



# **CODE OF CONDUCT HOSTEL KOLEJ UNIKOP**

**JANUARY 2025**

## **UNIT HOSTEL**

# **CODE OF CONDUCT FOR HOSTEL STUDENTS**

Effective Date: January 2025

Approved By: Hostel Management, Kolej UNIKOP

### **1.0 Introduction**

This Code of Conduct is established to provide clear guidelines for student behaviour within the hostel facilities under Kolej UNIKOP. It aims to create a safe, respectful, and disciplined living environment conducive to academic excellence, personal development, and communal harmony. All students who reside in hostel accommodations provided by Kolej UNIKOP (Smarthomes, Crescent 1, The Arc and Mutiara Ville) are required to comply with this Code throughout their tenancy.

### **2.0 Objectives**

The objectives of this Code of Conduct are designed to ensure that all hostel students live and learn in a safe, respectful, and conducive environment. The following elaborated objectives outline the core intentions of the rules and regulations:

#### **2.1 To Ensure a Safe and Secure Living Environment**

To protect the welfare of all hostel residents by setting clear standards for acceptable behaviour and outlining prohibited actions that may jeopardize the safety and security of others.

#### **2.2 To Promote Mutual Respect and Responsibility**

To cultivate a culture of respect among residents and between students and hostel staff. Students are expected to behave responsibly, show consideration to others, and contribute positively to the hostel community.

#### **2.3 To Encourage Cleanliness, Order, and Healthy Living**

To maintain high standards of hygiene and orderliness in personal and shared spaces, thereby promoting a healthy and comfortable living experience for all residents.

#### **2.4 To Establish Disciplinary Boundaries and Consequences**

To define acceptable and unacceptable behaviours, including disciplinary procedures and consequences, thus deterring misconduct and fostering a sense of accountability.

## **2.5 To Support Academic Focus and Holistic Development**

To provide a stable and structured environment that allows students to focus on their academic goals while also developing important life skills such as independence, time management, and conflict resolution.

## **2.6 To Uphold the Reputation of Kolej UNIKOP**

To ensure that the behavior of hostel students reflects positively on the image and values of Kolej UNIKOP, both within the institution and in the surrounding community.

# **3.0 General Responsibilities**

All students residing in the hostel are expected to uphold a high standard of behavior and responsibility during their stay. The following responsibilities outline the expected conduct and daily obligations of hostel residents:

## **3.1 Adhere to Hostel Rules and Regulations**

Students must fully comply with all hostel rules, guidelines, and notices issued by the management. These regulations are designed to ensure safety, order, and a conducive environment for all.

## **3.2 Show Respect to Hostel Staff, Security Personnel, and Fellow Residents**

Polite and respectful communication is essential. Students must cooperate with all hostel staff, security guards, and maintenance personnel and treat fellow residents with courtesy, kindness, and understanding, regardless of race, religion, or background.

## **3.3 Maintain Cleanliness and Personal Hygiene**

Students are responsible for keeping their rooms and shared areas clean and orderly at all times. Proper disposal of rubbish, regular cleaning, and personal hygiene are mandatory to ensure a healthy living environment.

## **3.4 Cooperate During Room Inspections and Hostel Activities**

Room checks and hostel activities are part of the management's responsibility to maintain standards and build community. Students are expected to be present, cooperative, and respectful during inspections and actively participate in official hostel programs when required.

## **3.5 Use Facilities and Utilities Responsibly**

All hostel amenities (e.g., water, electricity, furniture, common appliances) must be used with care and consideration. Any damage, waste, or unauthorized use of equipment may result in disciplinary action and/or compensation.

### 3.6 Report Issues Promptly

Any maintenance issues, safety hazards, or suspicious behaviour must be reported immediately to the hostel office. Students play an active role in helping maintain a safe and functional environment.

### 3.7 Uphold Peace and Harmony

Students must refrain from any behaviour that causes disruption, including loud noises, fighting, or abusive language. Respect for personal space and shared boundaries is expected at all times.

### 3.8 Abide by Curfews and Visitation Policies

Students must observe the designated hostel curfew hours and follow all rules concerning visitors and guests. Unauthorized entry or overnight stays of outsiders are strictly prohibited.

## 4.0 PROHIBITED BEHAVIORS (DISCIPLINARY OFFENCES)

The following behaviors are strictly prohibited within all hostel premises. Any breach may result in verbal or written warnings, suspension, expulsion from the hostel, or referral to authorities depending on the severity of the offence.

No	Offence	Description	Action Taken
1.	Bringing unauthorized visitors into hostel units	Including opposite-gender friends or non-residents. This compromises the safety, privacy, and comfort of others in the unit.	<ul style="list-style-type: none"> <li>• Student will be referred to the Student Affairs Department (STAD)</li> <li>• Warning Letter from Unit Hostel</li> <li>• <b>1<sup>st</sup> Penalty (RM200)</b></li> <li>• Force check-out</li> </ul>
2.	Allowing overnight stay of outsiders or relatives without prior approval	Only registered students may stay in hostel units. Unauthorized overnight stays are a serious breach of hostel security and trust.	<p><b><u>First Offence</u></b></p> <ul style="list-style-type: none"> <li>• Student's case will be referred to the Student Affairs Department (STAD)</li> <li>• Warning Letter from Unit Hostel</li> <li>• <b>1<sup>st</sup> Penalty (RM200)</b></li> </ul> <p><b><u>Second offence</u></b></p> <ul style="list-style-type: none"> <li>• <b>2<sup>nd</sup> Penalty (RM 300)</b></li> <li>• Force check-out</li> </ul>
3.	Possession or consumption of alcohol, drugs, or illegal substances	Zero-tolerance policy. Immediate expulsion and police report may be filed. Substance abuse endangers lives and damages the institution's reputation.	<ul style="list-style-type: none"> <li>• Student will be referred to the Student Affairs Department (STAD)</li> <li>• Warning Letter from Unit Hostel</li> <li>• <b>1<sup>st</sup> Penalty (RM200)</b></li> <li>• Force check-out</li> </ul>

4.	Smoking/vaping in hostel rooms or restricted areas	Smoking is strictly prohibited indoors. This includes cigarettes, vapes, or any smoking device. Violators may face strict warnings or eviction.	<ul style="list-style-type: none"> <li>• Student's case will be referred to the (STAD)</li> <li>• Warning Letter from Unit Hostel</li> <li>• <b>1<sup>st</sup> Penalty (RM100)</b></li> <li>• <b>2<sup>nd</sup> Penalty (RM200)</b></li> <li>• Force check-out</li> </ul>
5.	Vandalism or intentional damage to hostel property	Includes breaking furniture, fixtures, or common facilities. Offenders will be required to pay for repairs and may face suspension or expulsion.	<ul style="list-style-type: none"> <li>• Warning Letter from Unit Hostel</li> <li>• 1<sup>st</sup> Penalty (RM1,000 as a compensation)</li> <li>• Student's case will be referred to the Student Affairs Department (STAD)</li> </ul>
6.	Failure to settle hostel rent or utility payments	Repeated failure to make payments utility and rental may result in hostel suspension or restriction of services (e.g., water disconnection).	<ul style="list-style-type: none"> <li>• <b>Rental:</b> Pay monthly before the 14th without fail.</li> <li>• <b>Utilities (TNB, Water, IWK):</b> Pay after bill is released by Hostel Unit.</li> <li>• Outstanding more 2 months: May lead to forced check-out.</li> </ul>
7.	Disrespecting or defying hostel staff or authorities	Open defiance, rude behaviour, or challenging staff instructions is considered misconduct and will not be tolerated	<ul style="list-style-type: none"> <li>• Warning Letter from Unit Hostel</li> <li>• Student will be referred to the Student Affairs Department (STAD)</li> </ul>
8.	Unauthorized removal or misuse of hostel equipment or furniture	Includes moving furniture out of designated areas or using equipment for unintended purposes. May result in warnings or compensation.	<ul style="list-style-type: none"> <li>• Warning Letter from Unit Hostel</li> <li>• <b>1<sup>st</sup> Penalty (RM100)</b></li> </ul>
9.	Leaving the unit unoccupied for extended periods without informing management	Students must inform hostel authorities if they are away for more than 2 nights to ensure safety and occupancy tracking.	<ul style="list-style-type: none"> <li>• Warning Letter from Unit Hostel</li> <li>• Waiver requests for <b>rental/utilities</b> payment will not be entertained.</li> </ul>
10.	Theft or possession of stolen items	Theft is a criminal offence. Incidents will be investigated and referred to police if necessary. Immediate removal from hostel is likely.	<ul style="list-style-type: none"> <li>• Warning Letter from Unit Hostel</li> <li>• <b>1<sup>st</sup> Penalty (RM100)</b></li> <li>• Student will be referred to the Student Affairs Department (STAD)</li> </ul>
11.	Disturbing peace or ignoring quiet hours repeatedly	Creating excessive noise, playing loud music, or holding disruptive gatherings affects others' rest and study time.	<ul style="list-style-type: none"> <li>• Warning Letter from Unit Hostel</li> <li>• <b>1<sup>st</sup> Penalty (RM100)</b></li> </ul>

12	Verbal or physical abuse, harassment, or bullying	Any form of threatening, abusive language, gestures, or violence towards others will not be tolerated and may be referred to higher authorities.	<ul style="list-style-type: none"> <li>• Warning Letter from Unit Hostel</li> <li>• Student will be referred to the STAD</li> </ul>
13.	Obstructing hostel staff or officers from entering rooms	Hostel staff have the right to enter rooms for inspections, maintenance, or safety checks. Obstruction or refusal is considered non-compliance.	<ul style="list-style-type: none"> <li>• Warning Letter from Unit Hostel</li> <li>• Student will be referred to the <b>STAD</b></li> </ul>
14.	Conducting business or illegal activities inside the hostel	Running online sales, gatherings for commercial purposes, or illegal activities are strictly forbidden and will result in expulsion.	<ul style="list-style-type: none"> <li>• Warning Letter from Unit Hostel</li> <li>• Student will be referred to the <b>STAD</b></li> <li>• <b>1<sup>st</sup> Penalty (RM100)</b></li> </ul>
15.	Possession of weapons or dangerous items	Any sharp objects, firearms, explosives, or items that pose safety threats are banned and will be confiscated. Police will be involved where necessary.	<ul style="list-style-type: none"> <li>• Warning Letter from Unit Hostel</li> <li>• Student will be referred to the STAD</li> <li>• <b>1<sup>st</sup> Penalty (RM200)</b></li> </ul>
16.	Unauthorized key duplication or sharing access	Duplicating room keys or giving access to others without permission compromises safety.	<ul style="list-style-type: none"> <li>• Warning Letter from Unit Hostel</li> <li>• <b>1<sup>st</sup> Penalty (RM100)</b></li> </ul>
17.	Littering or disposing of waste improperly	Throwing garbage out of windows, corridors, or other non-designated areas.	<ul style="list-style-type: none"> <li>• Warning Letter from Unit Hostel</li> <li>• <b>1<sup>st</sup> Penalty (RM100)</b></li> </ul>
18.	Hosting parties or gatherings without approval	Organizing group activities, celebrations, or loud events without prior hostel management permission.	<ul style="list-style-type: none"> <li>• Warning Letter from Unit Hostel</li> <li>• <b>1<sup>st</sup> Penalty (RM100)</b></li> </ul>
19.	False reporting or misinformation	Providing false information to hostel staff or making false complaints. Releasing any defamatory statement at social media	<ul style="list-style-type: none"> <li>• Warning Letter from Unit Hostel</li> <li>• <b>1<sup>st</sup> Penalty (RM100)</b></li> </ul>
20.	Placing religious items (e.g. prayer altar) in common areas causing discomfort to other residents.	Placing personal religious items in shared spaces <b>without prior consent of all occupants</b> and the Hostel Unit.	<ul style="list-style-type: none"> <li>• Warning Letter from Unit Hostel</li> <li>• <b>1<sup>st</sup> Penalty (RM100)</b></li> </ul>

## 5.0 DISCIPLINARY PROCEDURES

To maintain order and fairness within the hostel environment, Kolej UNIKOP has established a tiered disciplinary process for handling student misconduct. The procedures aim to educate, correct, and hold students accountable for their actions while offering the opportunity for improvement and appeal.

### 5.1 Disciplinary Review Process

All reported offences will be reviewed by the Hostel Management Team. Depending on the severity and frequency of the offence, appropriate disciplinary action will be taken in accordance with the levels below

### 5.2 Stages of Disciplinary Action

#### a. Stage 1: First Offence – Verbal or Written Warning

- The student will receive a **verbal or formal warning letter** for minor & major misconduct.
- The warning will include a reminder of the rules and expectations, and the student's record will be updated.
- A copy of the warning letter may be **submitted to the Student Affairs Department (STAD)** for documentation.

#### b. Stage 2: Second Offence – Penalty Imposition

- If a second offence is committed, a **penalty** will be issued, which may include:
  - Written reprimand
  - **Fines (monetary penalty)**
  - Temporary **suspension of hostel privileges**
  - Relocation to another room or unit
- A disciplinary report will be forwarded to **STAD for monitoring** and further advisory action.



**c. Stage 3: Final Warning & Parental Notification**

- For continued non-compliance or a third offence, the student will receive a **Final Warning Letter**.
- The student may be required to attend a **disciplinary counselling session**.
- **Parents or guardians (if applicable)** will be notified formally.
- A last opportunity will be given for behavior correction before stricter action is taken.

**d. Stage 4: Serious Offence or Fourth Violation – Force Check-Out**

- Students who:
  - Commit serious offences (e.g., drugs, theft, violence, harassment)
  - Ignore multiple warnings
  - Become a threat to others or hostel security
- Will be subjected to:
  - **Immediate termination of hostel residency**
  - **Forced check-out**
  - Barring from future hostel applications
  - **Referral to STAD and/or police authorities** if required

**6.0 Emergency or Immediate Actions**

For incidents that involve safety, criminal behaviour, or serious policy violations, the Hostel Unit reserves the right to:

- Take immediate temporary action (e.g., removal from unit, call security)
- Suspend the student pending investigation
- Make a report to external authorities without prior warning

**7.0 Appeal Process**

Students have the right to appeal against any disciplinary decision by submitting a formal written appeal to the **Head of Hostel** within **3 working days** of notification. A review meeting will be conducted, and the decision made thereafter will be final.



## 7.1 Grounds for Appeal

- a) Appeals may be submitted based on the following grounds:
- New evidence or information that was not available at the time of the decision.
  - Procedural error in the disciplinary process.
  - Disproportionate penalty compared to the nature of the offence.
  - Misunderstanding or misinterpretation of events or facts.

## 7.2 Appeal Submission Process

- a) Appeals must be made in writing to the Head of Hostel Unit within **three (3) working** days from the date the student was officially notified of the disciplinary decision.
- b) The written appeal must include:
- Full name and student ID
  - Unit/room number
  - A clear explanation of the appeal grounds
  - Any relevant documents, screenshots, or evidence supporting the appeal

## 7.3 Appeal Review

- a) Upon receiving the appeal, the Hostel Appeal Panel (consisting of representatives from the Hostel Unit and STAD) will:
- Review the appeal letter and evidence
  - Interview the student (if necessary)
  - Review the disciplinary records and findings
- b) The panel may:
- Uphold the original decision
  - Modify the penalty
  - Dismiss the disciplinary action altogether

## **7.5 Final Decision**

- a) The appeal decision will be communicated within 5 working days after submission.
- b) The decision made by the Hostel Appeal Panel is final and binding.
- c) No further appeal will be entertained unless it involves a legal or criminal matter, in which case the case may be referred to higher authority or law enforcement.

## **8.0 Enforcement and Amendments**

### **8.1 Enforcement**

- This Code of Conduct shall be enforced by the Hostel Unit, Wardens, and authorized staff.
- Disciplinary actions will be taken against students who breach any rules, based on the severity and frequency of the offense.
- All students are expected to comply fully upon signing the hostel agreement and during their stay.
- The Hostel Unit reserves the right to carry out inspections, issue warnings, suspensions, or enforce forced check-out where necessary.

### **8.2 Amendments**

- The management of Kolej UNIKOP reserves the right to review and amend this Code of Conduct as and when required.
- Amendments may be made to address new issues, strengthen enforcement, or reflect policy changes.
- All changes will be communicated officially to students through written notice, email, or student group channels.
- It is the student's responsibility to stay informed of any updates or changes made.

## **9.0 Acknowledgement**

All hostel students are required to sign an Acknowledgement Form upon check-in, confirming that they have read, understood, and agreed to comply with all provisions stated in this Code of Conduct. Failure to sign does not exempt any student from adhering to the rules and regulations enforced by the Hostel Unit.

### 9.1 Mandatory Acknowledgement

All students assigned to hostel accommodation at Kolej UNIKOP are **required to sign an Acknowledgement Form** during the check-in process. This form serves as a formal declaration that the student:

- Has **read** the Hostel Code of Conduct in its entirety,
- **Understands** the responsibilities, rules, and consequences stated, and
- **Agrees** to fully comply with all policies throughout their stay.

### 9.2 Binding Commitment

By signing the form, the student enters into a **binding agreement** with the Hostel Unit and acknowledges that:

- Any breach of the Code of Conduct may lead to disciplinary action, including suspension or forced eviction.
- Ignorance of the rules will **not be accepted** as an excuse for misconduct.

### 9.3 Failure to Sign

Students who fail or refuse to sign the Acknowledgement Form will **still be subject to the Code of Conduct**. Occupancy in the hostel implies **automatic consent** to abide by all rules and regulations.

### 9.4 Records and Access

A signed copy of the Acknowledgement Form will be **kept in the student's hostel file**. Students may request a copy for personal reference.

## **BORANG PENGAKUAN PELAJAR HOSTEL**

### **(Hostel Student Acknowledgment Form)**

I, the undersigned, hereby acknowledge that I have received, read, and understood the Hostel Student Code of Conduct of Kolej UNIKOP. I agree to comply fully with all the rules and disciplinary measures set forth by the hostel management.

Saya yang bertandatangan di bawah ini mengaku bahawa saya telah menerima, membaca, dan memahami Tatacara Kelakuan Pelajar Hostel Kolej UNIKOP. Saya dengan ini bersetuju untuk mematuhi semua peraturan dan tindakan disiplin yang telah ditetapkan oleh pihak pengurusan hostel Kolej UNIKOP.

#### **Maklumat Pelajar / Student Information**

Nama Pelajar / Student Name: \_\_\_\_\_

No. KP / Passport: \_\_\_\_\_

Program / Course: \_\_\_\_\_

Unit / No. Bilik / Room Number: \_\_\_\_\_

Tarikh / Date: \_\_\_\_\_

Tandatangan Pelajar / Student Signature: \_\_\_\_\_

#### **Pengesahan oleh Pegawai Hostel / Verified by Hostel Officer**

Nama Pegawai / Officer's Name: \_\_\_\_\_

Jawatan / Position: \_\_\_\_\_

Tarikh / Date: \_\_\_\_\_

Tandatangan Pegawai / Officer's Signature: \_\_\_\_\_