

UNIVERSITI TUNKU ABDUL RAHMAN			
Guideline Title: UTAR Student Academic Handbook			
Guideline Number: GD-IAD-004	Rev No.: 15	Effective Date: May 2024	Page No.: Page 1 of 6

5.0 CODE OF ETHICS

This section contains information on the attendance requirement, the Student Code of Conduct and disciplinary procedures that should be adhered to strictly by all students at UTAR. In addition to the general code of conduct, students should also be fully aware about the prohibition of plagiarism in the writing and submission of their research and/or project reports, assignments and so forth whereby the disciplinary procedures and penalties for students accused of plagiarism would be detailed in this section.

5.1 Attendance of Students ([Appendix 8](#) - Rule II)

5.1.1 Attendance of Students in general

- (a) Attendance of students in a specific place at a specific time as determined by the University is compulsory save in cases where exemption has been granted.
- (b) The provisions of Section 5.1.2 hereinafter shall apply mutatis mutandis for attendance of students in a specific place at a specific time as determined by the University.

5.1.2 Lectures and Tutorials

- (a) Attending lectures, tutorials and laboratory sessions at the ascertained times is compulsory for all students.
- (b) Non-attendance is allowed if prior permission has been granted by the Academic Staff tasked with conducting the lecture, tutorial or laboratory session concerned.
- (c) In cases where prior permission could not be sought from the Academic Staff concerned for reasons such as sickness or the occurrence of an emergency, permission shall be sought as soon as may be practicable thereafter.
- (d) Each Academic Staff shall be responsible for taking attendance for the lectures and tutorials which are his to conduct.

5.1.3 Continuous Assessment-Based Course

A student who has less than 80% class attendance for a 100% continuous assessment-based course (for all undergraduate and foundation programmes) would be deemed not to have fulfilled the requirement of attendance and thus, would fail the course concerned.

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A student who has less than 70% class attendance for a 100% continuous assessment-based course (for all Postgraduate programmes) would be deemed not to have fulfilled the requirement of attendance and thus, would fail the course concerned.

5.1.4 Examinations

- (a) Student shall be barred from taking the Main Examination if:
 - (i) The student has less than 80% class attendance for a course in a trimester / semester (for all undergraduate and Foundation programmes) without acceptable reasons or without obtaining the prior approval of the Academic Staff concerned, or
 - (ii) The student has less than 80% class attendance for all courses taken in a phase of MBBS programme without acceptable reasons or without obtaining the prior approval of the Academic Staff concerned
- (b) Any student who is barred from taking the Main Examination for a course in a trimester / semester shall be given zero marks for the course concerned. For MBBS programme, any student who is barred from taking the Main Examination of a phase of MBBS programme shall be given zero marks for all the courses concerned in that phase.
- (c) A barred candidate shall not be considered for deferment of study except under extenuating circumstances approved by the University on a case to case basis.

5.1.5 Absence without Consent

- (a) Absence without consent refers to the absence of a student without having obtained the permission of the Academic Staff assigned with the responsibility for the attendance of that student, which permission is not sought after either prior to or after which absence.
- (b) Without prejudice and in addition to Section 5.1.3 above, absence without consent shall result in the following consequences to the absent student:
 - (i) For absence from lectures, tutorials and laboratory sessions, the record of absence shall be kept by the Academic Staff

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concerned and used as a guide in deciding whether or not to grant to the student a pass in borderline pass/fail cases in an examination; and

- (ii) For other forms of absence where the penalties thereof are made known earlier to the student, the imposition of such penalties.

For detailed information on the above, please refer to [Appendix 8- Rule II: Attendance of Students](#).

5.2 Student Code of Conduct ([Appendix 9 - Rule XX](#))

- **University Vision**
- **University Mission**
- **Student Declaration**
- **Interpretation**
- **General Discipline**
- **Road Traffic Discipline**
- **Disciplinary Procedure**
- **Penalties / Punishment**
- **General**

For detailed information on the above, please refer to [Appendix 9- Rule XX](#).

5.3 Student Code of Conduct Schedule: Disciplinary Procedures ([Appendix 9- Rule XX: Part IV](#))

- **Definitions**
- **General**
- **Initiation of Charges**
- **Investigations**
- **Framing of Charges**
- **Interim Suspension**
- **Disciplinary Proceeding**
- **Penalties / Punishment**
- **Right of Appeal**

For detailed information on the above, please refer to [Appendix 9- Rule XX](#).

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5.4 Student Discipline ([Appendix 10](#) - Rule XXI)

IN exercise of the powers conferred by Section 46 of the Private Higher Educational Institutions Act 1996 and Part IV of the Constitution of Universiti Tunku Abdul Rahman, the President, on the advice of the Senate makes the following Rule:

- (a) This Rule may be cited as the **Student Discipline** Rule and shall come into force as from the date of incorporation of the University.
- (b) It is hereby established the **Student Disciplinary** Committee which shall be empowered with and responsible for the matters stipulated herein and accountable to the President.
- (c) The Committee shall consist of:
 - (i) One Vice President appointed by the President as the Chairperson. Under normal circumstances, the Vice President appointed would be the one responsible for Student Affairs in the University. In his absence or in a situation where he needs to recuse himself, any Vice President appointed by the President shall assume the role;
 - (ii) A member of the Senate elected by the Senate;
 - (iii) Head of Department of the Faculty / Institute / Centre where the student is studying or a representative of that Head of Department either of whom is to be appointed by that Faculty / Institute / Centre;
 - (iv) One representative of Deans/ Directors of Faculties/ Institute/ Academic Centres; and
 - (v) A Professor of the University appointed by the President

The Chairperson may invite other persons to be present whom he deems relevant and appropriate to render assistance to the case based on his/her expertise, but such invitees will not be members of the Committee and will not be involved in the deliberation / decision making process.

A designated Staff from the Department of Student Affairs shall act as Secretary of the Committee.

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- (d) Without eroding or usurping the powers of any Authority of the University and subject to the limitation imposed by the Constitution or Statutes, the Committee shall have the powers to:
- (i) Consider all matters related to student discipline except for examination related matters which are governed by the **Examination Discipline Rule**;
 - (ii) Report to the President on any student disciplinary, disputes and grievance matters;
 - (iii) Establish procedures in relation to all procedures involved in the conduct of hearings and appeals on student disciplinary matters for the approval of the President / Senate;
 - (iv) To initiate, hear, conduct and recommend to the President for decision on disciplinary proceedings against students who may have breached the University's Rules and Regulations on student discipline and conduct except for examination related matters which are governed by the University's Rules and Regulations on examinations; and
 - (v) Do all other matters ancillary to or consequential upon any of the matters aforesaid.
- (e) It is also hereby established the **Appeal Board for Student Discipline** which shall be empowered with and responsible for the matters stipulated herein and accountable to the President.
- (f) The Board shall consist of:
- (i) The President as the Chairperson;
 - (ii) One Vice President (who did not chair the Student Disciplinary Committee whose decision is being appealed against) appointed by the President; and
 - (iii) Registrar.
- A designated Staff from the Department of Student Affairs shall act as Secretary of the Board.
- (g) Without eroding or usurping the powers of any Authority of the University and subject to the limitation imposed by the Constitution or Statutes, the Board shall have the powers to:

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- (i) To hear and determine appeals from students against decisions made by the Committee; and
- (ii) Do all other matters ancillary to or consequential upon any of the matters aforesaid.

For detailed information on the above, please refer to [Appendix 10 - Rule XXI](#).

5.5 Prohibition of Plagiarism ([Appendix 11: Rule XXV](#))

This Rule shall apply to all students whose programme of study involves, whether in whole or in part, the writing and submission of Research Reports, Project Reports, Assignments or any submission, irrespective of whether or not the same being written or submitted towards purposes of examination, including but not limited to Remote Examination.

- **Definition and Instances of Plagiarism**
- **Investigation Procedure for Students Accused of Plagiarism**
- **Penalties**

For detailed information on the above, please refer to ([Appendix 11: Rule XXV](#)).