carry out or organize in any manner, or involve in carrying out or organizing, or cause to be carried out or organized, or in any manner involved in doing any act of carrying out or organizing any orientation activities, towards any student of the College, unless the orientation activity is carried out or organised with the permission of the Deputy Vice Chancellor charged with the affairs of students of the University.

(2) A student shall not do any act which cause physical harm, fear or humiliation, or do any act which may cause physical harm, fear or humiliation, to any Student of the College, or force any student of the College to do any act which that student of the College will not normally do.

## **PART XIV**

### **REPEAL**

#### **Repeal**

43. Arahan Tetap Kolej Kediaman (1983) Universiti Pertanian Malaysia is hereby repealed.

Given 5 February 2015

[UPM/PPUU/100/ 1/1/3/KOLEJ]  
[UPM/BHEP/SPEP/14/3/16]



DR. OMRAH BIN HASSAN

*Pengetua  
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