



STUDENT HANDBOOK

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I. Welcome Message from the Headmaster

Dear Student

We welcome you to Kolej Yayasan UEM. We hope very much that your time with us will be happy and successful and that it will help you to fulfil both your academic and personal aspirations.

Although it was founded only in 1998, KYUEM already has a tremendous record of success with its students. Many of them have gone on to leading universities across the world where they have gained further academic distinction. These experiences have allowed them to set out on interesting and rewarding careers. We are confident that they will play significant roles in Malaysia's future development and that some of them, at least, will become contributors to decision-making on a global stage.

KYUEM is not just about preparing you for the world of work. We hope very much that you will develop as individuals here. We want you to become independent thinkers who will value education as a liberating experience, one that will take you beyond your current comfort zones. We want you to develop powers of creativity. We want you to become persuasive communicators, able both to lead and to play your part in a team.

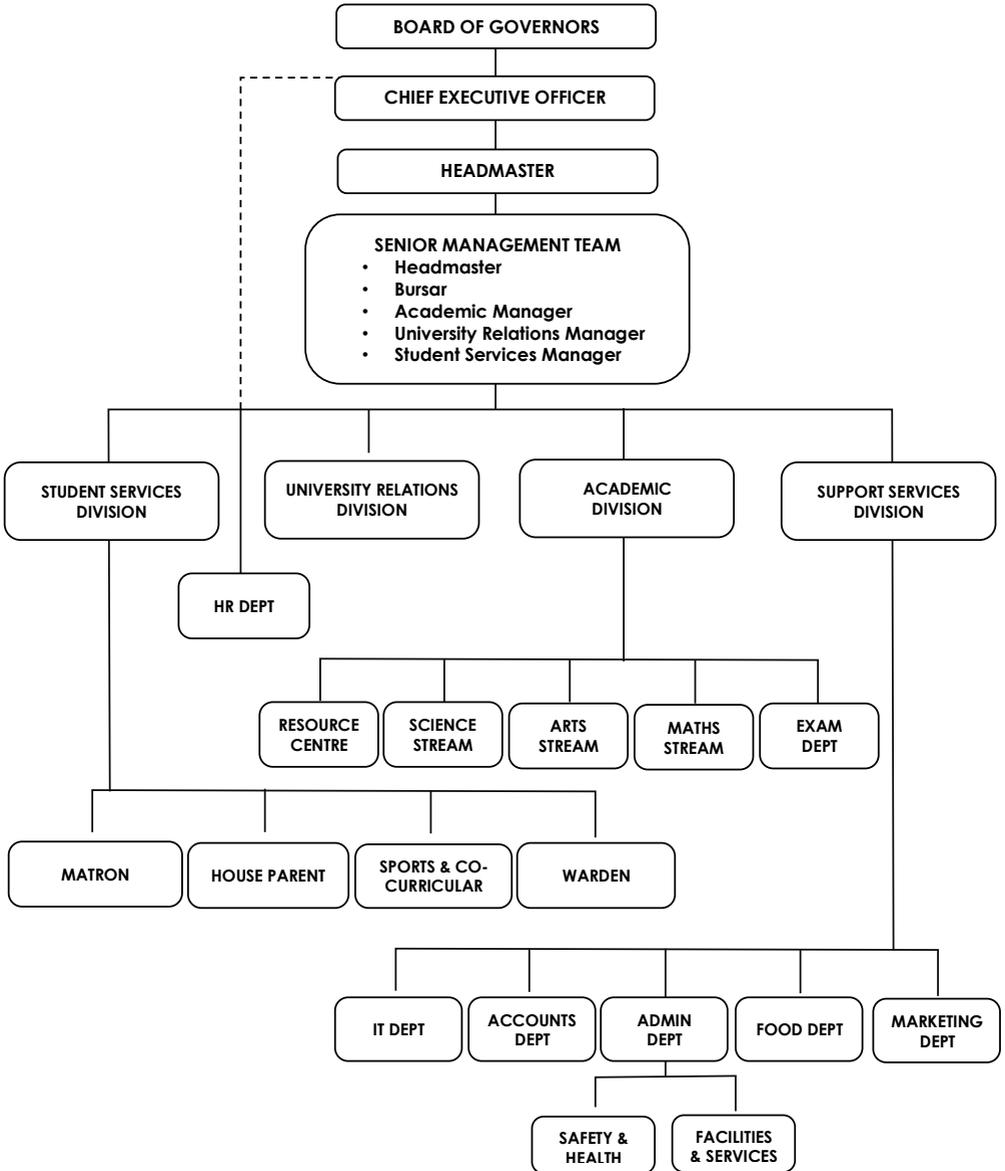
We set a lot of store by involvement in co-curricular activities. It is in these areas that you will develop the interpersonal skills that will make your lives truly successful and happy. You will also develop through them a vitally important quality, that of resilience. All the evidence from the worlds of psychology, from the biographies of very successful people, seems to show that what determines who will truly succeed in life is how well a person copes with setbacks. Everyone needs to be able to learn from experience.

We also hope that you will emerge from KYUEM as good people. We have a very happy community here and it works so well because we behave towards each other with consideration and respect. We do not have many formal rules and we hope that the concept of treating others as you would like them to treat you means that this situation will continue into the future.

Make the most of your time here. Get involved. Forge friendships. Work with your teachers. We all want what is in your best interests. Have fun and enjoy it.

All the best!

II. Organisational Structure



III. College Song

'Midst Malaysia's verdant uplands,
Stands the college built for all,
Education is its mission,
Scholarship its clarion call.

Knowledge is the key to freedom,
Study is the road to truth,
We shall strive to serve our nation,
As leaders of Malaysia's youth.

Kesukaran diatasi,
Kami akan bersatu hati,
Menuju puncak jaya,
Membela cita semua.

Marilah kita berusaha,
Tegakkan kebenaran,
Demi bangsa dan negara,
Kami sanjung setiap masa.

IV. Rukun Negara

Rukun Negara or the Pillars of the Country was declared on 31 August 1970 in conjunction with Malaysia's 13th Independence Day celebrations. The purpose of the *Rukun Negara* is to shape strong and lasting unity between the different races in Malaysia. The principles found in it are the key ingredients for national and racial harmony and unity, thereby ensuring success and stability for the country.

OUR NATION MALAYSIA being dedicated to:

- Achieving a greater unity of all her people.
- Maintaining a democratic way of life.
- Creating a just society in which the wealth of the nation shall be equitably distributed.
- Ensuring a liberal approach to her rich and diverse cultural traditions.
- Building a progressive society, oriented towards modern science and technology.

WE, Malaysians, as one, pledge to strive to attain these goals guided by the following principles:

- *Kepercayaan Kepada Tuhan* / Belief in God
- *Kesetiaan kepada Raja dan Negara* / Loyalty to King and Country
- *Keluhuran Perlembagaan* / Supremacy of the Constitution
- *Kedaulatan Undang-undang* / The Rule of Law
- *Kesopanan dan Kesusilaan* / Good Behaviour and Morality

V. *Negaraku*/ National Anthem

NEGARAKU

*Negaraku,
Tanah tumpahnya darahku,
Rakyat hidup, bersatu dan maju,
Rahmat bahagia, Tuhan kurniakan,
Raja kita, Selamat bertakhta!
Rahmat bahagia, Tuhan kurniakan,
Raja kita, Selamat bertakhta!*

MY COUNTRY

The land where my blood has spilt,
The people living united and progressive,
May God bestow blessing and happiness,
May our King have a successful reign!
May God bestow blessing and happiness,
May our King have a successful reign!

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1. Introduction

Kolej Yayasan UEM (KYUEM) students enjoy the freedom to pursue their intellectual and personal interests without interference, provided that their actions do not conflict with the rights of others. **The college thus requires students to conduct themselves in accordance with the values of a progressive and developing Malaysia and the policies of this college, showing courtesy and consideration to others at all times.**

The main aim of the college is to offer an excellent all-round education to students aspiring to obtain entry into reputable and prestigious universities at home and abroad.

KYUEM is committed to the following:

- (i) To provide for the academic, social, personal and cultural development of each student.
- (ii) To provide a rich extra and co-curricular environment that identifies a student's potential, aptitude and talent in a caring and purposeful environment.
- (iii) To provide for the development of good citizenship with an emphasis on responsibility, leadership qualities and exemplary conduct.

The aim of this handbook is to provide you with much of the information you will need to live and work within the college environment. It will be an essential companion in the months ahead.

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2. Academic

2.1 TEACHING AND LEARNING ETHOS

The college believes that each student should be treated as an individual. Teaching and learning strategies will be enquiry-based and students will be encouraged to work out solutions for themselves rather than relying on 'spoon feeding'. To develop these research skills, students will have access to a fully equipped Resource Centre that includes a well-stocked library, multimedia equipment and IT facilities.

While A Level study provides educational depth in specific subjects, students are expected to acquire the breadth of knowledge necessary for entry into the top universities. A full English programme has been developed to improve language and communication skills, and a General Studies programme provides breadth of study to supplement the 'A' and 'AS' level courses you will be pursuing.

2.2 SUBJECTS OFFERED

The college currently offers A Level courses in Accounting, Biology, Chemistry, Economics, English Literature, Further Mathematics, History, Mathematics, Physics and Psychology.

Students can choose almost any combination of subjects but will be advised to select a combination that will help them gain a place at university and further their career ambitions. Most students take a minimum of three A Level subjects, but some may take four if they can reasonably cope with the extra load.

All students take General Studies and, in line with universal university expectations, academic breadth is provided through IT and Communication Skills as well as Advance Subsidiary (AS) courses. The programme also includes a substantial English programme leading to an IELTS qualification.

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KYUEM is very concerned with the teaching of moral values. Therefore, every student will have lessons either in Islamic Studies or Moral Studies as well as Malaysian Studies (the latter applicable only to local students).

2.3 EVALUATION

KYUEM has clear policies on homework, tests, examinations and reports. Homework is set frequently during the week in each subject and must be submitted on time. Homework will normally be returned to the student at the next lesson after its submission. Class tests will also be set on a regular basis. Homework and class tests will be formally assessed and will form 30 per cent of a student's overall semester grades.

Internal examinations will be set twice a year, at the end of each semester. A full report at the end of each semester is sent to parents/guardians and sponsors. The report will not only contain comments from all subject teachers but also include remarks from the tutor. Students are expected to conduct themselves according to rules laid down by the UK examination boards selected by KYUEM.

2.4 TUTORIAL SYSTEM

The tutorial system is an important part of the pastoral organisation of the college. The college tutorial system has two distinct strands, pastoral and academic, which are complementary parts of an integrated whole that addresses every aspect of student performance. Tutors are responsible for students' pastoral care and will also monitor their tutees' academic performance.

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3. Student Services

3.1 STRUCTURE

The Manager of Student Services manages the division with support from the Student Services, Sports and Co-Curricular Executives, House Parents, Matrons and Wardens.

3.2 SPORTS AND CO-CURRICULAR ACTIVITIES

Co-curricular as well as recreational activities are very important in producing champions with all-round qualities. The KYUEM co-curriculum is designed to fulfil this objective by expecting all students to be involved in at least one sport and one club or society.

As part of its commitment to breadth in learning, the college offers a wide-ranging programme of sports and co-curricular activities. All members of the college, both staff and students, are given the opportunity to participate. Students are encouraged to participate in a number of different sports.

The sports offered by the college include football, rugby, volleyball, netball, basketball, tennis, badminton, table tennis, martial arts and swimming. Students also can learn to dive. Friendly matches are arranged against other colleges and outside clubs.

The college has an Olympic-size swimming pool on the grounds as well as playing fields and a multi-purpose sports complex, which includes a gym and indoor games courts. Other extra-curricular pursuits are centred on club activities, such as the Drama, Recreation, Cultural and Rotaract Clubs.

3.3 HOUSE SYSTEM

KYUEM has a house system. Each student and member of the teaching staff will be assigned to a house. Currently, KYUEM has four houses: Diamond, Garnet, Sapphire and Topaz.

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The House programme is a system of monitoring the overall welfare of students. It focuses on each student's progress in terms of academic achievement as well as other aspects of a student's personal development. It is very student-centred. The system is not only intended to assist students in achieving their short-term goals but also provides support and guidance in longer-term planning.

Counselling is another important element of the House System. It provides an opportunity for students to seek guidance in overcoming problems of a personal nature. Tutorials are conducted once a week.

Good communication and interaction are vital for students as part of their education. The House System promotes and encourages sharing of experiences and ideas. Tolerance, understanding and co-operation are only a few of the values that KYUEM aims to instill in its students. Tutors may also provide up-to-date progress reports and academic reports on students for parents/guardians or sponsors on an informal basis.

3.4 WARDENS

A Female Warden is in charge of the female students' accommodation and a Male Warden in charge of the males'. Matters relating to the welfare and discipline of students as well as the general administration, security and hygiene of the students' accommodation are overseen by the Student Services Manager with the assistance of the Wardens.

3.5 MATRONS

The Matrons are responsible for looking after the general health and well-being of the students. They provide treatment for minor illnesses and take students to clinics or hospitals for emergency treatment, medical appointments, etc.

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4. Services / Facilities

4.1 RESOURCE CENTRE

The KYUEM Resource Centre provides a wide range of information on many subjects. Facilities include reading areas, a multi-purpose room, a multi-media room, Internet access, and borrowing and reference services.

The Resource Centre uses the automated library system called ILMU (Integrated Library Management Utility) to support the main operations of the Resource Centre. The Resource Centre stock can be accessed from terminals throughout the Resource Centre or via the campus network. Information Technology also supports other information services that are freely available to KYUEM students and staff.

Resource Centre hours:

Monday–Thursday	: 8.00 am–6.00 pm : 8.00 pm–11.00 pm
Friday	: 8.00 am–12.30 pm : 2.30 pm–6.00 pm : 8.00 pm–11.00 pm
Saturday	: 8.00 am–12.50 pm : 2.00 pm–6.00 pm
Sunday	: 9.00 am–1.00 pm : 2.00 pm–6.00 pm
Public holidays	: Closed

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4.2 IT LABORATORIES

KYUEM is equipped with a campus area network. The three computer labs give students the opportunity to access information that will complement their studies as well as widen their general knowledge, and can be used during non-teaching periods.

IT Laboratory hours:

Monday–Thursday	: 8.30 am–7.00 pm : 8.00 pm–10.00 pm
Friday	: 8.30 am–12.30 pm : 2.30 pm–6.00 pm : 8.00 pm–10.00 pm
Saturday	: 9.00 am–12.00 noon
Sunday and Public holidays	: Closed

4.3 SCIENCE LABORATORIES

KYUEM has 10 science laboratories, each specifically designed according to the requirements of the respective subjects (Chemistry, Physics and Biology) with state-of-the-art equipment. The laboratories are available for private study.

4.4 ACCOMMODATION

Students are housed in three types of accommodation: chalets, apartments and villas (two or four students to a unit) to encourage better understanding and unity between KYUEM students of different nationalities and ethnic backgrounds.

The different types of accommodation will help students focus on their studies as they provide privacy, a certain amount of independence and the opportunity to be responsible for the management of their own lives.

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4.5 PLACES OF WORSHIP

KYUEM provides a *surau* for Muslim students and staff to practise their religious rites and activities. The college also provides weekly transportation to Tanjung Malim for those wishing to attend other religious services at temples and churches.

4.6 DINING

A catering system that offers students a nutritious and balanced diet is provided at the KYUEM dining hall. Students are served three meals a day: breakfast, lunch and dinner. Students may also purchase snacks during breaks, and an a la carte menu is available for dinner at the cafeteria.

- Meals are served at the following times:

Days	Breakfast	Lunch	Dinner
Monday– Wednesday	7.15 am– 8.30 am	12.30 pm– 2.00 pm	6.45 pm– 8.15 pm
Tuesday and Thursday	7.15 am– 8.30 am	12.30 pm– 2.00 pm	6.45 pm– 8.15 pm
Friday	7.15 am– 8.30 am	12.00 noon– 2.00 pm	6.45 pm– 8.15 pm
Saturday	7.15 am– 8.30 am	12.00 noon– 2.00 pm	6.45 pm– 8.15 pm
Sunday and Public Holidays	8.15 am– 9.30 am	12.30 pm– 2.00 pm	6.45 pm– 8.15 pm

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4.7 HEALTH SERVICE

KYUEM has a sick bay for students with separate treatment rooms for male and female students. A Matron is available 24 hours a day, including weekends and public holidays, to attend to students' medical needs. In the case of an emergency, students will be referred to the nearest hospital or clinic. Parents/guardians will be informed immediately when students are warded. Students are advised to personally inform their parents/guardians in outpatient cases.

Consultation hours are as follows:

Monday–Friday	8.00 am–5.00 pm
Saturday	8.00 am–12.30 pm

4.8 LAUNDRY

A laundry service is provided by the college. This service is intended to promote high personal standards of hygiene in line with the culture of healthy living and individual effectiveness.

4.9 SECURITY

The KYUEM campus is protected by 24-hour security. The security officers patrol the campus regularly. The academic and support staff who live on campus can be contacted in an emergency.

4.10 TRANSPORT

Whenever possible, the college provides transport for outings to Tanjung Malim and Kuala Lumpur. Requests can be made in advance through the Student Services Office, on a first come first serve basis, with each student charged a minimal fee.

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For reasons of safety, students are NOT ALLOWED to hire any ILLEGAL TAXIS for transport from the college to Tanjung Malim, Kuala Lumpur or elsewhere, and vice-versa. This is considered a serious offence. Any student caught hiring an illegal taxis will face disciplinary action.

4.11 STUDENT MAIL

The Administrative Office deals with outgoing and incoming mail. Registered mail and parcels received will be listed on the Student Services noticeboard.

4.12 STUDENT INSURANCE

KYUEM students are insured for the Group Personal Insurance effective from the day they register at the college to the day they graduate. Although the premium is minimal, the insurance covers all activities or events organised by the college either on campus or outside. (Parents should consider whether they wish to take out extra private insurance.)

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5. College Code of Conduct

5.1 INTRODUCTION

KYUEM students can enjoy the freedom to pursue their intellectual and personal interests without interference provided their actions do not conflict with the rights of other members of the college. The college requires students to conduct themselves in accordance with the laws of Malaysia and the policies of the college. The KYUEM Rules and Regulations for students support our aim of achieving all-round excellence.

5.2 ATTIRE AND APPEARANCE

The following guidelines MUST be observed:

Events	Male	Female
<p><u>Academic Hours</u></p> <p>Monday-Friday (8.00 am–4.15 pm)</p> <p>Saturday (8.00 am–1.00 pm)</p>	<p>Smart office wear.</p> <p>Trousers, plain shirts, dark shoes and dark socks.</p> <p>Shirts MUST be tucked in.</p> <p>On Fridays (optional), complete <i>baju Melayu</i> for Muslim students.</p> <p>No sandals or sport shoes.</p>	<p>Smart office wear.</p> <p>Skirts to be at least knee length, with no slits.</p> <p>Blouses must be of a decent length, not see-through, body-hugging or revealing.</p> <p>Court shoes are preferred.</p> <p>No flat slippers or sports shoes.</p>

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Events	Male	Female
<u>Non-academic hours</u>	Students may dress casually but decently. Jeans and knee-length Bermuda shorts are allowed. Normal slippers and flip flops are allowed. NO kain pelekat, NO kain batik.	
	No sleeveless T-shirts or torn trousers.	Casual but no miniskirts, sleeveless blouses or sleeveless T-shirts.
Formal Functions	Batik or dark baju Melayu, lounge suit or national costume.	<i>Baju kurung/kebarung</i> or national costume.
Sports and Games	Tracksuit bottoms and T-shirts. (For non-Muslims, shorts must be knee length.)	Tracksuit bottoms and T-shirts. (For non-Muslims, shorts must be knee length.)
Swimming	Swimming trunks or knee-length tights. *A swimming cap and goggles are highly recommended.	
Co-Curricular Activities	Suitable attire required at the discretion of respective club or society advisors.	

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5.3 GROOMING

- (i) Males: Hair to be short, neat and well groomed at all times. Facial hair should be well shaven and neat. No excessive hairstyling, dyeing or hair colouring. Wearing of earrings or ear studs is not allowed.
- (ii) Females: Hair should be neat. NO excessive hairstyling, dyeing or hair colouring. Excessive accessories are not allowed. Spaghetti straps, tied halter necks, tube tops and suchlike are not allowed.

Students are not allowed to pierce or tattoo any visible part of their body, such as their face or tongue.

The college reserves the right to ask a student to change an inappropriate hairstyle or hair colour and the student must comply promptly.

5.4 ACCOMMODATION

- (i) Students will be assigned randomly to either a chalet, apartment or villa by the Wardens. Only students registered to a particular chalet/ apartment/villa are allowed to occupy them.
- (ii) Under NO circumstances are students allowed to change their chalet/ apartment/villa without prior permission from the Wardens.
- (iii) **Students will vacate the chalet/apartment/villa and transfer to another accommodation as and when requested by the Wardens and/or the Management.**
- (iv) No furniture shall be moved or removed to other chalets/apartments/ villas without prior permission from the Wardens.
- (v) Students must not cause any damage to the interior of the chalets/apartments/villas, including fixed items and furnishings. Students will be held liable for any damage or loss.

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- (vi) **Students are responsible for the overall cleanliness of their chalets/apartments/villas.** Toilets, floors, balconies and study lounges must be kept clean and tidy at all times.
- (vii) Male students are strictly prohibited from entering the chalets/apartments/villas of female students, and vice versa, at any time.
- (viii) No pets are allowed in the chalets/apartments/villas. Feeding of feral animals is strictly prohibited to discourage the increase in stray animal populations on the college premises and surroundings.
- (ix) Chalets/apartments/villas will be regularly inspected by the Wardens, either announced or unannounced, with or without the students being present, or as instructed by the Senior Management of the college.
- (x) Students must return all room keys to the Warden upon leaving the college at the completion of their studies. Before leaving the college, students must follow the clearance procedure. Failure to do so will result in their deposit money being retained by the college. Students must ensure that their chalets/apartments/villas are tidied before leaving the college.
- (xi) No visitors, including parents or guardians, are allowed in the chalets/apartments/villas during weekends. This is to respect the privacy of other students occupying the accommodation.
- (xii) No nails, pins or screws may be inserted into the walls or doors of the chalets/apartments/villas.
- (xiii) Posters and decorations in the chalets/apartments/villas must not be offensive in any way.
- (xiv) Allowed electrical appliances must be registered with the Wardens within a week of the beginning of term (refer to prohibited items in section 5.5). Failure to do so will result in the items being confiscated by the college authorities.

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- (xv) **Students are advised to keep their chalets/apartments/villas locked at all times to avoid theft/loss of personal belongings. It is the responsibility of students to be aware and vigilant of the safety aspects of living in multi-resident chalet/apartment/villa accommodation on a large campus.**
- (xvi) All materials and valuables in the chalets/apartments/villas are kept at the students' own risk.
- (xvii) All reports of theft/loss of personal belongings must be made promptly to the Warden who will advise on the next step to be taken before a report is lodged at the police station nearby.
- (xviii) The air-conditioners in the chalets/apartments/villas MUST be switched off when students are not in their accommodation.
- (xix) Students are required to take home all their personal belongings at the end of each semester. Rooms in chalets/apartments/villas MUST be left empty for maintenance and cleaning work during the semester holidays. Storage will be available upon request.
- (xx) Excessive noise is NOT permitted in the chalets/apartments/villas and their vicinity, especially between the hours of 11.30 pm and 6.30 am.
- (xxi) Students are NOT allowed into the apartments of teachers or other members of staff unless they have been expressly invited. For record-keeping purposes, teachers and other members of staff are encouraged to notify the respective House Parent and Students Services Manager of such visits. Students must leave the premises before 10.30 pm.
- (xxii) **Students are expected to be in their chalet/apartment/villa by 11.30 pm** and should NOT be seen walking around the academic/administration area, Great Hall, Multi-Purpose Hall, cafeteria, walkways/corridors, football fields, basketball and volleyball courts and the apartments of teachers and other staff members.
- (xxiii) Students are NOT permitted to loiter in the walkways at any time.
- (xxiv) Students are NOT allowed to stay overnight in any teacher's/other staff member's apartment.

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- (xxv) Music must not be played loudly at any time on the campus.
- (xxvi) Students are not allowed to babysit the children of any member of staff at any time.
- (xxvii) Students are not permitted to give money or offer/loan money to any member of staff.
- (xxviii) Students are not allowed to sleep or live in any part of the college buildings other than the chalets/apartments/villas.
- (xxix) Students are not allowed to visit the chalets/apartments/villas of a member of the opposite sex.
- (xxx) Open burning within the college compound is prohibited.
- (xxxi) The use of fireworks anywhere in the college compound is prohibited.

5.5 PROHIBITED ITEMS

Below is a list of items that are prohibited in chalets/apartments/villas and will be confiscated by the Wardens:

- Microwave oven or conventional oven
- Television
- Refrigerator of any size
- Stove
- Hot plate
- Toaster
- Hi Fi Radio/Hi Fi System
- Rice cooker/waffle maker/slow cooker
- Steamer for cooking or ironing purposes
- Other electrical appliances used without permission or which have not been registered with the Wardens

Students are required to write officially to the Student Services Manager for approval to use electric kettles and conventional irons.

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Students are also prohibited from bringing any motor vehicles into the college compound or to drive in the college grounds at any time or under any circumstances, even with an authorized driver(s) in the vehicle.

5.6 WARDENS' AUTHORITY

- (i) The Wardens are responsible for maintaining discipline in the chalets/apartments/villas. The Wardens may, when deemed necessary, issue orders, instructions, directions or fines.
- (ii) Where a fine is imposed on a student, the Warden concerned shall deliver a notice to the student regarding the imposition of the fine.
- (iii) A Warden may inspect a chalet/apartment/villa without prior or any notice.

5.7 FINANCIAL RESPONSIBILITIES

- (i) As residents of the chalets/apartments/villas, students are liable to compensate the college for any damage they cause to any part of the college property.
- (ii) In such cases, the student(s) concerned shall be liable for the cost of repairs to the damaged property for a sum determined by the college.
- (iii) When the student(s) responsible for the damage cannot be identified, all residents of the chalet/apartment/villa will be collectively responsible for the cost of repair and/or replacement of the damaged property for a sum determined by the college.

5.8 EXEAT AND VISITING HOURS

5.8.1 Weekly Leave

Leave hours are as follows (provided students are not required for any campus activities):

Friday	: 1.00 pm–10.00 pm
Saturday, Sunday and Public holidays	: 8.00 am–10.00 pm

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Students seeking permission to leave the campus need to get the signature of their respective House Parent at least one day before the day of exit.

Students need to touch their ID card upon going out/coming in the gate. The guards on duty are responsible for ensuring that students follow this procedure.

5.8.2 Overnight Leave

- (i) Students are allowed overnight leave during weekends provided they have no college commitments. The leave time is from 1.00 pm on Friday until 12 midnight on Sunday for those returning by their own transport, and preferably by 6.30 pm for those travelling by public transport.
- (ii) Permission will NOT be given for students who wish to return to college on Monday morning.

A list of students' names according to each House is kept at the Guard House. The respective House Parent will take appropriate action against students who fail to return on time and with no prior permission.

Visiting hours are as follows:

Saturday, Sunday and Public holidays : 8.00 am–10.00 pm

Parents and visitors must leave their Driving License Registration/ Business Card at the Guard House.

Students must inform and obtain prior permission from their respective House Parent at least 2 hours in advance if parents are visiting them outside these hours. Without prior permission, students may have to meet their parents at the security gate.

Students are to entertain their visitors in the common areas only and to ensure that their visitors do not enter their chalets/apartments/villas, which are strictly out of bounds to visitors. Students must ensure that their visitors leave the college grounds by 10.30 pm. They shall be responsible for any loss caused by visitors.

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5.8.3 Exeat Leave

The college will be closed during the three main semester breaks of the year. Students must vacate the college during these college holidays:

- June / July break
- December break
- March / April break

The college will also be closed during festival breaks for one week or more.

5.8.4 College Return

At the end of semester holidays, students can only return to the college on the advertised dates as listed on the college calendar.

5.8.5 College Evening Events

When there is a college evening event, parents/guardians must take responsibility for their sons/daughters attending it, particularly if the students concerned do not intend returning to college. It must also be noted that some of these events, such as the College Prom in June, are organised entirely by the students themselves and are neither condoned nor authorised by the college authorities.

5.9 STUDENTS LEAVING THE COLLEGE GROUNDS

Students are allowed to go outside the college grounds on the strict understanding that they are going to walk, jog or cycle within a maximum distance of 3 km from the college. Students must go in groups of at least three, and they must exercise the greatest care with regard to traffic and be vigilant of their own surroundings.

Students are also responsible for their own safety and conduct when outside the college grounds on such activities.

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5.9.1 UNSUPERVISED OVERNIGHT LEAVE

Students are not allowed to leave the college overnight without adult supervision and parental approval. Students are not allowed to go on unsupervised field trips or hire taxis for leaving the college without the prior consent of the college.

5.10 HEALTH SERVICES

- (i) Students in need of medical attention should consult the Matron on duty at the sick bay.

If a student is unwell during academic hours, he/she should seek permission from the class teacher to see the Matron. After academic hours, they must contact the Matron directly. If there is an emergency during weekends or public holidays, students should contact the Matron or the House Parent on duty.

Medical treatment at a hospital:

- If further medical attention is needed, students will be taken by the Matron to the nearest hospital or clinic.
 - Students must take their Identification Card with them.
- (ii) Emergencies
- In the case of an emergency, a student will be sent directly to the nearest hospital or clinic.
 - If a student requires any medical treatment arising from an emergency, he/she will be sent to the nearest government hospital for immediate medical attention unless notified by his/her parents/guardians in writing that the student should be sent to a private hospital.
 - All medical treatment fees and hospitalization charges will be paid by the student or parents/guardians.

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- ❑ In the case of contagious or serious illnesses, parents or guardians will be notified. The students concerned must go home to recuperate, especially in the case of contagious diseases and if recommended by the doctors who treated them.

5.11 DINING HALL

- ❑ Students will queue for their food. At the end of a meal, students are required to leave their food trays, cups and glasses at the designated area.
- ❑ Casual clothes may be worn in the Dining Hall for dinner and during weekends and after academic hours. No *kain pelekot* or *kain batik* is allowed at any time. The dining Hall staff have the right to refuse to serve food if this rule is not followed.
- ❑ Students will NOT be allowed into the Dining Hall in sweaty or soiled clothing.
- ❑ Students must not remove any cutlery or crockery from the Dining Hall.
- ❑ The kitchen and pantry areas are strictly out of bounds to students.

5.12 LAUNDRY

It is compulsory for all students to use the laundry facility available. The charges are included in the total college fee.

The procedure is as follows:

- ❑ Students can deposit their soiled laundry on Mondays at the Dining Hall. Clean clothes can be collected on Thursdays.
- ❑ A maximum of 6 items per student is allowed during each laundry run.
- ❑ Any laundry unclaimed 30 days after the return date will be donated to charity.

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5.13 RESOURCE CENTRE

- (i) No food or drink, mobile phones or bags are to be taken into the Resource Centre. Bags must be stored on the shelves provided at the entrance to the Resource Centre.
- (ii) It is forbidden to talk loudly in the Resource Centre. Complete silence must be observed in the reading areas.
- (iii) Users are requested to place books on the trolley once they have finished reading them.
- (iv) All books and files must be shown to the counter staff on duty when a user (student/staff) leaves the Resource Centre.
- (v) All users are to produce their ID card when borrowing materials from the Resource Centre. ID cards are NOT transferable.
- (vi) Book(s) must be returned before or on the date due. A user is held responsible for all books borrowed.
- (vii) Users must always hand their returns to a member of staff at the circulation counter.
- (viii) Users caught damaging or stealing Resource Centre materials will face disciplinary action.
- (ix) No seats may be reserved in the Resource Centre. The staff will remove books and other articles left on tables or chairs.
- (x) The staff will ask any student who is causing a disturbance to leave the Resource Centre.
- (xi) Fines for overdue books are:
 - Open shelves : RM 1.00 per book per day
 - Red spot : RM 1.00 per book per hour
 - Overdue periodicals : RM 5.00 per item per day.

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- (xii) Lost books should be reported to the Resource Centre staff.
- (xiii) Items lost or damaged while on loan will be charged at the replacement value.
- (xiv) Writing in or scoring books is strictly forbidden.
- (xv) Violations of any of the above conditions may result in the loss of borrowing rights.
- (xvi) The Resource Centre Executive may amend the rules and regulations when necessary.

5.14 IT LABORATORIES

- (i) Students must sign the Reservation Logbook at the counter before using any computers and also for booking purposes.
- (ii) Students must refer to the computer staff if they are not sure how to use the computer. Students must not attempt to reconfigure any college computer. Computer peripherals must be used properly.
- (iii) If a computer breaks down or malfunctions, the student must immediately report it to the computer staff.
- (iv) Students must not move equipment from its original position.
- (v) Food and drink are STRICTLY PROHIBITED in the IT laboratories.
- (vi) Students should avoid sending trivial e-mail messages to large numbers of people as this wastes memory on the central server.
- (vii) Students may not access WWW sites of a dubious nature.
- (viii) Students are NOT allowed to use the IT labs for playing online games.

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(ix) IT Lab hours:

Monday–Thursday	: 8.30 am–7.00 pm : 8.00 pm–10.00 pm
Friday	: 8.30 am–12.30 pm : 2.30 pm–6.00 pm : 8.00 pm–10.00 pm
Saturday	: 9.00 am–12.00 noon
Sunday and Public holidays	: Closed

5.15 SCIENCE LABORATORIES

Health and safety regulations are given in all the science laboratories. Science teachers will explain certain safety precautions to students about how they must conduct themselves in the labs. Safety regulations must be strictly obeyed. Safety goggles are to be worn by students and staff at all times during activities that could expose them to hazardous or flammable chemicals.

5.16 MUSOLLA

- (i) The *musolla/surau* is a place of worship and must be treated with respect.
- (ii) Students must seek the approval of authorized personnel before carrying out any group activity on the premises.
- (iii) Mass prayers are COMPULSORY for all Muslim students at *Maghrib* and *Isyak*.
- (iv) Friday prayers are COMPULSORY for all male Muslim students.

5.17 SPORTS AND CO-CURRICULAR ACTIVITIES

- (i) Participation in sports and co-curricular activities is compulsory except for students in their Final Semester.

- (ii) During the first, second and third semesters, students must choose a minimum of one sport and one society and may choose a third club from the structure club (Taekwondo, DOE and martial arts) per semester provided they have the time. Students may organize their own games at any other time when they are free. However, they must observe all relevant rules during such times.
- (iii) Students planning to use the Multi-Purpose Hall at night (Monday–Saturday) must seek prior permission from the authorized personnel. BOOKING is to be made 24 hours in advance.
- (iv) All sports or co-curricular activities MUST end before 7.00 pm. Any activities or programmes running beyond 7.00 pm must be approved in advance by the Sports and Co-Curriculum Executive.
- (v) Period of borrowing and returning equipment:

Borrowing		Returning	
Monday–Friday	5.00 pm–5.30 pm	Monday–Friday	6.30 pm–6.45 pm
Weekends	Friday before 7.00 pm	Monday	5.00 pm
Public Holidays	A day prior to 7.00 pm	Day after public holiday	5.00 pm
<p>* All equipment that is borrowed MUST be returned on the same day and the time of borrowing and return recorded.</p> <p>* Any equipment that is borrowed for more than 24 hours must be recorded in the logbook kept at the Sports and Co-Curriculum Executive Office.</p>			

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- (vi) Students are not allowed to deface or move any equipment without permission.
- (vii) If any equipment is found to be missing, the person who borrowed and recorded it in the logbook will be held responsible.
- (viii) Full details of the Extra-Curriculum Programme are given to students in a separate handbook, which contains details of the college facilities, including the gymnasium and the Multi-Purpose Hall.

5.18 Emergency Cases

In the case of an emergency (*limited to funerals and ICU hospitalisation cases*), parents/guardians have to contact and get the approval of the House Parent or Student Services Manager before taking the student out of the college.

- In the case of a medical emergency, students will be sent direct to the nearest hospital or clinic.
- If a student requires any medical treatment arising from an emergency, he/she will be send to the nearest government hospital for immediate medical attention unless notified by his/her parents/guardians in writing to send the student to a private hospital.
- All medical treatment fees or hospitalisation charges will be paid by students or parents/guardians.
- In the case of contagious or serious illnesses, parents/guardians will be notified. The students concerned must go home to recuperate especially if it involves contagious diseases and is recommended by the doctors who treated them.

5.19 Fire Procedure

- (i) The safety of students and staff of the college is of utmost importance. If you detect a fire:

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- Sound the alarm.
 - Leave the building by the safest route.
 - Summon the Fire Brigade by dialing (994) from the nearest available telephone, then contact the Headmaster or other member of the Management team.
 - If you hear the Fire Alarm (a continuous ringing of the bells), leave the building by the safest route. Close all doors and windows behind you, if possible.
 - Do not attempt to extinguish any fire unless it is safe to do so.
 - Assemble at the agreed evacuation point.
- (ii) Fire drills will be held once a term in consultation with the Fire Brigade.

5.20 ACADEMIC CONDUCT

- (i) Attendance is compulsory for all classes, practical classes, tests and examinations.
- (ii) Students must arrive at class on time.
- (iii) In the event of absence, a medical certificate should be provided as proof of absence.
- (iv) The reason for absence other than sickness should be given in writing to the House Parent in advance, if possible.
- (v) If a student cannot return to the college, the respective House Parent should be notified.
- (vi) **Teachers must report students who are absent three times without a valid reason to the Academic Manager under the LATENESS and ABSENTEEISM POLICY. Parents/guardians and sponsoring authorities may be notified in writing.**

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- (vii) The college authorities may insist that the student concerned be withdrawn from attending all classes and college activities. The student will NOT graduate from the college and thus will not receive the Certificate of Completion.
- (viii) Students must attend ALL formal college assemblies, in particular assemblies announced by the Headmaster.

5.21 EXAMINATIONS (Internal and External)

5.21.1 Attendance

It is compulsory for students to take all tests, trials, examinations, including practical tests, as stipulated in the A Level programme.

Attendance is also compulsory for all non-A Level subjects such as English Language, Malaysian Studies, Islamic or Moral Studies and Bahasa Kebangsaan.

If a student is absent, he/she must provide a medical certificate issued by a government hospital or private clinic.

If any student is late for class on three occasions, teachers are required to report the student's name in the lateness or absenteeism list. A letter of notification may be sent to the parent/guardians and/or sponsor.

5.21.2 Grading

Throughout the course, tests and examinations are graded A, B, C, D, E or U (ungraded).

5.21.3 Use of Mobile Phones

Mobile phones must NEVER be taken into any examination room at any time for internal or external assessment.

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If a student is caught with any mobile phone/smart phone/high-tech device, the college has the absolute right to confiscate the device and report to the relevant authorities without further consultation with the student or his/her parents/guardians/sponsors after a thorough investigation has been conducted by the examination office.

Mobile phones must not be used during academic hours in classrooms, Science Laboratories, IT Laboratories and the Resource Centre.

5.22 CLASS ATTENDANCE

This is **COMPULSORY**. In the event of absence, the appropriate member of staff must be notified. (Refer to 5.20 on 'Academic Conduct'.)

Students who are absent regularly without valid reasons and after a series of monitoring and discussions with parents/guardians and/or sponsors, will face disciplinary action as determined by the Student Advisory Attendance Committee, and be asked to withdraw from the college immediately upon conviction.

5.23 PUNCTUALITY

Students are expected to be punctual. Consistent lateness will lead to disciplinary action.

5.24 MAJOR MISCONDUCT

For the general well-being of the college community, students must follow the rules and regulations contained in this Handbook. Sanctions such as warnings, adverse notations in student reports, suspension and/or expulsion may be applied when one or more of the following are breached.

Major misconduct includes behaviour of an abusive or threatening nature, failure to comply with penalties issued for minor misconduct, or when a student's actions compromise the health, safety or morality of other students.

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The following are some examples of major misconduct. The list is not exhaustive and may be amended from time to time and communicated to the students and their parents/guardians:

1. Acting in any manner that is threatening, intimidating or injurious, physically or mentally, to the well-being and safety of other students or members of staff of the college.
2. Committing a criminal act under the laws of Malaysia, such as but not limited to robbery, causing physical harm, sexual harassment and threats/intimidation.
3. Dealing in, being in possession or control of, supplying or consuming any liquor, drugs and poisons or any other illegal substances on the college premises. If a student is suspected to be involved in any of the above activities, he/she may be suspended pending investigation and notification will be sent to his/her parents/guardians and sponsors, where applicable. When the student is found to be involved in any of these activities, the college reserves the right to expel him/her.
4. Smoking. KYUEM is a smoke-free college. Students caught smoking anywhere in the college compound the first time will be issued a warning letter with a copy sent to his/her parents/guardians. If the student is caught smoking a second time, he/she may be suspended and given another warning letter with a copy to his/her parents/guardians and sponsors, where applicable. If the student is caught smoking a third time, the college reserves the right to expel him/her.
5. Committing any immoral interaction, lewd or indecent behaviour between individuals in the college premises.
6. Bullying or harassing on the grounds of gender, sexual orientation, nationality, ethnic origin, religion, beliefs, disability, colour or age.
7. Stalking any person in the college compound.
8. Maltreating or abusing other students in the college.
9. Causing religious and/or racial vilification.

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10. Dealing, distributing, circulating or exhibiting any obscene article or picture within or outside the college via any media.
11. Conducting a sexual relationship of any nature (heterosexual, homosexual) within the college compound.
12. Being in close physical proximity with a member of the opposite sex within the college premises.
13. Accessing and viewing pornographic sites on the Internet and elsewhere within the college.
14. Publishing pictures or statements on forums such as Facebook, Twitter and blogs that may give a negative image of the college. No student or group of students shall publish, distribute or circulate any documents or articles through any form of media, social or otherwise, that could adversely affect the image of the college.
15. Falsifying, altering, fabricating or misusing an official college letter, certificate, document, record or identification card.
16. Causing damage intentionally or recklessly to or defacing college property or the property of other students or members of the college community.
17. Organizing activities without approval of the Management that may cause excessive fatigue, physical or psychological shock or emotional disturbance, including unapproved quests, public stunts or humiliating games or activities.
18. Making any photographic or video graphic record of any students or the college as an institution that is likely to cause injury, distress or damage to a person or the college's reputation. This includes storing, sharing and/or distributing such unauthorized records by any means.
19. Gambling.

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5.25 COLLEGE DISCIPLINARY COMMITTEE

- (i) For major misconduct, an inquiry will be convened to investigate the alleged misconduct. The inquiry will be conducted by the College Disciplinary Committee, which includes:
 - a. Headmaster, as Chairman of the Disciplinary Committee
 - b. Academic Manager
 - c. Student Services Manager
 - d. House Parent of the student concerned
 - e. Wardens/Teachers (maximum 2)
 - f. One student representative
- (ii) The procedure for the inquiry will be determined by the Chairman and the proceedings shall be recorded.
- (iii) The Chairman of the Disciplinary Committee will thereafter make a recommendation to KYUEM's Board of Governors on the sanctions to be imposed on the student, which may be a warning, notation in the student's report, suspension and/or expulsion. Such decision will be made known in writing to the parents/guardians and sponsor, where applicable.
- (iv) A student who has been sanctioned will have the right to appeal to the Board of Governors within fourteen (14) days of receipt of the letter informing him/her of the decision.

5.26 GRIEVANCE PROCEDURE

The college recognizes that students may wish to express their concerns or opinions about what they perceive as grievances relating to their life in the college. The college's policy is to ensure that grievances can be aired and, where possible, resolved quickly and to the satisfaction of all concerned.

- The grievance should be discussed initially with the student's tutor unless it involves this particular person.

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- ❑ If necessary, the grievance can then be taken to the student's House Parent.
- ❑ Failing these procedures, the grievance can be taken to the Headmaster.
- ❑ At all stages, the student involved may be accompanied by a friend who may speak for him/her.

For further inquiries or suggestions, please contact/email us at:

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Lembah Beringin
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