

INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

STUDENTS' DISCIPLINE RULES 2004

In exercise of the powers conferred by Article 44 and Article 49 of Part VI and Part VII of the Constitution of the International Islamic University Malaysia, the Constitution Head of the International Islamic University Malaysia hereby makes the following rules:

PART 1

PRELIMINARY

Rule

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| Citation | 1. These Rules may be cited as the International Islamic University Malaysia Students' Discipline Rules 2004. |
| Interpretation | 2. In these Rules, interpretation made by the University in relation to this Students' Discipline Rules shall be final and conclusive unless the context otherwise requires:

"Constitution" collectively means the Memorandum and Articles of Association of the University.

"Disciplinary Authority" means the Rector or where applicable any person or board delegated by the Rector with disciplinary functions, powers or duties;

"Disciplinary Board" means a panel of members appointed by the disciplinary authority to conduct disciplinary hearings.

"disciplinary hearing" means a full hearing before the disciplinary board;

"disciplinary offence" means a disciplinary offence committed under these Rules and any Standing Orders pursuant to the Rules;

"disciplinary proceeding" means a disciplinary proceeding under Part V of these Rules; |

Act 234, 1952

“disciplinary room” means a room allocated for the purpose of the conduct of disciplinary proceedings generally or for the purpose of a particular disciplinary hearing;

“drug” means any drug or substance prohibited by *Islam* including any drug or substance which is for the time being comprised in the First Schedule to the Dangerous Drugs Ordinance Act 1952 (Laws of Malaysia);

“Executive Personnel” means the following persons: -

- i. Chief Librarian;
- ii. Chief Medical Officer;
- iii. Chief Security Officer;
- iv. Dean of Admission and Records Division;
- v. Dean of Kulliyahs and Centres;
- vi. Dean of Matriculation Centre;
- vii. Director of Student Affairs Division;
- viii. Director of Student Development and Co-Curricular Division;
- ix. Director of International Student Office;
- x. Director of Facilities, Food and Services Unit;
- xi. Director of Information Technology Division;
- xii. Executive Director of Finance Division;
- xiii. Principal;

This list is non-exhaustive and the Rector may include any other person or persons from time to time as he deems necessary.

“gaming” means the playing of any game of chance, or of skill, or of mixed chance and skill, for consideration of value or money and includes any wagering, any betting or any lottery;

“mahallah” means any accommodation by whatever name called, provided by the University for the residence of students;

“liquor” means any form of intoxicating liquid as prohibited in *Islam*;

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

“officer” means a person including fellows with an executive function attached to any office, department or division whether directly or indirectly under Executive Personnel in the University, whether such office, department or division is voluntary, or for remuneration, or otherwise;

“parking” means the bringing of a vehicle to a stationery position and causing it to wait for any purpose other than that of immediately taking up or setting down persons, goods or luggage;

“poison” means any substance specified by name in the first column of the Poisons List to the Poisons Ordinance, 1952, (Laws of Malaysia) and includes any preparation, solution, compound, mixture or natural substance containing such substance;

Act 364, 1952

“Principal” means principal officer in charge of a mahallah and includes Acting Principal;

“Rector” means as defined in the Constitution;

“resident student” means a student residing in a Mahallah ;

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

“*Shariah*” means the laws of *Islam* in any recognised *Sunni Mazhabs*.

“staff” means any employee of the University;

“strict liability offence” means the act of committing the offence is sufficient without the necessity of proving the element of intention;

“student” includes any undergraduate student, postgraduate student, part-time student, student under distance learning or off-campus programme, diploma student, matriculation student, and non-graduating student of the University;

“traffic direction” means any order, direction or instruction given by an Executive Personnel to any person using a road or a vehicle within the University;

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

“University” means as defined in the Constitution and includes any person or body of persons authorised to act on behalf of the University;

“University Dress Code” means attire for student determined by the University from time to time.

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

Whereas: -

Words importing the masculine gender include the feminine and neuter gender;

The recitals, headings and under linings are for convenience only and do not affect the interpretation of these Rules;

Words and phrases defined in the Rules, shall bear the same meanings herein;

Words importing the singular include the plural and vice versa;

A reference to any statute or legislation shall, unless otherwise indicated, be a reference to the statute or legislation of Malaysia

and includes any statutory modification, amendment or re-enactment thereof;

Reference to “*Islam*” and “*Shariah*” shall, unless otherwise indicated, bear the same meaning herein;

All schedules, attachments, notice, standing order, publication and annexure hereto form part of these Rules;

PART II

GENERAL DISCIPLINE

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| General prohibitions | 3 | <p><i>Muslim</i> students shall not act contrary to the <i>Islamic</i> code of conduct as prescribed by the <i>Shariah</i> or neglect <i>Islamic</i> duties which are obligatory upon them in private or in public within or outside the University.</p> |
| | (i) | |
| | (ii) | <p>Non-<i>Muslim</i> students shall be required to respect the <i>Islamic</i> code of conduct and not act in any way, which may be interpreted as disrespectful to <i>Islam</i>.</p> |
| | (iii) | <p>A student shall not:</p> |
| | (a) | <p>act in any manner that constitutes or appears to constitute a threat or intimidation or is injurious, physically or mentally, to the well-being and safety of any other student or any member of staff of the University.</p> |
| | (b) | <p>act in any manner that constitutes or appears to constitute contempt of the University.</p> |
| | (c) | <p>conduct himself, whether within or outside the University, in any manner which is detrimental or prejudicial to the interest, well-being or good name of the University, any of the students, staff, officers or employees of the University, or to public order, safety or security, or to morality, decency or discipline.</p> |
| | (d) | <p>violate any provision of any written law, rules, regulations orders and procedures, whether within or outside the University.</p> |

- (e) disrupt or in any manner interfere with, or cause to be disrupted or in any manner interfered with, any teaching, study, research, administrative work, or any activity carried out by or under the direction of or with the permission of the University, or do any act which may cause such disruption or interference.
- (f) prevent, obstruct, or interfere with, or cause to be prevented, obstructed or interfered with, any officer or employee of the University or any person acting under the direction or permission of such officer or employee, from carrying out his work, duty or function, or do any act which may cause such prevention, obstruction or interference.
- (g) prevent or obstruct, or cause to be prevented or obstructed, any student from attending any lecture, tutorial or class, or from engaging in any legitimate activity, or do any act which may cause such prevention or obstruction.
- (h) organise, incite or participate in the boycott of any examination, lecture, tutorial, class or other legitimate activity carried out by or under the direction or with the permission of the University.
- (i) damage in any manner or cause to be damaged in any manner any property in the University, or do any act which may cause such damage.
- (j) tamper, interfere with, move, or in any manner deal with, any substance, object, article or property whatsoever, or knowingly do any act or cause any act to be done in the University, so as to cause or be likely to cause any obstruction, inconvenience, annoyance, loss or damage to any person.

- (k) Contravene or fail to comply with any instruction or requirement made by the University librarian, a member of the library staff or other library employee in respect of the use of the library, its books and other facilities therein.

An offence under this rule is a compoundable offence and shall be dealt with in accordance with the Rule 33 herein.

Suspension pending investigation

4. (1) Where a student of the University is under investigation, the Disciplinary Authority may suspend the student for a maximum period of seven (7) days.
- (2) Notwithstanding sub-rule (1) above, where there is any inconsistency with the Rule 35 herein, the Rule 35 shall prevail.

Attending lectures

5. Where a student is required to attend any lecture, tutorial, class or other instruction relating to his course of study, he shall not absent himself there from without the prior permission of the Dean of the Kulliyyah, the Head of the Department, or the Director of the Centre/Division, as the case may be, unless the circumstances do not permit such prior permission to be obtained and there is reasonable cause or excuse for the absence, in which case the student shall, as soon as possible thereafter, satisfy the Director or the Head, as the case may be with regard to the absence and obtain approval in respect thereof.

Appearance and
conduct during
examinations

6. Where a student's course of study entails his appearance for an examination and he is not otherwise debarred from appearing for such examination, he shall not fail to appear for such examination without the prior permission of the Dean of the Kulliyyah, or Head of the School, or the Head of the Institution, as the case may be unless the circumstances do not permit such prior permission to be obtained and there is reasonable cause or excuse for the non-appearance, in which case the student shall, as soon as possible there after satisfy the Dean or the Head, as the case may be with regard to the absence and obtain approval in respect thereof.

(2)

No student shall: -

- (a) take any book, paper, document, picture or other things, except those authorised by the examiner, into or out of an examination room, or receive any book, paper, document, picture or other things from any other person while in the examination room, except that a student may, while he is in the examination room, receive from the invigilator such books, papers, documents, pictures or other things which have been recommended by the examiner or Board of Examiners, and authorised by the Rector;
- (b) write or have it written by another person, any information or diagram which may be relevant to the examination he is sitting for, on his hand or on any other part of his anatomy, or on his apparel or clothing;
- (c) communicate with any other student during an examination by whatever means;
- (d) cheat or attempt to cheat or conduct himself in a manner which can be construed as cheating or attempting to cheat in an examination, while the examination is being conducted; or

- (e) Use or be in possession of material in any form during the examination which in the opinion of the University is used for cheating.

Violation of this rule is a strict liability offence and shall be dealt with in accordance with the procedure in Rule 61 herein.

Restriction on use of text of lecture, etc

7.(1) Subject to sub-rule (2), a student shall not make use of the text of any lecture or instruction imparted to him in the University except for the purpose of pursuing his course of study; in particular, he shall not reproduce in any manner the whole or any part of such text for the purpose of publication, distribution or circulation, whether for any consideration or otherwise.

(2) Nothing in this rule shall be deemed to restrict the discretion of the Rector to permit a student, or an organisation, body or group of students, to make copies of the text of any such lecture or instruction under the control and direction of the Rector or of such Dean, Head of School or Head of Institution, as the Rector may authorise and in giving such permission the Rector may impose such terms and conditions as he deems necessary or expedient.

Prohibition against plagiarism

8.(1) A student shall not plagiarise any idea or intellectual property expressed in material form, writing or data, of another person and claimed that the work, writing, data or invention is the result of his/her own findings or invention or any intellectual property right.

(2) For the purpose of this Rule, plagiarism includes:
(a) the act of taking any idea or intellectual property expressed in material form, writing, data or invention of another person and claiming that the idea, writing, data or invention is the result of one's own findings or invention; or

- (b) an attempt to make out or the act of making out, in such a way that one is the original source or the author of an idea expressed in material form, writing, data or invention which has actually been taken from some other source.
- (3) Without prejudice to the generality of sub-rule (2), a student plagiarises when he:
 - (a) publishes, with himself as the author, an abstract, article, paragraph, phrase, page, statement, scientific or academic paper or book which is wholly or partly written by some other person;
 - (b) incorporates himself or allows himself to be incorporated as a co-author of an abstract, article, scientific or academic paper, or book, when he has not at all made any written contribution to the abstract, article, scientific or academic paper, or book;
 - (c) forces another person to include his name in the list of co-researchers for a particular research project or in the list of co-authors for a publication when he has not made any contribution which may qualify him as a co-researcher or co-author,
 - (d) extract academic data which are the result of research undertaken by some other persons, such as laboratory findings or field work findings, or data obtained through library research, whether published or unpublished, and incorporate those data as part of his academic research;

- (e) uses research data obtained through collaborative work with some other persons, whether or not that other person is a staff member or a student of the University, as part of another distinct personal academic research of his, or for a publication in his own name as sole author, without obtaining the consent of his co-researchers prior to embarking on his personal research or prior to publishing the data;
- (f) transcribes the ideas or invention of others kept in whatever form whether written, printed or available in electronic form, or in slide form, or in whatever form of teaching or research apparatus, or in any other form and claims whether directly or indirectly that he is the author or inventor of that idea or invention or intellectual property;
- (g) translates the writing or invention of another person from one language to another whether or not wholly or partly and subsequently presents the translation in whatever form or manner as his own writing or invention; or
- (h) extracts ideas from another person's writing or invention and makes certain modifications without due reference or acknowledgement to the original source and rearranges them in such a way that it appears as if he is the inventor of those ideas;

Organising, etc. of assemblies

9.(1) No student, and no organisation, body or group of students shall, without the prior permission of the Rector or Executive Personnel organise, convene or call, or cause to be held, organised, convened or called, or be, in any manner, involved in holding organising, convening or calling, or in causing to be held, organised, convened or called, or in doing any act towards holding, organising, convening or calling, any assembly of more than five persons in any part of the University or on any land or in any building belonging to or under the possession or control of the University or used for the purposes of the University.

This is a strict liability offence and shall be dealt with in accordance with the procedure in Rule 61 herein.

(2) Prior in granting the permission referred to in sub-rule (1) the Rector or Executive Personnel may impose such restrictions, terms or conditions in relation to the proposed assembly in accordance with Islamic values and norms.

(3) No student shall attend or participate in any assembly held in contravention of sub-rule (1) or (2) above.

Ownership possession and use of loudspeakers etc.

10. No student and no organisation, body or group of students, shall own or use or have in his or its possession, custody or control, any loudspeaker, loud-hailer, amplifier, or other similar appliances.

This is a strict liability offence and shall be dealt with in accordance with the procedure in Rule 61 herein;

Provided that the Disciplinary Authority or Executive Personnel may permit in writing such appliances to be owned, used or possessed by a student or an organisation of students for such purposes and subject to such restrictions, terms or conditions as the Disciplinary Authority or the Executive Personnel may deem necessary or expedient to impose in granting such permission.

Information,
communication,
telecommunication
and multimedia, etc.

11. No student shall:
- (a) use or utilise any information, communication, telecommunication and multimedia devices at any area prohibited by the University;
 - (b) create, transmit, have in his possession, publish, distribute, circulate or broadcast any information or materials, etc. via electronic, radiofrequency, programmes, software, systems or otherwise that are in the opinion of the University contrary to *Islam* or against any Rules herein.

Violation of this rule is a strict liability offence and shall be dealt with in accordance with the procedure in Rule 61 herein.

Making, using,
displaying, owning,
etc. of banners,
placards, etc.

12. No student, organisation, body or group of students, shall:
- (a) make or cause to be made or do any act towards making or causing to be made fly, exhibit, display or in any manner make use of or cause to be flown, exhibited, displayed or in any manner made use of; or,

own or have in his or its possession, custody or control, any flag, banner, placard, poster, emblem or other device which is conducive to the promotion of immorality, indiscipline, disorder, disobedience or contravention of these Rules.
 - (b)

Violation of this rule is a strict liability offence and shall be dealt with in accordance with the procedure in Rule 61 herein.

Publication etc., of documents

13. (1) No student, organisation, body or group of students, shall publish, distribute or circulate any document within or outside the University without the prior consent from the University.
- (2) The permission required under this rule shall be in addition to any licence, permit or any other form of authorisation that may be required by the University or under any other written law.

This is a strict liability offence and shall be dealt with in accordance with the procedure in Rule 61 herein.

Student engaging occupation, etc.

14. No student shall, within or outside the University engage in any occupation, employment, business, trade, or other activity, whether full-time or part-time, which in the opinion of the Disciplinary Authority is undesirable or against any written law.

Student's activities outside University campus

15. No student, organisation, body or group of students shall organise, carry out or participate in any activity outside the University campus except with prior written permission of the University and in due compliance with any restriction, terms or conditions which the University may deem necessary or expedient to impose.

Representations relating to University, etc.

16. No student, organisation, body or group of students, without first obtaining a written permission of the University, shall make in relation to any matter pertaining to the University or to the staff or students thereof in their capacity as such or to himself in his capacity as a student thereof, any representation or other communication, whether orally or in writing or in any other manner, to any public officer or to the press or the public in the course of any lecture, speech or public statement or in the course of any broadcast by sound or vision.

Student's objection to entry, exclusion etc. of person from University

17. No student, organisation, body or group of students, shall make any objection orally or in writing or in any other manner to the entry into or the presence in or in the exclusion from, or the expulsion from the University of any person, body or group of persons.

Gaming in and outside the University

18. No student, organisation, body or group of students shall organise, run or assist in organising, managing or running, or participate in any gaming, wagering or betting within or outside the University.

Intoxication

19. Any student who is found to be in a state of intoxication under the influence of liquor including but not limited to any other substance that may cause intoxication within or outside the University shall be guilty of a disciplinary offence.

This is a strict liability offence and shall be dealt with in accordance with the procedure in Rule 61 herein.

Obscene articles

20. (1) No student shall, within or outside the University, have in his possession or under his custody or control any article, which is considered as obscene or pornographic under the *Islamic* moral, norms and values of the *Syariah*.

This is a strict liability offence and shall be dealt with in accordance with the procedure in Rule 61 herein.

- (2) No student, organisation, body or group of students, shall distribute, circulate or exhibit, or cause to be distributed, circulated or exhibited or be in any manner concerned with the distribution, circulation or exhibitions of any obscene article within the University; a student shall be deemed to distribute, circulate or exhibit an obscene article, regardless of whether such distribution, circulation or exhibition is to only one person or to more than one person and regardless of whether or not such circulation, distribution or exhibition is for payment or for any other consideration.
- (3) No student shall voluntarily view or hear any obscene article within the University.
- (4) Obscene articles include any article or material in whatever forms whether written, printed or available in electronic form or in slide form or in any other form which is considered objectionable to *Islamic* moral norms and values of the *Shariah*.

Dangerous drugs,
liquor and poisons

21. (1) No student shall have in his possession or under his custody or control any liquor, dangerous drug or poison.

Violation of this rule is a strict liability offence and shall be dealt with in accordance with the procedure in Rule 61 herein.

- (2) No student shall give, supply, provide or offer or propose to give, supply, provide or offer any liquor, dangerous drugs or poison to any person.
- (3) No student shall consume orally or smoke or inhale, or introduce into his body by injection or in any other manner whatsoever, any dangerous drugs or poison.
- (4) Nothing in this rule shall be deemed to prevent a student from undergoing any treatment by or under the prescription of a medical practitioner registered under the Medical Act 1971.
- (5) Any student who is found to be under the influence of any dangerous drugs or poison shall be guilty of a disciplinary offence.
- (6) The University may require a student suspected to be a drug dependant to submit himself for urine test.
- (7) If a student refuses to submit himself to the test mentioned in sub-rule (6), he commits a disciplinary offence.

Smoking

22. Smoking within the University is forbidden.

An offence under this rule is a compoundable offence and shall be dealt with in accordance with the Rule 34 herein.

Cleanliness within
University

23. A student shall not do anything that may be prejudicial to the cleanliness and neatness of a students' living accommodation within the University, or of any other building or structure or any other part within the University.

An offence under this rule is a compoundable offence and shall be dealt with in accordance with the Rule 34 herein.

Nuisance, annoying
or disturbing noise

24. A student shall not make any sound or noise, or cause any sound or noise, or cause any sound or noise to be produced, by any mean or in any manner, where such noise or sound causes or is likely to cause annoyance or disturbance to any person within the University.

An offence under this rule is a compoundable offence and shall be dealt with in accordance with the Rule 34 herein.

Examination of
student suspected to
have a mental
disorder

25. The University may require a student suspected to have mental disorder to submit himself for medical examination by a qualified medical practitioner.

Living or sleeping in
the University

26. No student shall use or cause to be used any part of the University or any part of any building within the University as accommodation, except the accommodation provided for him in the Mahallah by the University.

An offence under this rule is a compoundable offence and shall be dealt with in accordance with the Rule 34 herein.

Modesty of attire in
accordance with the
University Dress
Code

27. (1) *Muslim* students are expected to dress in a manner considered proper by the *Shariah*.
- (2) *Non-Muslim* students may adopt the *Islamic* dress if they so desire. Otherwise they should dress in accordance with the University Dress Code. **Such mode of dress shall also be decent, neat and clean.**
- (3) Any student who is inappropriately attired will be barred altogether from entering all academic and administration buildings and shall be guilty of a disciplinary offence.

An offence under this rule is a compoundable offence and shall be dealt with in accordance with the Rule 33 herein.

Political activities

28. (1) No student shall be a member of, or shall in any manner associate with any society, political party, trade union or any other organisation, body or group of persons whatsoever, whether or not it is established under any law, whether it is in the University or outside the University, and whether it is in Malaysia or outside Malaysia, except as may be provided under the constitution, or except as may be approved in advance by the University.
- (2) No organisation, body or group of students, whether established by, under or in accordance with the constitution, or otherwise, shall have any affiliation, association or other dealing whatsoever with any society, political party, trade union or other dealing whatsoever with any society, political party, trade union or any other organisation, body or group of persons whatsoever, whether or not it is established under any law, whether it is in the University or outside the University, and whether it is in Malaysia or outside Malaysia, except as may be provided by or under the constitution, or except as may be approved in advance in writing by the University.
- (3) No student, organisation, body or group of students of the University which is established by, under or in accordance with the constitution, or any other organisation, body or group of students of the University, shall express or do anything which may be construed as expressing support, sympathy or opposition to any political party or trade union or as expressing support or sympathy with any unlawful organisation, body or group of persons.

Immoral interaction
between individuals

29. Close proximity between unmarried couples, or individuals (not being a *mahram*) or being in physical proximity between opposite genders or of the same gender in any suspicious situation(s) or in any condition(s) which may raise suspicions as to the real motive of the acts(s) and / or all kinds of deviant behaviours are not allowed. "Suspicious situations" and "deviant activities" here include all, but not limited to sexual activities with or without the consent of the involved parties.

(a) Students found doing any of the following acts such as:

(i) Caressing any part of the partner's body;

Smooching;

(ii) Hugging;

(iii) Kissing;

Holding hands;

(iv)

Sitting in close proximity to each other in isolation from other people in situation or position

(v) that could raise suspicion as to the real motive of the act;

(vi)

shall be deemed as violating this rule.

Sexual misconduct

30. No person not being a *mahram* shall, within or outside the University, engage in any kind of sexual conduct with any member of the University or visitor to the University which may also include other serious or persistent unwanted sexual contact or conduct, such as harassment, threats, intimidation or unwanted touching or fondling.

Executive personnel's power to give orders, instructions or directions with regard to good order and discipline

31. The Disciplinary Authority or Executive Personnel may from time to time, give orders orally or in writing, instructions or directions as he may deem necessary or expedient for the maintenance of good order and discipline in the University, including *Mahallah* discipline, Road Traffic discipline and such orders, instructions or directions may relate generally to all students or to a class or description of students or to a particular student and it shall be the duty of every student to whom such orders, instructions or directions apply to comply with and give effect thereto.

In the event of any inconsistency of orders, instructions or directives between Disciplinary Authority and Executive Personnel, then the orders, instructions or directives of the Disciplinary Authority shall prevail.

Enter into prohibited parts of University or buildings

32. A student shall not enter any part of the University or any part of any building within the University, the entry into which is prohibited to students generally or in particular, to the student or class of students concerned.

Refusal to produce student matriculation card

33. Any student who fails or refuses to produce his matriculation card upon demand by any Executive Personnel or his officer shall be guilty of a disciplinary offence.

An offence under this rule is a compoundable offence and shall be dealt with in accordance with the Rule 34 herein.

Compounding of offences

34. (1)

The Disciplinary Authority, Executive Personnel or officer may compound any offence under these Rules or any standing order pursuant to Rule 31 above, which is prescribed to be a compoundable offence, by accepting from the student of having committed such offence a sum not exceeding Ringgit Malaysia Fifty (RM50.00) only (or an amount that may be reviewed by the Disciplinary Authority and amended from time to time by the *Majlis*) or giving a disciplinary reprimand;

Provided that the student shall be informed of the disciplinary offence committed by him. The penalty shall be final and conclusive.

(2)

Upon imposition of the punishment referred to in sub-rule (1), the Disciplinary Authority, Executive Personnel or officer shall forthwith deliver to the student a written notice of such imposition in such form as the University may direct, and where the punishment imposed is a fine, the provisions of Rules 72 and 73 shall apply;

Provided always that the Disciplinary Authority shall have the right to review and impose severe punishment within its jurisdiction by ordinary procedure provided under these Rules in the event the student repeats the same disciplinary offence. In such situation, the offence committed shall no longer be deemed to be of compoundable offence.

(3)

On the payment of the penalty, if any goods seized from the student of having committed such offence shall be released and no further proceeding shall be taken against such student or goods, unless the Disciplinary Authority may think that the goods are dangerous and should be forfeited.

(4)

The provisions of this rule shall apply notwithstanding any other provisions to the contrary in these rules.

- Suspension/expulsion of a student charged with a criminal offence under civil or *Shariah* law
35. (1) Where a student of the University is charged with a criminal offence in the civil or *Shariah* law, he shall immediately thereupon be suspended from being a student of the University and shall not, during the pendency of the criminal proceedings, remain in or enter the University, unless otherwise decided by the University.
- (2) Where a court finds that a charge for a criminal offence is proved against a student of the University, the Disciplinary Authority may also impose such disciplinary punishment as it deems fit upon the student concerned.
- (3) The University authority shall determine which offence is a criminal offence within the meaning of sub-rule (1) above.

PART III

***MAHALLAH* DISCIPLINE**

Entering or remaining
in a resident student's
room

36. (1) No person shall enter or remain in a room occupied by a resident student except the resident student:

Provided that this sub-rule shall not apply to an officer, employee or agent of the University who enters such room for the purpose of carrying out his functions, duties or responsibilities, or to a person who enters or remains there in accordance with any permission given by or on behalf of the Principal;

And provided further that this sub-rule shall not be deemed to prohibit a student from entering the room of a resident student of the same gender for a visit for a normal social purpose during the visiting hours and subject to Principal's orders and directions.

- (2) It shall be the duty and responsibility of a resident student to ensure that the restrictions in sub-rule (1) are strictly observed in respect of the room occupied by him.

An offence under this rule is a compoundable offence and shall be dealt with in accordance with the Rule 34 herein.

Obstructing, etc. to
entry and carrying out
of functions by
officers, etc.

37. A resident student shall not do anything to obstruct, impede or prevent an officer, staff of the University from entering the resident student's room and carrying out his functions, duties or responsibilities therein.

Remaining outside
mahallah at night

38. A resident student shall not, after midnight, remain outside his *mahallah* except with permission given by or on behalf of the Principal.

An offence under this rule is a compoundable offence and shall be dealt with in accordance with the Rule 34 herein.

Remaining within
mahallah premises
after midnight

39. After midnight, except for resident students in their respective *mahallahs*, no other student shall remain within the *mahallah* premises except with the permission given by or on behalf of the Principal.

An offence under this rule is a compoundable offence and shall be dealt with in accordance with the Rule 34 herein.

Care in the use of
mahallah premises
and prohibition of
nuisance

40. (1) A resident student shall use the *mahallah* premises with proper care and shall not do anything that disfigures, defaces or causes any other damage to any part of the grounds or buildings or to any article or fixture therein.
- (2) A resident student shall in using the *mahallah* premises and the facilities therein, take all care to ensure that he does not thereby cause any inconvenience, annoyance, obstruction or nuisance to any other person.

An offence under this rule is a compoundable offence and shall be dealt with in accordance with the Rule 34 herein.

Student not to change
room without prior
permission

41. Where the University allots a student a room for his residence, he shall not change his residence to any other room without the prior permission in writing given by or on behalf of the Principal

An offence under this rule is a compoundable offence and shall be dealt with in accordance with the Rule 34 herein.

Student not to rent room
allotted to him

42. Where the University allots a student a room for his residence, he shall not rent the room to any other student or person.

Evacuation and
reshuffling

43. (1) A resident student resides in a *mahallah* at the absolute discretion of the University.

- (2) The University may require a resident student to vacate his residence or transfer him to a different accommodation provided by the University at any time without assigning any reason thereof.
- (3) Where a resident student is required to move under sub-rule (2), he shall do so within the time set by the University and shall within that time remove all his belongings from the accommodation which is to be vacated or from which he is to transfer his residence.

An offence under this rule is a compoundable offence and shall be dealt with in accordance with the Rule 34 herein.

PART IV

ROAD TRAFFIC DISCIPLINE

Written authorisation for student keeping, possessing or owning motor vehicles in the university

44. (1) A student intending to keep, have in his possession or own any motor vehicle in the University, shall in the first instance, apply for and obtain from the University a written authorisation in respect thereof; the application and the written authorisation shall be in such form as the University may, subject to sub-rule (2), determine.
- (2) Application for such permission shall be made by the student in writing specifying the description of the motor vehicle and shall be accompanied by the current motor vehicle licence and a minimum current third party risks insurance policy in respect of the motor vehicle and a valid driving licence in respect of the applicant; the application shall also set out any disciplinary offence in respect of which he may have been found guilty at any time.

- (3) The written authorisation of the University shall be given in such form as it may direct and shall at all times be displayed conspicuously on the motor vehicle.

Offence under this rule is a compoundable offence and shall be dealt with in accordance with the Rule 34 herein.

- (4) Such written authorisation shall be renewed annually and the provisions of sub-rule (1) and (2) shall apply *mutatis mutandis* to an application for such renewal.

- (5) The University may refuse to grant authorisation under this rule or revoke any authorisation granted under this rule if it is satisfied that it would not be in the interest of the University for the student to hold such authorisation.

Register of students' motor vehicles

45. The University shall cause to be maintained a register of all motor vehicles kept, possessed or owned by the students in the University in such form as the University may deem fit.

Speed limit

46. No student shall drive a motor vehicle in the University at a speed in excess of that indicated by a traffic sign.

An offence under this rule is a compoundable offence and shall be dealt with in accordance with the Rule 34 herein.

Motor vehicles to be driven only on carriageway of road

47. No student shall drive a motor vehicle on any place other than on that part of the road which is used as a carriageway for the passage for motor vehicles; in particular, no motor vehicle shall be driven by a student on the pavement, side-table, grass verge, footpath or other place, whether alongside the carriageway or otherwise, which is not ordinarily intended or specifically provided for the passage of motor vehicles.

An offence under this rule is a compoundable offence and shall be dealt with in accordance with the Rule 34 herein.

Obstructive parking

48. No student shall park any vehicle at any place or in any manner so as to cause danger, obstruction or inconvenience to any other person or vehicle.

An offence under this rule is a compoundable offence and shall be dealt with in accordance with the Rule 34 herein.

Driving or parking vehicles on corridors, etc.

49. No student shall drive or ride or park any vehicle on any corridor, veranda, five-foot way, and courtyard or in any part of any building.

An offence under this rule is a compoundable offence and shall be dealt with in accordance with the Rule 34 herein.

Use of allotted parking bays

50. Where a parking bay is allotted for a particular motor vehicle no student shall park a different motor vehicle in such parking bay.

An offence under this rule is a compoundable offence and shall be dealt with in accordance with the Rule 34 herein.

Pillion riding

51. (1) A student riding a motorcycle shall not carry more than one person on such motorcycle.
- (2) No student shall carry a person on a two-wheeled motorcycle unless such person is sitting astride the motorcycle behind the driver on a properly designed seat securely fixed to the motorcycle.

- (3) A student shall not allow himself to be carried on a motorcycle driven by any person, whether a student or not, in contravention of sub-rule (1) or (2).

An offence under this rule is a compoundable offence and shall be dealt with in accordance with the Rule 34 herein.

Traffic directions and signs to be complied with.

52. A student shall comply with all traffic directions and with all traffic signs.

An offence under this rule is a compoundable offence and shall be dealt with in accordance with the Rule 34 herein.

Production of driving licence on demand

53. Any student who is driving or is in charge or control of a vehicle shall carry with him a valid driving licence issued to him under the Road Transport Act, 1987 (Act 333) and his matriculation card and shall produce the same for inspection by any Executive Personnel or his Officer whenever required to do so.

An offence under this rule is a compoundable offence and shall be dealt with in accordance with the Rule 34 herein.

Obstruction to traffic flow

54. A student shall not conduct himself in any manner, or do any act, which obstructs or interferes with the smooth and orderly movement of traffic within the University.

An offence under this rule is a compoundable offence and shall be dealt with in accordance with the Rule 34 herein.

Application of Road Transport Act 1987 within the university campus

55. (1) The provisions of the Road Transport Act, 1987 and all subsidiary legislation made hereunder shall apply to students irrespective of whether the roads within the University are public or private.

- (2) Nothing in sub-rule (1) shall derogate from the liability within the University of any Student or other person for any offence under the Road Transport Act, 1987 or any subsidiary legislation made hereunder.

PART V

DISCIPLINARY PROCEDURE

Investigation

56. (1) Where it appears to a Disciplinary Authority that a student has committed a disciplinary offence, the Disciplinary Authority shall proceed with further investigation.

- The Disciplinary Authority may issue a notice to the student to attend before the Disciplinary Authority to give statement in writing within a specified period or on the date specified in the notice.
- (2)

The Disciplinary Authority has the absolute discretion either to accept the written explanation given by the student or to proceed with the disciplinary hearing.

- (3) In the event the student fails, neglect to react or respond to the notice in sub-rule (2) above, the Disciplinary Authority may nonetheless complete the investigation and proceed with disciplinary hearing.

- (4)

Right to be represented

57. Where a student is required to attend the disciplinary hearing before a Disciplinary Board, the student may appoint a representative to assist him in his defence from the list of panels appointed by the University at his own expense.

Facts of disciplinary offence to be explained and plea to be taken	58.	<p>(1) Upon completion of investigation, Disciplinary Authority may proceed with disciplinary hearing before the Disciplinary Board.</p> <p>(2) Disciplinary hearing shall be heard in the disciplinary room and the Disciplinary Board or the officer shall explain to the student the facts of the disciplinary offence alleged to have been committed by the student and call upon him to plead thereto.</p> <p>(3) In the event the student failed to attend the disciplinary hearing on the hearing day, the Disciplinary Board may proceed with the hearing in absence of the student and shall pronounce its decision in the case as provided in Rule 64.</p>
Plea of guilty and consequential procedure	59.	If the student pleads guilty, the Disciplinary Board or the officer shall re-explain to him the facts of the case; if he admits these facts the Disciplinary Board shall pronounce him guilty of the Disciplinary Offence and invite him to make any plea he may wish to make for mitigation.
Procedure for hearing where student pleads not guilty	60.	If the student pleads that he is not guilty of the disciplinary offence or fails or refuses to plead or does not admit the facts of the case, the Disciplinary Board or the officer shall examine any witness or any document or other article whatsoever in support of the case against the student; the student shall be invited to question such witness and inspect such document or article and the Disciplinary Board or officer may re-examine such witness.
Procedure for strict liability offences	61.	In cases where it has been stated that the act in question is a strict liability offence, it shall not be necessary to prove the intention (<i>mens rea</i>) to commit such an offence. All the prosecution or Disciplinary Board needs to do is to adduce evidence of the facts and circumstances resulting in the offence.

Student's evidence	62.	After the evidence referred to in Rule 61 has been received, the student shall be invited to give his evidence, call any witness or produce any document or other article whatsoever in his defence; the Disciplinary Board or the officer may question the student or any of his witnesses and inspect any such document or article, and the student may re-examine any of the witnesses.
Power of Disciplinary Board to question or recall witness	63.	The Disciplinary Board may question or recall any witness at anytime before it pronounces its decision.
Pronouncement of decision	64.	<p>(1) After hearing the witnesses and examining the documents or other articles produced before it, the Disciplinary Board shall pronounce its decision in the case.</p> <p>(2) If the Disciplinary Board decides that the student is guilty of the disciplinary offence and the student is present before the Disciplinary Board, it shall invite the student to make any plea he may wish to make for mitigation.</p>
Disciplinary punishment.	65.	<p>A student who is found guilty of a disciplinary offence shall be liable to any one (1) or any appropriate combination of two or more of the following punishments: -</p> <p>(a) reprimand;</p> <p>(b) a fine not exceeding Ringgit Malaysia Two Hundred (RM200.00);</p> <p>(c) community service as specified by the University;</p> <p>(d) exclusion from any part or parts of the University for a specified period;</p> <p>(e) suspension from being a student of the University for a specified period; and</p> <p>(f) expulsion from the University.</p>

Rector's discretion to review and vary the punishment	66.	<p>The Rector may, if he deems necessary review and vary the punishment. In the event the Rector varies the punishment, he shall only reduce the punishment</p> <p>Provided that this provision shall only be exercised by the Rector within fourteen (14) days from the date of filing of a Notice of Appeal and the Rector shall not be a member of the Disciplinary Board.</p>
Custody and disposal of exhibits.	67.	<p>(1) The Disciplinary Authority may order any document or other article whatsoever produced before it in the course of any disciplinary proceedings to be kept in its custody or in the custody of such person as it may specify pending the conclusion of the disciplinary proceeding and appeal.</p> <p>(2) The Disciplinary Authority shall, upon the conclusion of the disciplinary proceeding and appeal, make such order as it deems fit for the disposal of any document or other article whatsoever produced before it in the course of the disciplinary proceeding, and may direct that such order shall take effect either immediately or at such time as it may specify.</p>
Written notes of disciplinary hearing to be made	68.	The Disciplinary Board that conduct disciplinary hearing against a student, shall make or cause to be made written notes of the hearing proceeding, but those notes need not be <i>verbatim</i> .
Custody of notes	69.	The notes referred to in Rule 68 shall be forwarded to and be kept in the custody of the Disciplinary Authority.
Register of Disciplinary Proceedings	70.	The Disciplinary Authority shall maintain a register of all disciplinary proceedings taken under these Rules; such register shall record the name of the student, the particulars of the disciplinary offence, the progress of the proceeding, the result of the proceeding and such other information or particulars as the Disciplinary Authority may direct.

Written decision sent to parent, etc. 71. Where a student has been found guilty of a disciplinary offence, the Disciplinary Authority may send a written decision of the disciplinary hearing to the student's parent or guardian and in the case of a scholarship student, to the scholarship sponsoring or scholarship granting authority or body.

Payment of fines 72. Where the Disciplinary Authority imposes a punishment of a fine on the student, it shall specify the period within which the fine shall be paid and the student shall pay the fine within the said period to the University.

Consequence of failure to pay fine 73. If the student fails to pay the fine within the period specified under Rule 72, the University may take any one or more of the following actions:

- a) withhold the student result transcript;
- b) refuse registration for the new semester;
- c) refuse registration or entry of the *Mahallah*;
- d) withhold or refuse graduation clearance;
- e) take any other measure the University deems fit;
- f) shall immediately thereupon suspend the student from the University

Provided that the action shall remain and continue to be in force until the fine is paid.

Order to pay compensation 74. (1) Where any punishment is imposed on a student under Rule 65, the Disciplinary Authority may, in addition, order the student to pay such compensation as it may fix in respect of any damage to any property or any loss or injury to any person for which the Disciplinary Authority may find the student, in the course of the disciplinary proceeding, to be responsible. A student may be ordered to pay compensation under this sub-rule regardless of whether the property that is damaged belongs to the University or to any other person.

- (2) The amount of compensation fixed by the Disciplinary Authority under sub-rule (1) shall be a just and reasonable amount having regard to all the circumstances of the case and of the persons involved therein.
- (3) The compensation fixed under sub-rule (1) shall be paid by the student to the University within such period as the disciplinary authority may specify.
- (4) The provisions of Rule 73 shall apply *mutatis mutandis* where the student fails to pay the compensation fixed under sub-rule (1) within the period specified under sub-rule (3).
- (5) Any compensation payable or paid under this rule shall not prejudice the right of any person to institute civil proceedings in a court of law for damages or compensation in respect of the damage, loss or injury referred to in sub-rule (1), or the right of any person to receive any payment or compensation under any other written law in respect of such damage, loss or injury.

Persons who may be present at a disciplinary hearing

75.

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

- (a) the student against whom the disciplinary proceeding is taken;
- (b) the Disciplinary Board and its officer;
- (c) a witness while he is giving evidence or when required by the Disciplinary Board; and
- (d) such other person as the Disciplinary Board may for any special reason authorised to be present.

PART VI

APPEALS

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| Notice of appeal | 76. (1) Where a student is dissatisfied with the decision of a Disciplinary Board, he may give notice in writing of his intention to appeal against such decision by filing with the Disciplinary Authority a notice of appeal in duplicate within fourteen (14) days of the date on which the decision was given.

(2) The notice of appeal shall set out clearly the grounds of appeal. |
| Transmission of appeal to President | 77. The Disciplinary Authority shall upon receiving the notice of appeal, submit the same to the President together with a copy of the notes of the disciplinary proceeding in respect of which the notice of appeal is given. |
| Action by President on appeal | 78. (1) The President may, on receiving the notice of appeal and the notes of the disciplinary proceeding, request for such further information or particulars in relation to the disciplinary proceeding as he may deem fit.

(2) If the President summarily rejects the appeal, the decision shall be conveyed to the student through the Disciplinary Authority.

(3) Where the President appoints a committee to consider the appeal, the President's decision on the appeal made after receiving the recommendations of the committee shall be communicated to the student through the Disciplinary Authority. |

Appeal not to operate as stay of execution

79. An appeal by a student shall not operate as a stay of execution of the punishment imposed under Rule 65 or as a stay of the payment of any compensation ordered to be paid under Rule 74, unless the Disciplinary Authority or the President otherwise directs.

PART VII

GENERAL

Disciplinary liability of office bearers etc. of a students' organisation, body or group

80. (1) Where any disciplinary offence has been committed under these Rules, whether or not any student has been found guilty in respect thereof, and such disciplinary offence has been committed or purports to have been committed in the name or on behalf of any organisation, body or group of students of the University which is established by, under or in accordance with the Constitution, or any other organisation, body or group of students of the University, every office-bearer of such organisation, body or group and every student managing or assisting in the management of such organisation, body or group at the time of the commission of such disciplinary offence shall be deemed to be guilty of such disciplinary offence and shall be liable to punishment therefore, unless he establishes to the satisfaction of the appropriate Disciplinary Authority that the disciplinary offence was committed without his knowledge and that he had exercised all due diligence to prevent the commission of the disciplinary offence.
- (2) Any office-bearer of, or any student managing or assisting in the management of, any organisation, body or group as referred to in sub-rule (1) shall be liable to be proceeded against under this Rule, notwithstanding that he may not have taken part in the commission of the disciplinary offence.

- (3) In any disciplinary proceeding under this Rule against any office bearer of, or any student managing or assisting in the management of, any organisation, body or group, any document found in the possession of any office-bearer of, or person managing or assisting in the management of, such organisation, body or group, or in the possession of a member of such organisation, body or group, shall be prima facie evidence of the contents thereof for the purpose of proving that anything has been done or purports to have been done by or on behalf of such organisation, body or group.

Presumptions

81. (1) *Muslim* students are presumed to have knowledge of the *Islamic* code of conduct and shall observe the same at all times. Non- *Muslim* students are presumed to have knowledge of the University code of conduct and shall observe the same at all times.

(2) In any disciplinary proceeding against a student:

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

(ii) where any books, accounts, writings, lists of members, seals, banners or insignia of, or relating to, or purporting to relate to, any organisation, body or group of persons are found in the possession, custody or under the control of any student, it shall be presumed, until the contrary is proved, that such student is a member of such organisation, body or group and such organisation, body or group shall be presumed until the contrary is proved, to be in existence at the time such books, accounts, writings, list of members, seals, banners or insignia are so found; and

(iii) where any books, accounts, writings, lists of members, seals, banners or insignia of, or relating to, any organisation, body or group of persons are found in the possession, custody or under the control of any student, it shall be presumed, until the contrary is proved, that such student assists in the management of such organisation, body or group.

Reservation

82. (1) The University reserves the absolute right to interpret and decide on any matter including but not limited to any *Shariah* and *Islamic* issues.

- (2) Notwithstanding the above, in relation to any interpretation of any *Shariah* and *Islamic* affair, doctrine or thought including but not limited to all recognised *Islamic* schools; the University shall have the absolute discretion to decide and determine the interpretation.
- (3) Any interpretation and decision made by the University shall be final and conclusive.

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| Disciplinary offences | 83. (1) Any student who commits a breach of or fails to comply with, or contravenes any of these Rules or any restriction, condition, standing orders or term imposed under or pursuant to these Rules shall be guilty of a Disciplinary Offence.

(2) Any disciplinary offence committed by any student pursuant to Rule 31 may be a compoundable offence under Rule 34 herein unless otherwise the Disciplinary Authority or the Executive Personnel thinks necessary to proceed with Rule 56 herein. |
| Enforcement of rules, orders, directives etc. | 84. Disciplinary Authority, Executive Personnel or officers shall enforce these Rules and orders or directives given under Rule 31 herein in the University. |
| Service of notice, letter, memo etc. | 85. Any notice, letter, memo or document required to be served, delivered or given under these Rules shall be deemed to have been sufficiently served, given or made if delivered or sent by registered post at the last known address registered with the University and shall be deemed to have been duly received by the other party at the time of delivery (by hand) and in the ordinary course of post (if sent by post). |

These rules are not to derogate from criminal liability

Repeal and Saving

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

87. The International Islamic University Malaysia, Discipline of Students Rules 1984, (Amendment 2002) is hereby repealed.

Provided that any appointment made under the Students' Discipline Rules 1984 (Amendment 2002) hereby repealed shall be deemed to be made under these Rules.

Provided further that any pending disciplinary proceeding or any disciplinary offence prior to the commencement of these Rules shall be subjected to the rules and orders of the Discipline of Students Rules 1984 (Amendment 2002) until the completion of the proceeding made there under.

INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

***MAHALLAH* STANDING ORDER 2004**

Meeting of Board of Student Affairs

This Standing Order of the International Islamic University Malaysia (the University) is derived from the Students' Discipline Rules 2004 and all preceding Standing Orders relating to the *Mahallah* Discipline Procedures are rescinded.

In exercise of the powers conferred by Rule 31 of the Students' Discipline Rules 2004 the Executive Personnel hereby makes the following Orders: -

INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
***MAHALLAH* STANDING ORDER 2004**

PART I

Name 1. This Standing Order is called the International Islamic Univer
Malaysia, *Mahallah* Standing Order 2004 – hereinafter refer
to as the Standing Order.

Definition 2. “members” means members of the *Mahallah*, consisting of
Principal, Fellows, Staff, Resident Students, Non-Resider
Students who are affiliated to the *Mahallah*, and pers
admitted as honorary members of the *Mahallah*.

“Principal” means the Principal of the *Mahallah*, who is
Executive Personnel of the University appointed by the Re
responsible for the administration and management of
Mahallah and welfare and discipline of the Resident Students

“affiliate resident” means a student of the University who
registered with the *Mahallah* by virtue of being a registe
student but obtains written approval from the University to s
outside the campus (live off-campus) and who for the purp
of this Standing Order is also referred to as resident.

“vacation” means all vacations as scheduled by the seme
system of the University, including the mid-semester vacat
and end of academic year vacation.

“Students’ Discipline Rules” means the Students’ Discip
Rules 2004 as assented to by the Constitutional Head of
University.

”*Mahallah* Authority” means the Principal, or his representati
consisting of the Fellows and the Officer.

PART II ENFORCEMENT AUTHORITY

Enforcement of Rules 3. University empowers the Executive Personnel and Office
enforce the above Orders under Rule 84 of the Stude
Discipline Rules.

4. This Standing Order is enforceable within the building
premises of the *Mahallah*.

**PART III
CLEANLINESS**

- Cleanliness
5. Resident Students are required to keep their individual rooms and the premises of the *Mahallah* clean, neat and tidy at all times. It is an offence to neglect the cleanliness and neatness of individual rooms and to litter or cause uncleanness or untidiness on the premises of the *Mahallah*.

Any breach of this order is a Compoundable Offence and shall be dealt with in accordance with the procedures in Rule 3 of the Students' Discipline Rules.

**PART IV
IBADAH AND RELIGION**

- Negligence of prayers
6. It is an offence for Resident Students to neglect their obligatory *Ibadah* including prayers, except for Non-Muslims.

Any breach of this order is a Compoundable Offence and shall be dealt with in accordance with the procedures in Rule 3 of the Students' Discipline Rules.

- Respect for *Ibadah* (solat, fasting, alms, etc.)
7. Resident students shall observe all forms of obligatory *Ibadah* and shall respect others in the performance of their *Ibadah*, shall not hinder those who seek to advise others with respect to the performance of *Ibadah*. Non-Muslims are required to respect the *Islamic* code of conduct as specified in the Students' Discipline Rules.

- Ramadhan*
8. It is an offence for any Resident student to consume food or drinks in public during the days of fasting in the month of *Ramadhan*.

- Abuse of Religion
9. No Resident Student shall abuse any religion or abuse any system of belief (*Aqidah*) of a religion, which he professes to believe.

**PART V
USRAH AND MAHALLAH ACTIVITIES**

- | | | |
|---|-----|---|
| Attendance in <i>Usrah</i> and <i>Mahallah</i> Activities | 10. | Every Resident Student shall attend <i>Usrah</i> group meetings; participate in <i>Usrah</i> group activities and <i>Mahallah</i> activities. |
| Congregation prayers by <i>Usrah</i> | 11. | Each <i>Usrah</i> group shall duly observe and perform at least three of the given obligatory daily prayers in congregation, and all members of the group are required to perform congregational prayers together. The group may join general congregational prayers in the mosque. |

**PART VI
DRESS REGULATIONS AND PERSONAL APPEARANCE**

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|--------------|-----|---|
| Proper dress | 12. | (i) Resident Students shall be properly dressed at all times in the <i>Mahallah</i> whenever they appear in public. Their dress shall be as in the Standing Order On Conduct and the University Dress Code. |
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- An offence under this order is a Compoundable Offence and shall be dealt with in accordance with the procedures in Rule 34 of the Students' Discipline Rules.

**PART VII
GENERAL PROHIBITIONS**

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|---------------------------------|-----|---|
| Keeping animal as domestic pets | 13. | Resident Students shall not keep animals in the <i>Mahallah</i> whether such animals are kept as pets or for personal interest. |
|---------------------------------|-----|---|
- Any breach of this order is a Compoundable Offence and shall be dealt with in accordance with the procedures in Rule 34 of the Students' Discipline Rules.
- | | | |
|-----------------------|-----|---|
| Settlement of dispute | 14. | (i) No unilateral action to settle a dispute is allowed in <i>Mahallah</i> . |
| | | (ii) No Resident Student shall take any unilateral action against any Member of the <i>Mahallah</i> or against <i>Mahallah</i> Authorities; a Resident Student who is dissatisfied with the actions of any member of <i>Mahallah</i> or <i>Mahallah</i> Authority shall refer the matter to the Principal who shall act to settle the grievances in the manner he considers appropriate, without prejudice to the disciplinary provisions of this Standing Order. |

- Restriction on certain personal entertainment equipment.
15. (i) No television, VCR, Laser Disc player, VCD player, DVD player or other form of musical or phonographic or entertainment equipment shall be played in the *Mahallah* except in the designated areas provided by the University or with the written permission of the Principal; this equipment may be played only during periods allowed by the Principal, which shall normally be from 7.00 a.m. to 12.00am. The volume of such radios, radiograms, TVs or musical or entertainment equipment must be moderate so as to enable other Resident Students to study peacefully and quietly.

An offence under this order is a Compoundable Offence and shall be dealt with in accordance with the procedures in Rule 34 of the Students' Discipline Rules.

- (ii) Radios, radiograms, TVs or musical instruments may be confiscated from residents if, in the opinion of the Principal, they are abused in such a manner as to cause discomfort in the *Mahallah*.

Any offence under this order is a Compoundable Offence and shall be dealt with in accordance with the procedures in Rule 34 of the Students' Discipline Rules.

- Spitting
16. It is an offence for Resident Students to spit in the *Mahallah* areas other than in the appropriate places in the toilets or in designated areas.

An offence under this order is a Compoundable Offence and shall be dealt with in accordance with the procedures in Rule 34 of the Students' Discipline Rules

PART VIII SOCIAL ACTIVITIES

- Talks by outside speakers
17. (i) All forms of seminars, classes, or *ceramah* involving speaker or speakers from outside the University and participation by non-Residents are prohibited unless until permission in writing is obtained from University.
- (ii) If the seminars, classes or *ceramah* are in the form religious talks or instruction, the speakers must recognised by the University.
- (a) Speakers shall have sufficient qualifications to give religious instruction recognised by the University
- (b) Speakers shall obtain written permission from

University to give such religious instruction with the written recommendation of the Principal.

- (c) Speakers shall obtain permission from the Principal to use the *Mahallah* as a venue.
- (d) The contents of the talk or *ceramah* shall not be slanderous or in any manner be provocative so as to cause disunity among the *ummah*, or in any manner, raise issues mentioned under Article II of the Malaysian Federal Constitution.

Taruf and Orientation activities

18. (i) *Taruf* and Orientation activities for new Resident Students shall be confined to official programmes organised by the University, or by permission of the *Mahallah* authorities. Any form of *taruf* and orientation activity for new Resident Students outside the official programmes is illegal and strictly forbidden.

This is a Strict Liability Offence and any breach of this order shall be dealt with in accordance with the procedures in Rule 61 of the Students' Discipline Rules.

- (ii) No Resident Student shall conduct or be involved in any activity that may be interpreted as illegal orientation, whether such an activity is physical, psychological or verbal and regardless of whether it is with or without the consent of the new Resident Student.

This is a Strict Liability Offence and a breach of this order shall be dealt with in accordance with the procedure in Rule 61 of the Students' Discipline Rules.

PART IX RESIDENTIAL PROCEDURES

Staying Overnight Outside University

19. Resident Students who wish to leave the *Mahallah* for one n or more shall first obtain written permission from the Principal Officer.

Failure to do so is a Compoundable Offence and shall be dealt with in accordance with the procedures in Rule 34 of Students' Discipline Rules.

- Leaving *Mahallah* after 12.00 am
20. Resident Students shall not leave the Hostel after 12.00 am except with written permission from the Principal.
- This is a Compoundable Offence and shall be dealt with in accordance with the procedures in Rule 34 of the Students' Discipline Rules.
- Affiliate Member
21. (i) A Resident Student, who was a permanent resident of the *Mahallah* but has subsequently left to stay outside the campus (live off-campus) with written permission from the Principal, shall continue as an affiliate resident of the *Mahallah* unless expressly prohibited by the Principal for reasons given in writing to the student concerned.
- This is a Compoundable Offence and shall be dealt with in accordance with the procedure in Rule 34 of the Students' Discipline Rules.
- (ii) An Affiliate Resident Student shall participate in *Mahallah* activities and use the *Mahallah* facilities except bedrooms for residents, rooms for fellows and other rooms declared private by the Principal.
- (iii) An Affiliate Resident Student shall renew his registration on semester basis or any period as determined by the University Authority.
- This is a Compoundable Offence and shall be dealt with in accordance with the procedures in Rule 34 of the Students' Discipline Rules.
- (iv) All the provisions of this Standing Order and all rules and regulations made by the *Mahallah* shall bind Affiliate Resident Students.
- (v) A Resident Student who has been dismissed from the *Mahallah* on disciplinary charges shall lose his status as affiliate resident of the *Mahallah* and shall not be readmitted unless permitted by the Principal.
- Honorary Member
22. A Resident Student who leaves the *Mahallah* after graduation from the University may be admitted as an honorary Member of the *Mahallah* by invitation of the Principal on terms and condition to be decided by a committee.

PART X

FEES, DEPOSITS AND FINES

- Settlement of Fees and Registration 23. (i) Every Resident Student shall register at the beginning of each semester within the prescribed period fixed by University.
- Failure to do so is a Compoundable Offence and shall be dealt with in accordance with the procedures in F 34 of the Students' Discipline Rules.
- (ii) Every Resident Student shall settle his fees at the beginning of each semester to the Finance Division Officer appointed to collect such fees. Receipts for such payments must be presented to the Principal Manager at any time upon request.
- (ii) The Principal may take any action considered appropriate against any Resident Student who fails to register, to settle his or her fees or debts with *Mahallah*.
- Deposits 24. Resident Students must settle all deposits required by *Mahallah*, including deposits for keys to the rooms, at the beginning of a semester. Any of these deposits may be forfeited when they do not comply with any appropriate instructions given by the Principal.

PART XI OCCUPANCY OF ROOMS

- Locks and keys 25. (i) Resident Students shall not fix any lock to the doors of their room.
- (ii) Before leaving the *Mahallah* for a vacation, Resident Students shall hand over the keys to the doors of their rooms to the Principal or Officer on or before a date to be determined by the Principal.
- Failure to do so is a Compoundable Offence and shall be dealt with in accordance with the procedures in F 34 of the Students' Discipline Rules.

Cleanliness of rooms	<p>26. Resident Students shall individually and collectively be responsible for the cleanliness, and neatness of their respective rooms; they shall not stick any poster, notices or pictures on the walls or anywhere in their rooms except on a soft board generally provided by the <i>Mahallah</i>.</p> <p>An offence under this Regulation is a Compoundable Offence and shall be dealt with in accordance with the procedures in Rule 34 of the Students' Discipline Rules.</p>
Safety of personal property	<p>27. Resident Students shall be always on guard and take great care of the custody and safety of their own belongings and property in their rooms; valuables shall always be kept under lock and key or be carried on their persons. It is not possible for the <i>Mahallah</i> to ensure security at all times. Nevertheless, every case of theft shall be immediately reported to the University.</p>
Empty rooms for vacations	<p>28. During the one-week vacation within a semester, Resident Students may keep their belongings and property inside their rooms, except when otherwise directed by the Principal, upon which instance the <i>Mahallah</i> authorities reserve the right to remove all belongings and materials left by Resident Students in their rooms, and shall not be held responsible for any loss or damage to such belongings and property.</p> <p>Failure to do so is a Compoundable Offence and shall be dealt with in accordance with the procedures in Rule 34 of the Students' Discipline Rules.</p>
Right of entry into rooms	<p>29. The Principal, Officers and whosoever is given authority by the University may enter any room for purposes of inspection at any time.</p>
<i>Mahallah</i> facilities in rooms	<p>30.</p> <ul style="list-style-type: none"> (i) Resident Students who require any repairs and/or services to the <i>Mahallah</i> facilities in their rooms shall make an appropriate report to the <i>Mahallah</i>. (ii) <i>Mahallah</i> facilities provided in rooms shall not be removed, modified or exchanged without the prior written permission of the Principal. (iii) Resident Students shall be responsible for the safety of all facilities provided in their rooms, and shall be required to pay compensation if such facilities are damaged or missing due to negligence or misuse. <p>Any breach of this order is a Compoundable Offence and shall be dealt with in accordance with the procedures in Rule 34 of the Students' Discipline Rules.</p>

Restrictions of pantry facilities as determined by the respective Principal	35.	(i) Any act of cooking is strictly forbidden in every part of the <i>Mahallah</i> including, but not limited to, the pantry. Any breach of this order is a Compoundable Offence and shall be dealt with in accordance with the procedure in Rule 34 of the Students' Discipline Rules.
		(ii) The ironing of clothes is permitted only in the pantry and restricted to the ironing board or bench specially provided for that purpose. This is a Compoundable Offence and shall be dealt with in accordance with the procedures in Rule 34 of the Students' Discipline Rules.
		(iii) All facilities provided in the pantry shall not be exchanged or removed from the pantry, and after use, they shall be properly cleaned and returned to the place where they are normally kept. Any breach of this order is a Compoundable Offence and shall be dealt with in accordance with the procedures in Rule 34 of the Students' Discipline Rules.
		(iv) The cleaning of shoes and clothes is prohibited in the pantry; such activities may be carried out in other places appropriate for the purpose. This is a Compoundable Offence and shall be dealt with in accordance with the procedures in Rule 34 of the Students' Discipline Rules.
		(v) Pantry facilities are provided for common use, and residents shall be collectively responsible for their safekeeping against misuse or theft of such facilities. Any breach of this order is a Compoundable Offence and shall be dealt with in accordance with the procedures in Rule 34 of the Students' Discipline Rules.
No water wastage	36.	Resident Students shall take the responsibility to properly turn off all taps after use. Any breach of this order is a Compoundable Offence and shall be dealt with in accordance with the procedures in Rule 34 of the Students' Discipline Rules.
Proper use of toilets	37.	(i) Toilets shall be properly used and flushed after use.

- (ii) There shall be no squatting on toilets seats, except in squat toilets.

An offence under this Order is a Compoundable Offence and shall be dealt with in accordance with the procedures in Rule 34 of the Students' Discipline Rules

PART XV GENERAL

- Illness and emergency 38.
- (i) All cases of illness and injuries shall be promptly and immediately reported to the Principal or representatives for further action.
 - (ii) Resident Students with contagious diseases shall not be allowed to stay in the *Mahallah*, except with the permission of the Principal or the University Clinic. The Principal reserves the right to isolate the infected individuals from other Resident Students.
 - (iii) First aid boxes shall be used only for emergency illness and injuries. Such facilities shall not be removed, misplaced or misused.

Any breach of this order is a Compoundable Offence and shall be dealt with in accordance with the procedures in Rule 34 of the Students' Discipline Rules

- Illegal Business and Hawkers 39.
- (i) Resident Students are prohibited from engaging in any kind of business without the written permission of the Principal.
 - (ii) Hawkers are not permitted in the *Mahallah*, and Resident Students shall not make purchases at any time from hawkers or any illegal businesses in the *Mahallah*.

An offence under this Order is a Compoundable Offence and shall be dealt with in accordance with the procedures in Rule 34 of the Students' Discipline Rules

- Use of University telephone 40.
- The University telephone facilities are provided solely for the purpose of emergency calls and official purposes by Resident Students engaged in approved Students' activities. Such calls shall always be short.

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| Restriction to visitors | 41. | <ul style="list-style-type: none"> (i) Resident Students shall cooperate by guiding visitors to the visitors' reception halls and not beyond, except with the permission of the Principal. (ii) Residents who receive visitors shall ensure the visitors comply with and observe the visiting hours prescribed by the University. Visitors are not allowed to be on the <i>Mahallah</i> premises after 9.00 p.m. |
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Failure comply with this order is a Compoundable Offence and shall be dealt with in accordance with the procedures in Rule 34 of the Students' Discipline Rules.

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| Motor Vehicles | 42. | Resident Students who own Motor Vehicles must observe Road Traffic Discipline including Standing Order and shall only park their motor vehicles in the designated parking spaces. |
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| Compensation for damage to property | 43. | Any Resident Student who by his action causes damage to the University's property or causes the said property to be missing notwithstanding any other penalty, the said Resident Student shall compensate the University for the cost of repairs and/or replacement of the said property pursuant to Rule 74 of the Students' Discipline Rules. |
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| Abuse of facilities | 44. | Resident Students shall not abuse or misuse any of the facilities provided by the <i>Mahallah</i> . |
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Any breach of this order is a Compoundable Offence and shall be dealt with in accordance with the procedures in Rule 34 of the Students' Discipline Rules.

**PART XVI
AMENDMENTS**

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| 45. | The Principal may make amendments or additions to Standing Order from time to time. Such amendments additions shall be subject to confirmation by the University. |
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STANDING ORDER ON CONDUCT AND UNIVERSITY DRESS CODE

NOTIFICATION OF ORDER

This Standing Order of the International Islamic University Malaysia (the University) is derived from the Students' Discipline Rules 2004 and at which times all preceding Standing Orders relating to the Standing Order on Conduct and Attire are rescinded.

In exercise of the powers conferred by Rule 31 of the Students' Discipline Rules 2004, the Executive Personnel hereby makes the following Orders: -

INTRODUCTION

The education at the University is aimed not only at developing academic or intellectual potentials of the students. The moral and character building objective is a very important part of the curriculum. It is in fact a primary concern of education seen from the *Islamic* perspective, in so far as *Islam* looks at human personality as an integrated whole, consisting of physical, emotional, intellectual, spiritual and social dimensions. In the University, the integration of knowledge with morality, professionalism with ethics and academic excellence with spiritual virtues constitute our vision of education based on *Islamic* tradition of the quest for knowledge that the *Quran* and the *Sunnah* have implanted in *Islamic* civilisation.

The proper relationship between the opposite sexes and the acceptable attire of students are part and parcel of the University's identity and accordingly the same should be clearly defined. As an *Islamic* University, the University expects the students to observe the values and norms of moral propriety, decent behaviour and respectable attire that together reflect the identity that the University wishes to project and nurture. The following Orders, in addition to the existing ones, are meant to reinforce the importance of the above objectives and help the students to live up and uphold the high level of *Islamic adab* (manners and ethics) and decent behaviour.

A. ORDERS OF CONDUCT FOR STUDENTS

1.0 GENERAL ORDERS

- 1.1 *Muslim* students are required to comply with rules and regulations of the University and shall not act contrary to these rules and regulations or the *Islamic* code of conduct, as prescribed by the *Shariah*, or neglect *Islamic* duties which are obligatory upon them in private or in public within or outside the University.
- 1.2 Non-*Muslim* students are required **to comply** with University rules and regulations and shall not act in any way that may be interpreted as disrespectful to *Islam* or the ***Islamic*** University.

2.0 ORDERS OF CONDUCT BETWEEN MALE AND FEMALE STUDENTS

- 2.1 No male and female students should sit together unless in the designated areas provided by the University from time to time.
- 2.2 Male and female students should at all times practice the principle of modesty, respectable interaction and proper decorum in public places, during meetings, sporting and cultural activities, gatherings or when dealing with each other so as to avoid all kinds of suspicions or misunderstandings.
- 2.4 Male and female students should not practise or participate in any physical activities or outings together in such a way that would arouse public concern or suspicion that a situation of permissiveness or promiscuity exists between the opposite sexes.
- 2.5 Married students should inform the University authorities of the fact of being married in writing and they should not behave between themselves in public in a way that would create suspicion or misperception on the part of the public.

B. ORDERS OF ATTIRE FOR STUDENTS

1.0 GENERAL ORDERS

- 1.1 All Students are required to display on their upper dress/shirt their respective Students' Identity cards at all material times whilst in University's premises except when attending sports activities.

An offence under this Order is a compoundable offence and shall be dealt with in accordance with the procedure in Rule 34 of the Students' Discipline Rules.

- 1.2 Students are not allowed to wear any attire or accessory, which symbolize any particular external organization or group except on certain proper occasions and with the permission from the University authorities. Students' attires must not display any provocative or detrimental designs, images, words or phrases that may seem to be against the **University Dress Code**.

- 1.3 Jeans are not allowed to be worn except on non-formal occasions and during physical activities such as sports or recreation, provided they are not tight-fitting, multicoloured, faded, fancy in design, torn or with patches.

An offence under this Order is a compoundable offence and shall be dealt with in accordance with the procedure in Rule 34 of the Students' Discipline Rules.

- 1.4 National dresses/attires may be worn provided that they do not violate or infringe the University's requirements and *Islamic* values and norms.

- 1.5 Vanity or ostentation should not be a motive in putting on of any dress or attire.

- 1.6 The attire of men shall not resemble that of the women's and vice versa.

An offence under this Order is a compoundable offence and shall be dealt with in accordance with the procedure in Rule 34 of the Students' Discipline Rules.

2.0 ORDERS OF ATTIRE FOR FEMALE STUDENTS

2.1 General Features

For an example of the approved attire, refer to the illustrations in Appendix 'A'.

2.1.1 As far as a female *Muslim* student is concerned, her attire must cover the *aurah* (as provided under the *Shariah*). Save for the face and the palm the attire should cover the whole body. Any form of clothing that covers the face is prohibited.

An offence under this Order is a Compoundable Offence and shall be dealt with in accordance with the procedure in Rule 34 of the Students' Discipline Rules.

2.1.2 Attires shall not be tight fitting.

An offence under this Order is a compoundable offence and shall be dealt with in accordance

with the procedure in Rule 34 of the Students' Discipline Rules.

2.1.3 The attire should be made from such material such that the colour of the skin and shape of the body would not be visible. Dress materials should not be transparent or reveal the contour of the body.

An offence under this Order is a compoundable offence and shall be dealt with in accordance

with the procedure in Rule 34 of the Students' Discipline Rules.

- 2.1.4 Sarongs and skirts without slits may be worn if they are loose and must be long enough to reach and cover the ankles. Skirts which are tight or which does not cover the ankles are not allowed.

An offence under this Order is a compoundable offence and shall be dealt with in accordance

with the procedure in Rule 34 of the Students' Discipline Rules.

- 2.1.5 Excessive accessories, strong perfumes and facial make-ups are not allowed.

2.2 Pants

- 2.2.1 Pants should not be tight fitting or figure hugging; they should be loose and cover the ankles.

An offence under this Order is a compoundable offence and shall be dealt with in accordance with the procedure in Rule 34 of the Students' Discipline Rules.

- 2.2.2 Pants should be worn only with a long, loose upper dress, which covers the hip. The upper dress should not have long slits or side cuts, which reveal the hip or thigh area.

An offence under this Order is a compoundable offence and shall be dealt with in accordance with the procedure in Rule 34 of the Students' Discipline Rules.

2.3 Blouse

- 2.3.1 A loose-fitting blouse and upper dress may be worn provided they have long sleeves reaching the wrists and covering the hips as well.

An offence under this Order is a compoundable offence and shall be dealt with in accordance with the procedure in Rule 34 of the Students' Discipline Rules.

2.4 Head-cover

2.4.1 For female *Muslim* students, the head-cover should properly cover the head and should not reveal the hair, neck, chest and shoulders.

2.4.2 As for female *Non-Muslim* students, she may adopt *Islamic dress*, if she so desires. Otherwise she should at least cover the head with a scarf or shawl or similar headgear as a symbol of respect to the *Islamic* University. For an example of the approved attire refer to the illustrations in Appendix 'A'.

An offence under this Order is a compoundable offence and shall be dealt with in accordance with the procedure in Rule 34 of the Students' Discipline Rules.

Save as for convocation, the ceremonial attire for graduands, shall be such as determined by the University from time to time.

2.5 Hair

2.5.1 As far as possible, students should avoid unnecessary dyeing or colouring of hair.

An offence under this Order is a compoundable offence and shall be dealt with in accordance with the procedure in Rule 34 of the Students' Discipline Rules.

2.6 Footwear

2.6.1 Footwear should cover the feet, and the heels of the footwear should not be excessively high. Slippers are forbidden.

An offence under this rule is a compoundable offence and shall be dealt with in accordance with the Rule 34 herein.

3.0 ORDERS OF ATTIRE FOR MALE STUDENTS

For a better perspective of the sample of approved attire, students shall refer to the illustrations in Appendix 'A'.

- 3.1 The attire **of the male *Muslim* students** must cover the *aurah* (as provided under the *Shariah*) of the male body.

An offence under this Order is a compoundable offence and shall be dealt with in accordance with the procedure in Rule 34 of the Students' Discipline Rules.

- 3.2 Slippers, non-strip sandals, round neck T-shirts, tight-fitting trousers or pants should not be worn by students during lectures, tutorials, official University functions and other formal activities as well as within the proximity of the IIUM administrative and faculty buildings and centres. In all the above occasions, jeans are absolutely not allowed.

An offence under this Order is a compoundable offence and shall be dealt with in accordance with the procedure in Rule 34 of the Students' Discipline Rules.

- 3.3 Shirts and collared T-shirts are allowed to be worn when attending classes. Except for bush jackets, properly-buttoned Baju Melayu, batik shirts and other proper national suits, the shirts and collared T-shirts should be tucked in the trousers at all material times.

An offence under this Order is a compoundable offence and shall be dealt with in accordance with the procedure in Rule 34 of the Students' Discipline Rules.

- 3.4 T-shirts of all kinds are not allowed to be worn during formal University functions and other formal activities unless expressly allowed by the authorities for certain specific functions.

An offence under this Order is a compoundable offence and shall be dealt with in accordance with the procedure in Rule 34 of the Students' Discipline Rules.

- 3.5 Neck and wrist chains should not be worn except for medical purposes or on religious and/or traditional grounds.

An offence under this Order is a compoundable offence and shall be dealt with in accordance with the procedure in Rule 34 of the Students' Discipline Rules.

- 3.6 The length of the hair should not extend beyond the collar and the hairstyle should not be of unusual or extraordinary. **Unnecessary dyeing or colouring of hair is prohibited.**

An offence under this Order is a compoundable offence and shall be dealt with in accordance with the procedure in Rule 34 of the Students' Discipline Rules.

- 3.7 The areas of the body between the **navel** and the knee **shall** be covered in public at all times including in the **halls of residence** (Mahallah) and all public premises, **except under permissible circumstances such as sporting events.**

An offence under this Order is a compoundable offence and shall be dealt with in accordance with the procedure in Rule 34 of the Students' Discipline Rules.

C. ENFORCEMENT OF THE ORDERS

The University empowers the enforcement of the above Orders to the Executive Personnel as provided under Rule 31 of the Students' Discipline Rules 2004.

DISCIPLINARY AUTHORITY OF INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

Date: 31st. March 2006

Note:

Drug abuse is a serious offence. The mandatory punishment is death mandatory, so avoid from getting involved with drugs.

