

UTS HOSTEL MERIT/DEMERIT SYSTEM

BACKGROUND

The University of Technology Sarawak (UTS) provides hostel facilities for outstation students. The occupants are expected to take good care of it, so as to benefit more students in future. Among others is the introduction of the Merit and Demerit system. The system, based on guidelines stipulated in the UCTS Student Code of Conduct acts a guidelines with regards to the DOs & DONTs while occupying the UCTS hostels facilities.

OBJECTIVES:

The objectives of this system are to:

- Promote and encourage appropriate behaviors in hostels at all time.
- Reward and recognize occupant for extra services and volunteering efforts.
- Create conducive environment for living and learning in hostels.
- Determine disciplinary mechanism for willful disregard for the campus rules and regulations.
- Give priority to students with higher merit points occupying hostels in subsequent semester.

IMPLEMENTATION:

1. The merit/demerit is applicable to every hostel occupant.
2. Spot check will be carried out at least once a week.
3. Points are awarded according to guidelines in the Merit & Demerit Point tables.
4. Merit points are accumulated through participation in meritorious acts, good behaviors, and active participation in the hostel's functions and activities at the Individual, Unit and Block level.
5. Demerit points are deducted through misconduct, abnormal human behaviors or violation of the UCTS Student Code of Conduct.
6. Occupants with lower points are given opportunities to improve their merit points by doing positive activities except those referred to the Student Disciplinary Council.
7. Records of the Merit / Demerit points will be kept in the occupant`s personal file.
8. When total points fall below minimum level, the management has the right to expel occupant concern by giving a 1 month notice.
9. Accumulated merit points shall be used to determine occupants priority to stay in hostel throughout their study in UCTS.

MERIT/DEMERIT POINTS

At the commencement of staying in UCTS hostels, every students is awarded 50% merit points on the following basis:

1. **Cleanliness & Hygiene:** The hostel rooms equip with basic facilities are clean and hygienic to live in.
2. **Good Attitude:** Occupants possessed positive outlook like respectful, cooperative, kind and rational while occupying the rooms allocated.
3. **Good Health:** Occupants are in reasonably good health, free from smoking, drugs, alcohol or anything illegal substances according to the law of Malaysia.
4. **Positive Lifestyle:** Occupants practice positive lifestyle like exercise regularly, responsible and caring towards others and environment.

MERIT POINT

Code : 100

Code No	Description of Activities	Merit Points
<i>Points for every occupant in the unit (shared facilities)</i>		
101	Special efforts made in own floor. E.g. Cleaning duty roster, Item allocation plan (table, chair, drying clothes rack/hanger, shoes, electronic item, bottles, bucket, book etc.)	5
102	Special efforts made in own floor. E.g. Cleaning of common area, corridor, pantry, toilets & bathrooms.	5
<i>Point for Individual occupants</i>		
103	Participation in activities E.g. participation in hostel activities –cleaning campaign, Fire drill etc.	5
104	Cleanliness E.g. Clean and tidy own room (floor, bed, clothes, shoes, cabinet etc.)	10
105	Personal Initiatives E.g. informing SDS of misconducts or wrongdoings in hostels and its vicinity - smoking, alcohol abuse, male enter female block & vice-versa, damage hostel properties, illegal parking, fighting, gambling, stealing, drug abuse, bullying, bring in prohibited dangerous weapon etc. Provide supporting evidence <i>E.g. what incident, when, where, who & how.</i> <i>- Photographs add advantages.</i> <i>Reports could be forwarded to staff in person or via</i> <i>a) email at david@ucts.edu.my or mohd.riyad@uts.edu.my</i> <i>b) whatsapp at 016-8637383 (Mr. David) or 013-8343401 (Mr. Riyad)</i> <i>* informant`s confidentiality is assured.</i>	10 or 15

DEMERIT POINT

1. Points will be deducted from occupants for any violation of rules stipulated in the system.
2. Beside deduction of Merit points, serious disciplinary problems will be referred to Student Disciplinary Council.

Types of Default : Law Breaking Behavior

Code : 200

Code No	Description of Offences	Demerit Marks
201	Return to hostel after stipulated time for resident safety purpose (8.23, pg.21)	5
202	Noise level must be kept down to allow others the opportunity to study or sleep in comfort. The volume of all device should not be heard in adjoining rooms at all times especially after 10.00pm. (8.10, pg.13-14)	20
203	Bringing or keeping of pets (8.27, pg.25)	10
204	Practice economical. Switch off electrical appliances while not in use (8.27, pg.25)	10

205	Renovating, drilling, sticking things on the wall which will cause the surface damages (8.27, pg.25)	20
206	Gambling (8.13.1-8.13.3, pg.15 – 16)	30
207	Changing room without permission/ Stay in others room (8.27, pg.25)	30
208	Bringing outsiders into the hostel without permission (8.27, pg.25)	30
209	Illegal electronic devices/ Extension Wire/ Freeze/ Induction Cooker except Electric Jug (Max: 1.8 Litre) & Rice cooker (Max: 1 Litre) (8.27, pg.25)	30
210	Did not wearing face mask in hostel compound (SOP during Pandemic)	15

Types of Default : Cleanliness

Code : 300

Code No	Description of offences	Demerit Mark
<i>Demerit for every occupant in the floor or block (Shared Facilities)</i>		
301	Dirty/ Messy toilet (8.11.1, pg. 14)	10
302	Dirty/ Messy bathroom (8.11.1, pg.14)	10
303	Dirty/ Messy Sink (8.11.1, pg.14)	10
304	Dirty/ Messy Pantry (8.11.1, pg.14)	10
305	Dirty/ Messy Corridor (8.11.1, pg.14)	10
306	Dirty Student Lounge (8.11.1, pg.14)	15
307	Messy Student Lounge (8.11.1, pg.14)	15
<i>Demerit for Individual in the room</i>		
308	Dirty Room (8.11.1, pg.14)	25
309	Messy Room (8.11.1, pg.14)	25
310	Bedsheet must be used. Resident must supply their own bedsheet, blanket and pillow. (8.11.1, pg.14)	20

Types of Default : Immoral Behaviour

Code : 400

Code No	Description of offences	Demerit Mark
401	Uttering obscene/sexually inclined languages (8.8.2 pg.11)	20
402	Indecent exposure (8.8.4 pg.11)	15
403	Watch pornography. In possession of pornographic materials (8.19.1-8.19.4 pg.19).	15
404	Kissing/ immoral behaviour (8.8.2- 8.8.3, pg.11)	30
405	Stalking others (8.8.6 pg.11)	25
406	Male enter female designated area or vice-versa (8.27.1, pg.25)	40
407	Engaged in sexual relations (8.8.3, pg.11)	50

Offences : Behavioral

Code : 500

Code No	Description of offences	Demerit Marks
501	Bias/prejudice/racist/disrespectful of another religion Only Halal foods and drinks allowed in common area in hostel compound (8.10.3-8.10.4, pg.14)	10

502	Participate in the boycott activities (8.9.13, pg.13)	10
503	Involved in banned activities. Forming illegal group (8.9.8, pg.12)	10
504	Disrupting harmony (Demonstration, picketing etc.) (8.9.8, pg.12)	10
505	Not cooperative, Disrespectful, rude or impolite towards staff (8.9.2, pg.12)	20

Types of Default : Road and Traffic

Code : 600

Code No	Description of offences	Demerit Points
601	No UTS vehicle sticker (8.25.1.ii & 8.25.2, pg.22)	5
602	Unauthorized Parking (Bike, car or motorbike) (8.25.5, pg.23)	10
603	Obstructing traffic (8.25.11, pg.24)	10
604	Against security guard advice/ instruction (8.9.2, pg.12)	20

Types of Default : OFFENCES REFERRED TO STUDENT DISCIPLINARY COUNCIL

Code : 700

The following offences shall be referred to Student Disciplinary Council for decision

Code No	Description of offences	Demerit Points
701	Smoking, In possession of cigarettes, tobacco smoke pipes, e-cigarettes or any substances similar to smoking products (8.12, pg.14– 15) Anything that may cause intoxication.	50
702	In procession of prohibited or dangerous goods/ weapons. Burning of candles or incense is prohibited as this is a fire hazard (8.21.1- 8.21.2 pg.20)	50
703	Alcohol abuse. In possession of alcoholic drinks (8.12.1, pg.14 – 15)	50
704	Drugs/ Poison/ Glue abuse (8.12.3 pg.15), (8.20.1-8.20.7 pg.19 – 20)	50
705	Own, possess, withhold, suppress, consume, sell, distribute or use of any form of above substances (8.12.2-8.12.3, pg.15)	50
706	Behaving wildly/ quarrelling/ fist fight/ physical violence/ cause injuries to others (8.14.3-8.14.7, pg.16-17)	50
707	Harassment/bullying/ threatening behavior (8.14.2 & 8.14.5, pg.16)	50
708	Initiate, participate, conspire to support any activity that may invite conflict, argument or hostility and a fight (8.14.1, pg.16)	50
709	Stealing (8.9.4, Pg.12)	50
710	Cheating issues (8.9.4, Pg.12)	50
711	Damaging or vandalize another person's or UCTS belonging/s (8.15.1- 8.15.3, pg.17)	50
712	Repeat violation under same code as below: 206, 207, 208, 209, 210, 404, 405, 406, 407, 505, 604	50
713	Anything not specified under this code will be decided by the Student Disciplinary Council e.g. negative points, appeal etc.	50

*** Effective from Feb 2022.**