



# STUDENT HANDBOOK

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## I. Welcome Message from the Principal

*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.*

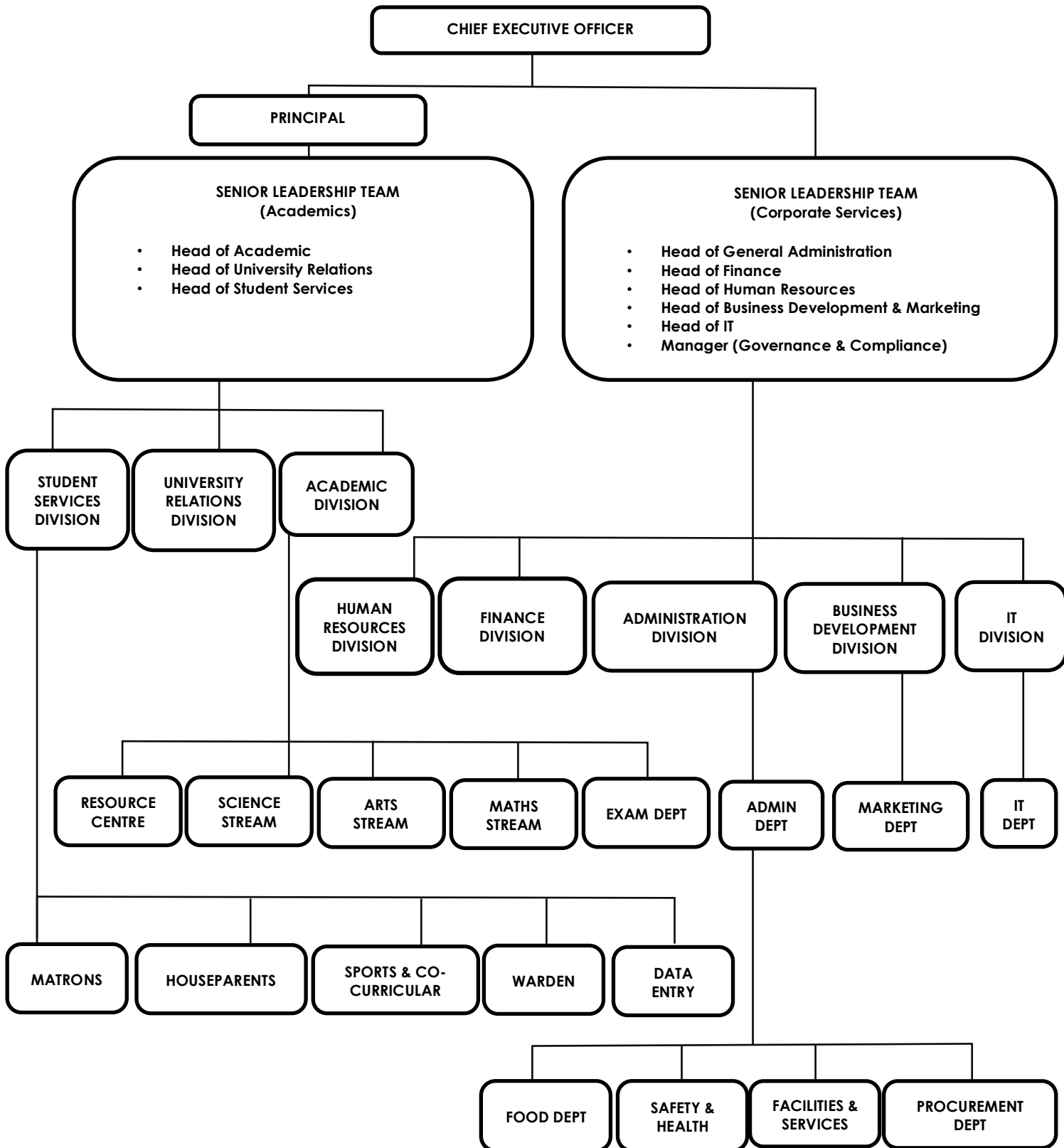
*KYUEM is not just about preparing you for the world of work. We hope very much that you will develop as individuals here. We want you to become independent thinkers who will value education as a liberating experience, one that will take you beyond your current comfort zones. We want you to develop powers 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:

- i. Achieving a greater unity of all her people.
- ii. Maintaining a democratic way of life.
- iii. Creating a just society in which the wealth of the nation shall be equitably distributed.
- iv. Ensuring a liberal approach to her rich and diverse cultural traditions.
- v. 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:

- i. *Kepercayaan Kepada Tuhan / Belief in God*
- ii. *Kesetiaan kepada Raja dan Negara / Loyalty to King and Country*
- iii. *Keluhuran Perlembagaan / Supremacy of the Constitution*
- iv. *Kedaulatan Undang-undang / The Rule of Law*
- v. *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, Geography, Economics, English Literature, Further Mathematics, History, Marine Science, Mathematics, Physics and Psychology. The subjects offered may vary according to intake.

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

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Skills as well as Advance Subsidiary (AS) courses. The programme also includes a substantial English programme leading to an IELTS qualification.

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, and both class tests and homework will be formally assessed. Tracking grades are taken from three assessments: quizzes, tests and practical tests.

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 tutors. 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 is in overall charge of the Student Services Division, Sports and Co-Curricular Division and Pastoral Care Division, as well as the Matrons, Wardens and Counsellor.

### 3.2 STUDENT SERVICES DIVISION

This division is responsible for managing the admission process and for maintaining the student database. It is also involved in the safety and health of students and deals with insurance-related matters. The division also prepares the performance reports that are sent to parents/guardians and sponsors.

### 3.3 PASTORAL CARE

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.

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 student-centered. 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.

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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 progress reports and academic reports on students for parents/guardians and sponsors on an informal basis.

### **3.4 WARDENS AND STUDENT DISCIPLINE**

Two female and two male Wardens are in charge of the students' accommodation and matters relating to the welfare and discipline of students as well as the general administration, security and hygiene of the students' accommodation. The Student Services Manager oversees student accommodation and discipline.

### **3.5 SPORTS AND CO-CURRICULAR DIVISION**

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 be involved. 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

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indoor games courts. Other extra-curricular pursuits are centered on club activities, such as the Drama, Recreation, Cultural and Rotaract Clubs.

### **3.6 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 medical appointments and emergency treatment. They also manage special medical diets.

### **3.7 COUNSELLOR**

The Counsellor is responsible for welfare support for students who may have personal issues that are affecting their mental health and well-being. Students with poor academic performance will also be called for a session to identify the measures that can be taken to improve their situation.

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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 Service Hours

		<b>(During Ramadhan)</b>
Monday–Thursday	: 8.00 am–5.45 pm 8.00 pm–10.45 pm*	<b>8.00 am–5.45 pm</b> <b>8.30 pm–9.45 pm*</b>
Friday	: 8.00 am–12.30 pm 2.30 pm–5.45 pm 8.00 pm–10.45 pm*	<b>8.00 am–12.50 pm</b> <b>2.00 pm–5.45 pm</b> <b>8.30 pm–9.45 pm*</b>
Saturday & Sunday	: 9.00 am– 2.50 pm 2.00 pm–5.45 pm	<b>9.00 am–3.00 pm</b> -
Public Holidays	: Closed (subject to change)	

*\*ends at 10.45 pm/9.45 pm but the RC will be closed at 11.00 pm/10.00 pm for shelving purposes.*



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## 4.2 IT LABORATORIES

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

### IT Laboratory Hours

	IT Lab 1	IT Lab 2
Monday–Friday	8.00 am–5.00 pm	8.00 am–10.00 pm
Saturday and Sunday	Closed	Closed
Public Holidays	Closed	Closed

### Technicians

Technician	Mobile No.	After 5.00 pm and on weekends check the IT noticeboard for the stand-by technician.
Puan Kamariah	019-5757896	
Encik Arzari	012-6714165	
Encik Arif	019-6762796	

## 4.3 SCIENCE LABORATORIES

KYUEM has ten 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 subject to prior approval by the respective Head of Department.

## 4.4 ACCOMMODATION

Students are housed in three types of accommodation: chalets, apartments and villas (two or four students to a unit, each to a room) to encourage better

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understanding and unity between KYUEM students of different ethnic backgrounds and nationalities.

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 manage their lives.

#### 4.5 PLACES OF WORSHIP

KYUEM has 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 religious services at temples and churches.

#### 4.6 DINING

Since the College is designated as a 'Halal area,' only Halal food may be consumed in communal eating areas, namely the dining hall and cafeteria. Our Halal catering system offers students a nutritious and balanced diet which is provided at the KYUEM dining hall. There, students are served three meals a day: breakfast, lunch and dinner. Students may also purchase snacks during breaks, and an *à la carte* menu is also available in the cafeteria.

Meals are served at the following times:

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

#### 4.7 HEALTH CARE SERVICES (SICK BAY)

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KYUEM has a sick bay, with separate rooms for male and female students. The 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 government hospital or clinic. Parents/guardians will be informed immediately if students are warded. Students are advised to personally inform their parents/guardians about any outpatient treatment.

**Consultation hours are Monday to Friday from 8.00 am to 5.00 pm.**

#### **4.8 LAUNDRY**

A twice-weekly laundry service—on Mondays and Thursdays—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. The college is also equipped with CCTV cameras, which are strategically placed all over the campus.

A security inspection will be conducted for every visitor entering and exiting the college.

#### **4.10 TRANSPORT**

Whenever possible, the college provides transport—a bus, three vans and two cars—for outings to Tanjung Malim and Kuala Lumpur. Requests can be made in advance directly to the Transport Unit at the Administration Office, on a first-come, first-serve basis, with each student charged a minimal fee. However, priority will be given for trips that are academic-related, such as interviews,

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sponsors' requests and examinations. Prior approval must be obtained from the Student Services Manager.

For reasons of safety, students are **required to hire only REGISTERED TAXIS** for transport from the college to Tanjung Malim, Kuala Lumpur or elsewhere, and vice-versa. Hiring an illegal taxi or a rental car is a serious offence.

Students are also not allowed to drive/bring their own vehicles, either cars or motorcycles, to the college even if they have a valid driving licence.

#### **4.11 STUDENT MAIL AND PARCELS**

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

#### **4.12 STUDENT INSURANCE**

KYUEM students are insured under the Group Personal Insurance for the duration of their studies at the college. Although the premium is minimal, the insurance covers all activities or events organised by the college, either on campus or outside. (Parents/Guardians should consider whether they wish to purchase additional personal insurance for their child).

## **5. College Code of Conduct**

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## 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
<u>Academic Hours</u> Monday–Friday 8.00 am–5.00 pm	<ul style="list-style-type: none"> <li>✓ Smart and decent</li> <li>✓ Long trousers, shirts/collared T-shirts</li> <li>✓ Dark shoes with dark coloured socks</li> <li>✓ Tie</li> </ul>	<ul style="list-style-type: none"> <li>✓ Smart and decent</li> <li>✓ Skirts without slits; below knee length</li> <li>✓ Long, loose pants</li> <li>✓ Blouses/Tops below hip length; with sleeves; not see through; not skin tight</li> <li>✓ Court shoes are preferred</li> </ul>
Formal Functions	<ul style="list-style-type: none"> <li>✓ Batik or dark <i>Baju Melayu</i> complete with <i>sampin</i> and <i>songkok</i>, or</li> <li>✓ Long-sleeved shirt and tie</li> <li>✓ Dark suit</li> </ul>	<ul style="list-style-type: none"> <li>✓ <i>Baju kurung/Kebarung</i></li> <li>✓ Smart office wear</li> <li>✓ Dresses with sleeves; not see through; not skin tight</li> </ul>
<u>Non-Academic Hours</u>	For MEALS, students may dress casually but decently.  * no flat slippers/flip flops/sports shoes* * no jeans/shorts/leggings/sarongs*	

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Events	Male	Female
<b>Sports and Games</b>	Sports attire consisting of a pair of track bottoms, T-shirt and sports shoes (no cropped tops/sleeveless T-shirts) For non-Muslims: Length of shorts must be decent, preferably knee length	
<b>Swimming</b>	<ul style="list-style-type: none"> <li>✓ Swimming trunks or knee-length tights</li> </ul>	<ul style="list-style-type: none"> <li>✓ One-piece swimsuit; tights may be worn with the swimsuit</li> <li>✓ Bikinis are NOT ALLOWED.</li> </ul>
* Please wear a swimming cap*		
<b>Co-Curricular Activities</b>	Suitable attire as required, or at the discretion of respective advisors/teachers.	

### 5.3 GROOMING

- Male:
- ✓ Short hair, neat and well-groomed at all times.
  - ✓ Facial hair should be well shaved and neat.
  - ✗ Hair dyeing/colouring/bleaching.
  - ✗ Earrings or ear studs.

- Female:
- ✓ Hair should be neat.
  - ✗ Hair dyeing/colouring/bleaching.
  - ✗ Excessive accessories.
  - ✗ Multi-colored nails.

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 randomly assigned to a chalet, apartment or villa by the Wardens. Only students registered to a particular chalet/apartment/villa are allowed to occupy the accommodation.

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- ii. The College is designated as a “Halal area.” Non-halal food/items are prohibited to be brought in/prepared/consumed within the campus. Such items found will be confiscated and disposed of with no compensation to the student(s) involved.
- iii. Under NO circumstances are students allowed to change their chalet/ apartment/villa without prior permission from the Wardens.
- iv. **Changes of accommodation will take place as and when requested by the Wardens and/or the Management.**
- v. No furniture shall be moved or removed to other chalets/apartments/ villas without prior permission from the Wardens.
- vi. 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.
- vii. **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.
- viii. Male students are strictly prohibited from entering the chalets/ apartments/villas of female students, and vice versa, at any time.
- ix. 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.
- x. 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.
- xi. 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

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in their deposit money being retained by the college. Students must ensure that their chalets/apartments/villas are tidied before leaving the college.

- xii. No visitors, including parents or guardians, are allowed in the chalets/apartments/villas at all times. This is to respect the privacy of other students occupying the accommodation.
- xiii. No nails, pins or screws may be inserted into the walls or doors of the chalets/apartments/villas.
- xiv. Posters and decorations in the chalets/apartments/villas must not be offensive in any way.
- xv. 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. All confiscated items will be returned once the student has completed his/her studies at the college.
- xvi. **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.**
- xvii. All materials and valuables in the chalets/apartments/villas are kept at the students' own risk.
- xviii. 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 nearest police station.
- xix. The air-conditioners in the chalets/apartments/villas MUST be switched off when students are not in their accommodation.



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- xx. 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.
- xxi. 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.
- xxii. Students are NOT allowed into the apartments of teachers or other members of staff.
- xxiii. **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 field, basketball and volleyball courts and the apartments of teachers and other staff members.
- xxiv. **Students are NOT permitted to loiter in the walkways at any time.**
- xxv. Students are NOT allowed to stay overnight in any teacher's/other staff member's apartment.
- xxvi. Music must not be played loudly at any time on the campus.
- xxvii. Students are not allowed to babysit the children of any member of staff at any time.
- xxviii. Students are not permitted to give money or offer/lend money to any member of staff.
- xxix. Students are not allowed to sleep or live in any part of the college buildings other than the chalets/apartments/villas.
- xxx. Students are not allowed to visit the chalets/apartments/villas of a member of the opposite sex.
- xxxi. Open burning within the college compound is prohibited.

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xxxii. The use of fireworks anywhere in the college compound is prohibited.

## 5.5 PROHIBITED ITEMS

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

- i. Microwave oven or conventional oven
- ii. Television
- iii. Refrigerator of any size
- iv. Stove
- v. Hot plate
- vi. Toaster
- vii. Hi Fi Radio/Hi Fi System
- viii. Rice cooker/ slow cooker/waffle or sandwich maker
- ix. Steamer for cooking or ironing purposes
- x. Other electrical appliances used without permission or which have not been registered with the Wardens

Students with serious medical issues requiring the use of certain electrical appliances may seek the approval, in writing, of the Student Services Manager. However, if the medical condition was not listed in the Health and Medical Declaration form submitted during registration, **students are required to attach to their request letter a medical statement from a physician detailing their health issues.**

Approved and registered appliances will be given a sticker, and this sticker is subject to renewal annually.

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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 authorised 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 notify the student regarding the imposition of the fine.
- iii. **A Warden may inspect a chalet/apartment/villa without prior 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 Parents/Guardians ID Card**

- a. Each student will be provided with four Parent/Guardian ID cards.
- b. Parents/Guardians will be required to use their ID card to gain entry into the college during weekend visits.

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- c. Relatives/friends/alumni who do not have an ID card will be required to register at the guardhouse at the main entrance and go through a security inspection.

### **5.8.2 Security Inspection**

- a. A security inspection will be carried out at the main entrance on vehicles entering or exiting the college grounds.
- b. Visiting parents/guardians with Parent/Guardian ID cards will be allowed to enter without inspection.
- c. Any other visiting individuals/relatives without an ID card must go through a security inspection.

### **5.8.3 Outing Card for Students**

Commencing January 2017, the Outing Card System will be used in place of the Leave Form.

Procedures for using the Outing Card:

- a. Please inform your House Parent two working days in advance of any outing, for example, tutorial, club, house outing. Students are required to indicate their destination and the mode of transport that will be used.
- b. The House Parent must sign the outing card to indicate approval.
- c. Students are required to leave the Outing Card at the guardhouse at the main entrance when exiting.
- d. Students are required to swipe their ID card at the main gate.

### **5.8.4 Leaving the Campus**

#### **Weekend**

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

Friday	:	12.45 pm–10.00 pm
Saturday, Sunday and Public Holidays	:	8.00 am–10.00 pm

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Students are required 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.

### **Overnight Leave**

Students are allowed overnight leave during weekends provided they have no college commitments. The leave time is from 12.45 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.

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

**Permission will NOT be given for students who wish to return to college on Monday morning.**

**For students who return to the college on Monday morning, the security guard at the entrance will retain their ID cards and submit them to the Student Services office.** Further action will be taken by the respective House Parent and/or Student Services Manager.

### **Visiting Hours**

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

Students must inform and obtain prior permission from their respective House Parent at least two 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.

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Students must entertain their visitors in the common areas only (cafeteria/gazebo/musolla) and not in 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.

### **Weekday**

A visit during a weekday is only allowable after 4.30 pm (except in an emergency). Students must inform and get their House Parent's approval for this visit.

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

Any outing during weekdays must take place between 6 pm and 9 pm. Only outings for clubs/societies/house's fundraising activities using college transport or legal taxis are allowed.

Tutorial outings may take place only on Wednesdays and Thursdays and must be accompanied by tutors.

#### **5.8.4 Exeat Leave**

The college will also be closed during festival breaks and any period of official closure as deemed appropriate. Students must be absent from campus during these periods:

- a. June/July break (4 weeks)
- b. December break (5 weeks)
- c. March/April mid-term break (1 week)
- d. September mid-term break (1 week)

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### **5.8.5 Returning to College**

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

### **5.8.6 College Evening Events**

When there is a college evening event, parents/guardians must take responsibility for their children attending it, particularly if the students concerned do not intend returning to the 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 female college. Students must go in groups of at least three and must exercise the greatest care with regard to traffic. They must be vigilant of their surroundings.

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

### **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 prior consent from the college.

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## 5.10 HEALTH CARE SERVICES

### 5.10.1 Sick Bay

- a. Any health issues/sickness that requires the Matron's attention should be referred immediately.
- b. If a student is unwell during academic hours, he/she should seek permission from the class teacher to see the Matron.
- c. During academic hours, students with medical leave must stay at the Sick Bay and not in their room.
- d. Students must adhere to the Matron's evaluation on whether or not they are fit to attend classes.
- e. After academic hours or if there is an emergency during weekends or public holidays, students must contact the Matron or the House Parent on duty directly.

### 5.10.2 Emergency/Medical Treatment at a Hospital/Clinic

- a. 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/verbally that the student should be sent to a private hospital.
- b. All medical treatment fees, hospitalization and outpatient clinic charges will be paid by the student or his/her parents/ guardians.
- c. Any emergency cases need to be reported to the House Parent on Duty who will accompany the Matron to take the student to hospital (if and when necessary).



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- d. In the case of contagious or serious illnesses, parents/guardians will be notified. The students concerned must return home to recuperate, especially in the case of contagious diseases or as recommended by the doctor who treated them.
- e. Students with prolonged medical leave issued by the treating doctors (post-operation/procedure/illness) are not allowed to return to the college until their leave ends. He/she will be allowed to return only with their doctor's written consent.

### 5.11 DINING HALL

- i. 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.
- ii. Non-halal food/items are not to be brought in/consumed within the campus.
- iii. **Casual clothes may be worn in the Dining Hall for dinner and during weekends and after academic hours (Please refer to paragraph 5.2). The Dining Hall staff have the right to refuse to serve food if this rule is not followed.**
- iv. Students will NOT be allowed into the Dining Hall in sweaty or soiled clothing.
- v. Students must not remove any cutlery or crockery from the Dining Hall.
- vi. 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 facilities available. The charges are included in the total college fee.

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The procedure is as follows:

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

### 5.13 RESOURCE CENTRE

- i. **Food, drinks, bags and/or files are not to be taken into the Resource Centre.**
- ii. **Talking loudly is forbidden in the Resource Centre. Complete silence shall be observed in the reading area.**
- iii. Users are requested to place book(s) on the trolley once they have finished with them.
- iv. All books and files must be shown to the counter staff on duty when a user leaves the Resource Centre.
- v. All users are required to produce their ID card when borrowing materials from the Resource Centre.
- vi. Each user is held responsible for books borrowed. Books should be returned before or on the date due.
- vii. Users must always give their returns to Resource Centre staff at the Circulation Counter.
- viii. Users caught damaging or stealing Resource Centre materials will be sent to the Academic Manager office for further action.

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- ix. Users are not allowed to remove or to change the arrangement of chairs or tables in the Resource Centre.
- x. **Resource Centre staff will require any user who is causing a disturbance to leave the Resource Centre.**
- xi. Users have to pull the door to enter the Resource Centre and push to exit.
- xii. **Dating/showing intimacy with partners is not allowed in the Resource Centre.**
- xiii. **The usage of a mobile phone is strictly prohibited in the Resource Centre.**
- xiv. Fines for overdue books:
  - Open Shelves : RM1.00 per book/per day
  - Red Spot : RM1.00 per book/per hour
  - Magazine : RM5.00 per day
  - CD/DVD/Cassette : RM5.00 per day
  - Deemed Lost : Replacement value (plus overdue if any)

*\* Fines for overdue books will be accumulated daily if users do not return the books borrowed on the date due. An e-mail will be sent to the Student Services Manager for further action. Users will be kept updated through an e-mail.*
- xv. Lost books should be immediately reported to the Resource Centre staff.
- xvi. Writing in and scoring books are strictly forbidden.
- xvii. Violations for any of the above may result in the loss of borrowing rights.
- xviii. The Head Librarian may amend the rules and regulations as and when necessary.

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- xix. Inappropriate sitting is not allowed, e.g. legs should not be on the table.
- xx. Strictly no sleeping in the Resource Centre.
- xxi. No hiding of resources (do not be selfish).
- xxii. No sandals or inappropriate footwear are allowed during academic hours (8.00 am–4.30 pm).
- xxiii. **Academic hour dress code (as per the KYUEM Student's Handbook) applies from 8.00 am–4.30 pm, even at times when there are no classes/exams.**
- xxiv. **Students must return all borrowed materials and pay overdue fines (if any) to the Resource Centre Staff when they have completed their studies or when they have discontinued their studies. Students who fail to clear any fines or return materials borrowed from the Resource Centre on completion of their studies will have their results held back and the Accounts Department will deduct the amount from the student's deposit.**

### Borrowing Privileges

Category	Loan Period	Loan Nos.	Renewable	Reserve
Open Shelves Books	3 weeks unless recalled	6	Yes	Yes
Red Spot Collection	24 hours only	2	Yes	Yes
Reference Materials	To be read in the Resource Centre only	No loaning facility for this category		
Periodicals (Magazine/Journal)	1 week	2	Yes	Yes
Newspaper/clippings	To be read in the Resource Centre only	No loaning facility for this category		

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Category	Loan Period	Loan Nos.	Renewable	Reserve
VCR/CD ROM, DVD, IELTS Cassettes	24 hours	1	Yes	Yes

### **Photocopy and Binding Charges**

Type of Paper	Photocopy Charges (RM)	
	Black and white	Colour
A4 (White)	0.10 per piece	1.00 per piece
A3 (White)	0.20 per piece	2.00 per piece
A4 (colour)	0.20 per piece	
Binding Charges (RM)		
Tape binding c/w stapler	2.00 per item	
Plastic binding (A4 size)	1.00 per item	
Spiral binding <ul style="list-style-type: none"> <li>• 8mm – 12mm</li> <li>• Above 12mm</li> </ul>	2.50 per item Plus 0.50/ for each mm added	

Manual photocopy service hour : 8.00 am–5.00 pm (weekdays)

Do-It-yourself photocopy/printing Service : 8.00 am–6.00 pm  
8.00 pm–10.45 pm/9.45 pm\*

To use the Do-It-Yourself photocopying/printing service (FOLLOW U), please 'top up' and get the ID password from the Accounts Department.

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### Laminating Charges

Laminating Size	Charge (RM)
A4	2.00 per piece
A3	4.00 per piece

Manual laminating service hour : 8.00 am–5.00 pm (weekdays)

### Duplicating Charges

Type of Material	Per Item	Remarks
Blank DVD-R (Sony)	RM3.00	No charges imposed for department purposes.
Blank CD-R		A memo is required to notify RC staff and for record purposes.

\* Please refer to the Resource Centre service hours.

\*\* The Resource Centre will not supply blank DVD/VCD/CD-R to users. Users will have to bring their own DVD/VCD/CD-R.

For smartphone and tablet student/user may download apps Libby.



Libby is an apps created by OverDrive for the user to reach the books from their state library. This is a free apps and widely use internationally. Users just need to download and install Libby in their smartphone (either Android or iOS) or tablet. For Android user they can download it from Google Play Store, for iOS user they can download it from App Store and to install Libby in the tablet, user may download it from Microsoft.

From the apps, user may instantly read the e-book or borrow it from the library.



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## 5.14 IT LABORATORIES

- i. Students must scan their thumb drive or external hard disc before using them.
- 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 IT staff on duty.
- iv. Students must not move equipment from its original position.
- v. Food and drinks 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.
- ix. Students are NOT allowed to download any Torrent applications, e.g. movies.
- x. Students must be responsible when using the facilities in the lab.
- xi. Do not remove or install any software into the computer.
- xii. Do not change the settings in the computer.
- xiii. Save all work in an external storage device and not in the computer.
- xiv. Keep the labs clean and tidy.
- xv. Do not leave any valuable items in the labs.

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- xvi. Shut down PCs after use.
- xvii. Switch off lights and air-conditioners if not in use.

### 5.14.1 Wireless Network Services

#### Wi-Fi Network Rules and Regulations

The wireless network is not meant as a replacement for the wired network and is not to be used as a primary network connection. The wireless network is meant to extend the wired network for simple uses in areas where wired network access is unavailable. Users are expected to avoid using applications that will use large amounts of network bandwidth. These include servers and file-sharing applications.

There are other electronic devices that use the same 2.4GHz frequency as the KYUEM wireless network. These devices include 2.4GHz cordless phones, microwave ovens, X10 wireless cameras, Bluetooth devices, and other wireless LAN equipment. Devices using this technology can cause intermittent failure and loss of service. The following policies are in addition to the Network policy. Actions that are detrimental or inappropriate when accessing Internet resources include but are not limited to those listed in the Wireless Networking section below.

- a. Users may not extend or modify the network in any way. This includes adding access points and installing bridges, switches, hubs or repeaters. The college reserves the right to remove or disable any unauthorized access points.
- b. Any attempt to break into or gain unauthorized access to any computers or systems from a wireless connection is prohibited.



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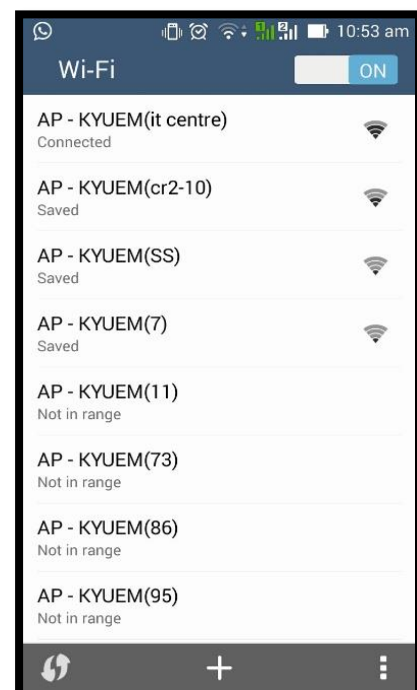
- c. Running any unauthorized data packet collection programmes on the wireless network is prohibited. Such practices are a violation of privacy and constitute the theft of user data.
- d. We reserve the right to limit bandwidth on a per connection basis on the wireless network, as necessary, to ensure network reliability and fair sharing of network resources for all wireless users. At the moment, some applications that consume larger bandwidth like YouTube, Torrent and other similar applications are shaped at specific bandwidths to avoid traffic congestion especially during heavy downloading.
- e. Any effort to circumvent the security systems designed to prevent unauthorized access to any KYUEM wireless network may result in the suspension of all access and an appearance before the appropriate disciplinary board.

Should you encounter any problems accessing the WIFI, contact any of the IT staff for further action.

### 5.14.2 How to Access the KYUEM Wireless Connection

The college provides wireless connection to mobile network users. The coverage includes academic areas, chalets, villas and apartments.

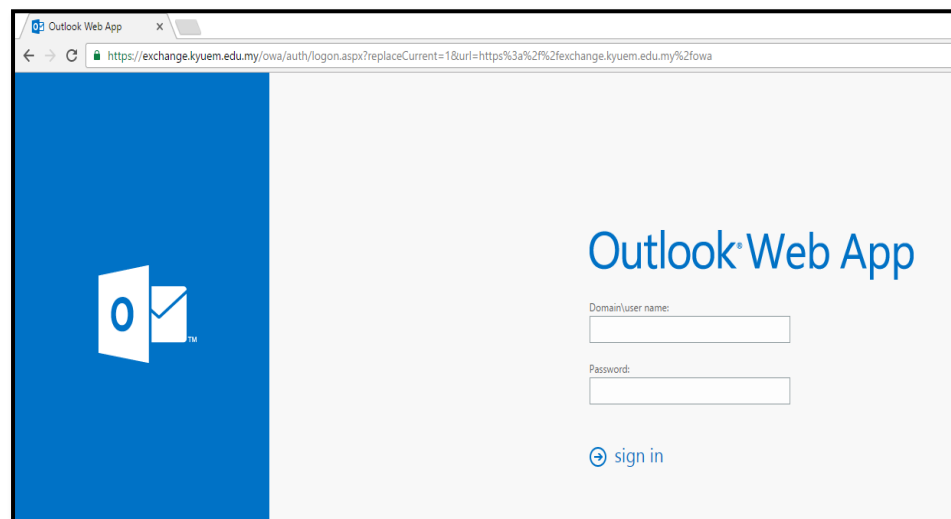
Wireless network name (SSID) is AP-KYUEM (Location of AP)



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### 5.14.3 How to Access the KYUEM Webmail (Microsoft Exchange)

- Open your browser and type <https://exchange.kyuem.edu.my>
- Enter your email address and password (*Will be provided in the third week after registration*)
- Select your language and time and click save (*GMT 8.00, Kuala Lumpur, Singapore*).



### 5.14.4 Printing and Photocopying Services

These services are chargeable to students. (Details of charges are provided in the table on page 34.) To use this printer (Fujixerox), you have to login to Equitrac system before using the services. You may send your printing to any available Fujixerox machine (IT Centre, Resource Centre and IT Lab 2). A manual is provided at the machine to guide you on how to use the device.



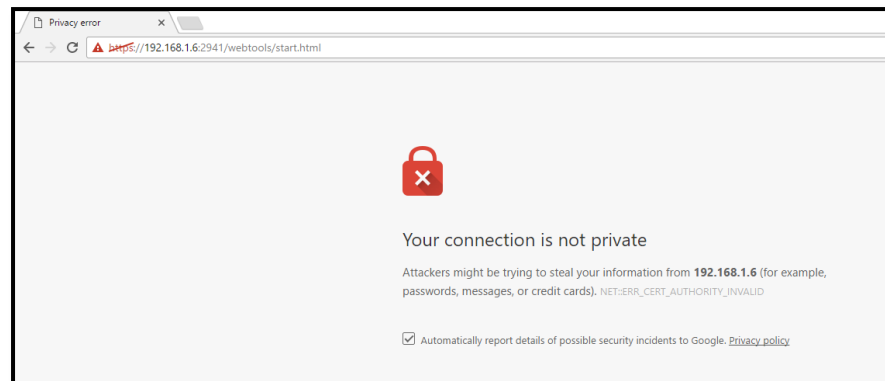
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Fujixerox locations:

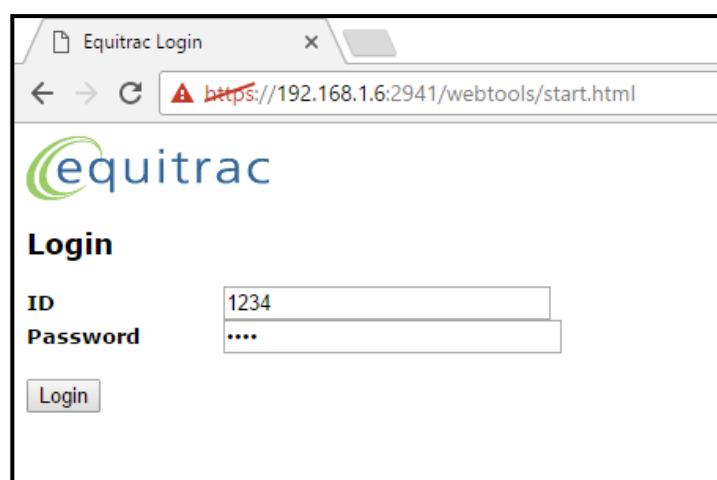
- IT Centre
- IT Lab 2
- Resource Centre

**How to change a student password for the first time using the printer.**

- Open browser and type <http://192.168.1.6:2941/webtools>
- Click continue to this website (not recommended) to access it.



- Key in your student ID and password to login.



### Printer Location and Model

No.	Location	Printer Model
1	IT Centre	<b>Fujixerox MFP APV C5575 CPSF</b>
2	IT Lab 2	
3	Resource Centre	

### Printing/Copying Charges

No.	Description	Charge (RM)	
		One-sided (per page)	Double-sided (per page)
1	Account activation	10	
2	Top-up Domination	10, 30, 50	
		One-sided (per page)	Double-sided (per page)
3	Printing mono A4	0.10 cents	0.20 cents
4	Printing mono A3	0.20 cents	0.40 cents
5	Printing colour A4	1.00	2.00
6	Printing colour A3	2.00	4.00
7	Photocopy	Same charges as for printing	
8	Scan to email	<b>To KYUEM email address only</b>	

**To activate account and top-up, please visit the Accounts Dept.**

#### 5.14.5 Student Online Evaluation

a. Type link **sms.kyuem.edu.my** or **192.168.1.4**

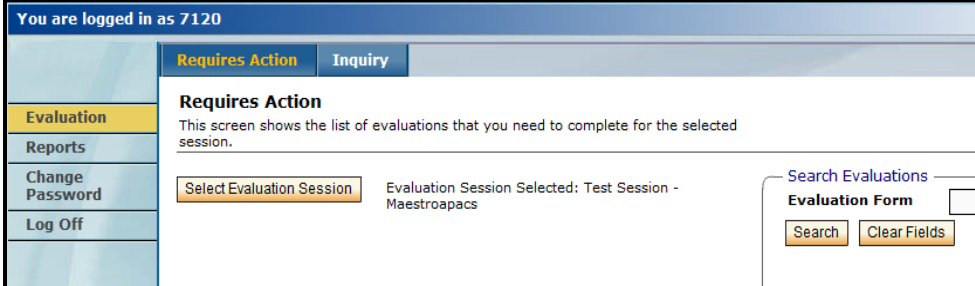
Login: Username: <student\_ID>

Password: <student\_ID>

<student\_ID = first 4 digits of your Student ID No.

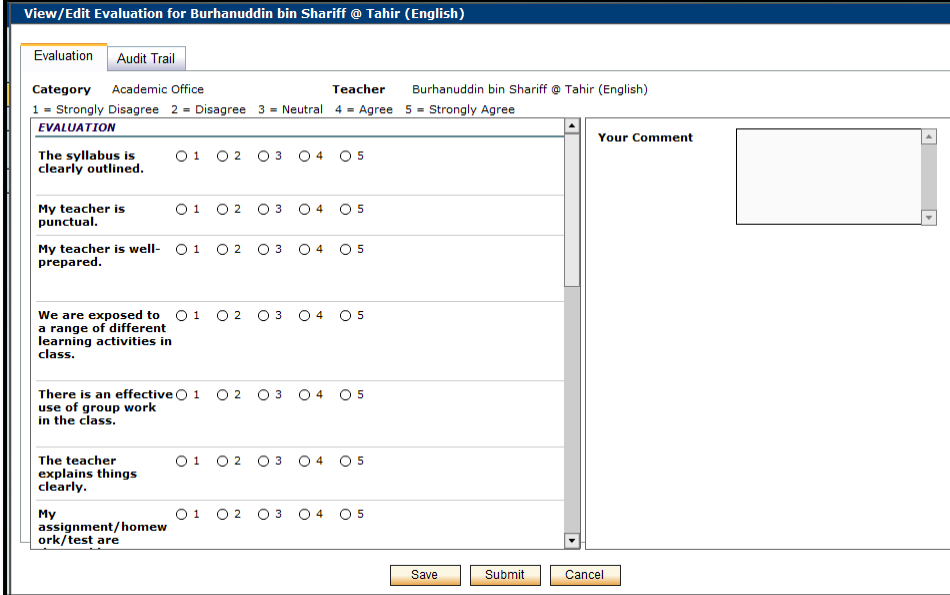
e.g 7120

b. Click on **Evaluation** tab on the left of the window.



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- c. On Requires **Action** page, click on teacher's name to evaluate.  
You will get a window similar to the sample below:



- d. Proceed with your evaluation.
- e. To save the Evaluation form, click the **Save** button.
- f. To submit the Evaluation form, click the **Submit** button.  
Otherwise, you may click the **Cancel** button to cancel the form.
- g. Take note, when you click Submit button, you are submitting the form to the next level. The respective evaluation form (i.e teacher's name that has been evaluated) will disappear from the list.
- h. Complete the rest of the evaluation.
- i. When the entire forms disappear, it means all the evaluation forms have been submitted to the next level. You have no more To-Do-List.
- j. **Inquiry** tab shows the total score/result of each subject teacher you evaluated.
- k. Sign out from the session by clicking on the **Log off** button on the left of the window.

### 5.14.6 Borrowing Audio Visual Equipment (Laptop, Projector and Screen)

- a. Only KYUEM staff and students are allowed to borrow audio visual equipment.
- b. The borrower will assume **FULL RESPONSIBILITY** for any loss or damage to the equipment.
- c. Teachers, Club Advisors and House Tutors can borrow the equipment on behalf of their students but they must be responsible for any damage/loss of the items.
- d. The equipment is only for official use.
- e. Notice of postponement and cancellation should be forwarded to the IT staff immediately before the scheduled activity.
- f. The IT Centre reserves the right to cancel the booking in the event the borrower violates any rules and regulations.
- g. The IT Centre may amend rules and regulations as and when necessary.
- h. All items will be installed and set up by requestor.
- i. All items must be returned to the IT Centre at 8 am the next day.

KOLEJ YAYASAN UEM				
Audio Visual Equipment (AVE) Bookings Form				
Name (staff/student) / Department : _____				
HP No : _____				
Date of booking : _____				
<b>*** Please read the AVE Rules and Regulations behind this form</b>				
	Equipment	Qty		
1				
2				
3				
4				
Date Required	Time		Venue	Purpose
	Start	Finish		
Applicants signature _____		Advisor (for student only) Name : _____		

### 5.15 SCIENCE LABORATORIES

Health and safety regulations are provided in all the science laboratories. Science teachers will explain certain safety precautions to students about conducting themselves in the labs. Safety regulations must be strictly followed.

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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 authorised 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 (Taekwando, DOE and martial arts) per semester provided they have the time. Students may organise 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 authorised 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 continuing after 7.00 pm must be approved in advance by the Sports and Co-Curriculum Executive.

- v. Students are not allowed to deface or move any equipment without permission.
- vi. If any equipment is found to be missing, the person who borrowed and recorded it in the logbook will be held responsible.
- vii. Period of borrowing and returning equipment:

Borrowing		Returning	
Monday–Friday	5.00 pm–5.30 pm	Monday–Friday	6.30 pm–6.45 pm
Weekend	Friday before 7.00 pm	Monday	Before 5.00 pm
Public Holidays	One day prior before 7.00 pm	One day after public holiday	
<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>			

- 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 Multi-Purpose Hall.

## 5.18 SAFETY MEASURES IN CASE OF EMERGENCY

Emergencies include accidents, fire, the fire alarm going off, a power failure or intrusion. In the event of any incident occurring, please contact the relevant numbers listed below:

<b>Security Main Post</b>	03-6460 1234
<b>Admin. Executive (En. Wan)</b>	019-2166233
<b>Fire Department (Kerling)</b>	03-6064 1444
<b>Police Station (Kerling)</b>	03-6048 1222



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## 5.19 FIRE DRILL PROCEDURE

Fire drills will be held once a term in consultation with the Fire Brigade.

- i. Whenever you hear the fire alarm, immediately leave the building you are in.
- ii. Make your way quickly but carefully to the **Football Field**.
- iii. Students, teaching and support staff must go to the centre of the field and gather in house groups and by department.
- iv. House parents will take a roll call of their respective houses.
- v. The Academic Manager will take a roll call of all the teaching and management staff.
- vi. If anyone is not present for any reason, a Fire Marshall must be informed immediately.
- vii. During the course of the drill, Fire Marshalls will inspect the college buildings and students accommodation.
- viii. Anyone discovered inside a building or students' accommodation will be reported to the Principal. The Principal will officially end the drill, and classes or other events will resume.
- ix. On no account can you leave your designated area on the field until told to do so.

## 5.20 REMEDIAL ASSISTANCE

KYUEM monitors student progress throughout their college career via a sophisticated Student Management System (SMS) known as QIAB. The QIAB platform records attendance in every lesson, continuous assessment of homework and assigned tasks, health, discipline, ECA and many other features.

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A major part of the KY programme concerns tracking of academic progress. Whenever progress is deemed to be inadequate for the level of the student concerned, the system flags it and action is taken. In the case of remedial academic assistance, this may take the form of specialist classes conducted by KYUEM teaching staff.

Additional academic help is also made available via a student-led peer tutoring system, which is not recorded on QIAB, but on a case-by-case basis and with the full compliance and knowledge of the academic monitoring staff.

## 5.21 ACADEMIC CONDUCT

- i. Attendance is compulsory for all classes, practical classes, tests, weekly tutorials 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 Principal.

## 5.22 EXAMINATIONS (Internal and External)

### 5.22.1 Attendance

KYUEM is a Cambridge Fellowship Centre — we specifically offer Cambridge International Examinations at AS and A-level.

In order to maintain a high level of success in both these public examinations, a minimum percentage of attendance is required. This ensures the content of the curriculum is fully covered. If a student attends for less than 70% of the allotted time, there is no way in which he/she can realistically expect to attain a satisfactory grade.

KYUEM attendance policy is, therefore, that anyone who misses 30% or more of a given curriculum, should not be allowed to sit for a Cambridge International Examinations.

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.

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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/guardian and/or sponsor.

### **5.22.2 Predicted Grades**

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

#### **a. 24-Month Programme**

Predicted Grades for universities shall be based on a student's CIE AS-Level results obtained in August. Based on evidence of a student's performance in continuous assessments, he/she could be predicted:

- The same grade as the CIE AS Level results
- One grade above the CIE AS Level results
- One grade below the CIE AS results

Prediction of two or more levels above the CIE AS-Level results is not acceptable under any circumstances.

#### **b. 18-Month Programme**

Predicted Grades for 18-month students will be based on the Internal Examination conducted in the first week of the second semester. Based on evidence of a student's performance in continuous assessments, he/she could be predicted:

- The same grade as the Internal Examination
- One grade above the Internal Examination
- One grade below the Internal Examination

Prediction of two or more levels above the Internal Examination in the beginning of the second semester is not acceptable under any circumstances.

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### 5.22.3 Use of Mobile Phones

**Mobile phones must NEVER be taken into any examination room during internal or external assessments.**

**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.**

### 5.23 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 monitoring and a series of discussions with parents/guardians and/or sponsors, will face disciplinary action as determined by the Student Advisory Attendance Committee (SAAC), and be asked to withdraw from the college immediately.

### 5.24 PUNCTUALITY

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

### 5.25 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,

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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.

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:

- i. 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.
- ii. Committing a criminal act under the laws of Malaysia, such as but not limited to robbery, causing physical harm, sexual harassment and threats/intimidation.
- iii. 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.
- iv. 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 sent 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.

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- v. Committing any immoral interaction, lewd or indecent behaviour between individuals in the college premises.
- vi. Bullying or harassing on the grounds of gender, sexual orientation, nationality, ethnic origin, religion, beliefs, disability, colour or age.
- vii. Stalking any person in the college compound.
- viii. Maltreating or abusing other students in the college.
- ix. Causing religious and/or racial vilification.
- x. Dealing, distributing, circulating or exhibiting any obscene article or pictures within or outside the college via any media.
- xi. Conducting a sexual relationship of any nature (heterosexual, homosexual) within the college compound.
- xii. Being in close physical proximity with a member of the opposite sex within the college premises.
- xiii. Accessing and viewing pornographic sites on the Internet and elsewhere within the college.
- xiv. 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.
- xv. Falsifying, altering, fabricating or misusing an official college letter, certificate, document, record or identification card.
- xvi. Causing damage intentionally or recklessly to or defacing college property or the property of other students or members of the college community.

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- xvii. Organising 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.
- xviii. 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.
- xix. Gambling.

## **5.26 COLLEGE DISCIPLINARY COMMITTEE**

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:

- i. Principal, as Chairman of the Disciplinary Committee
- ii. Academic Manager
- iii. Student Services Manager
- iv. House Parent of the student concerned
- v. Wardens/Teachers (maximum two)
- vi. One student representative

The procedure for the inquiry will be determined by the Chairman and the proceedings shall be recorded.

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.



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A student who has been sanctioned will have the right to appeal to the Board of Governors within fourteen days of receipt of the letter informing him/her of the decision.

For a minor misconduct, the inquiry will be conducted by:

- i. Student Services Manager (Chairman)
- ii. House Parent of the student concerned
- iii. A Warden
- iv. A Student Services executive

## 5.27 GRIEVANCE PROCEDURE

The college recognises 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.

- i. The grievance should be discussed initially with the student's tutor unless it involves this particular person.
- ii. If necessary, the grievance can then be taken to the student's House Parent.
- iii. Failing these procedures, the grievance can be taken to the Principal.
- iv. 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 us at:

Student Services Department  
 Kolej Yayasan UEM  
 Lembah Beringin  
 P. O. Box 62  
 35900 Tanjung Malim, Perak.

Tel. no. : +603 6460 1234

Email : [ss@kyuem.edu.my](mailto:ss@kyuem.edu.my)

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## NOTES