



**AKTA UNIVERSITI DAN KOLEJ UNIVERSITI 1971**  
PERLEMBAGAAN UNIVERSITI SULTAN ZAINAL ABIDIN  
KAEDAH 58, KAEDAH-KAEDAH UNIVERSITI DAN KOLEJ UNIVERSITI  
(UNIVERSITI SULTAN ZAINAL ABIDIN) (TATATERTIB PELAJAR) 2024

PERATURAN-PERATURAN UNIVERSITI SULTAN ZAINAL ABIDIN  
(PELAKSANAAN HUKUMAN KHIDMAT MASYARAKAT) 2024



|                   |                                                                      |
|-------------------|----------------------------------------------------------------------|
| Kelulusan Oleh    | : Mesyuarat LPU Bil. 5/2024                                          |
| Tarikh Kelulusan  | : 24 Oktober 2024                                                    |
| Tarikh Kuat Kuasa | : 29 Oktober 2024                                                    |
| Disediakan Oleh   | : Pejabat Penasihat Undang-Undang<br>Universiti Sultan Zainal Abidin |

**AKTA UNIVERSITI DAN KOLEJ UNIVERSITI 1971**  
**PERLEMBAGAAN UNIVERSITI SULTAN ZAINAL ABIDIN**  
**KAEDAH 58, KAEDAH-KAEDAH UNIVERSITI DAN KOLEJ UNIVERSITI**  
**(UNIVERSITI SULTAN ZAINAL ABIDIN) (TATATERTIB PELAJAR) 2024**

**PERATURAN-PERATURAN UNIVERSITI SULTAN ZAINAL ABIDIN**  
**(PELAKSANAAN HUKUMAN KHIDMAT MASYARAKAT) 2024**

PADA menjalankan kuasa-kuasa yang diberikan di bawah Seksyen 4(1)(t), Perlembagaan Universiti Sultan Zainal Abidin dan dengan kuasa yang diberikan di bawah Kaedah 58, Kaedah-Kaedah Universiti dan Kolej Universiti (Universiti Sultan Zainal Abidin) (Tatatertib Pelajar) 2024, maka Lembaga Pengarah Universiti membuat Peraturan-peraturan seperti berikut:

**Nama dan permulaan kuat kuasa**

1. (1) Peraturan-peraturan ini bolehlah dinamakan sebagai Peraturan-Peraturan Universiti Sultan Zainal Abidin (Pelaksanaan Hukuman Khidmat Masyarakat) 2024.

(2) Peraturan-Peraturan ini disifatkan sebagai mula berkuat kuasa pada tarikh yang diluluskan oleh Lembaga Pengarah Universiti.

**Tujuan**

2. Tujuan Peraturan-Peraturan ini disediakan adalah untuk—

(a) menjadi peraturan kepada Universiti Sultan Zainal Abidin bagi melaksanakan hukuman tatatertib berbentuk khidmat masyarakat kepada pelajar yang disabitkan dengan kesalahan tatatertib dan diputuskan bersalah oleh Jawatankuasa Tatatertib Pelajar, sama ada tatatertib am atau tatatertib akademik dan dihukum di bawah Kaedah 58(1)(b) Kaedah-Kaedah Universiti dan Kolej Universiti (Universiti Sultan Zainal Abidin) (Tatatertib Pelajar) 2024, iaitu Hukuman Khidmat Masyarakat; dan

(b) sebagai salah satu alternatif hukuman berbentuk pendidikan dan pengajaran yang boleh diputuskan oleh Jawatankuasa Tatatertib Pelajar Universiti Sultan Zainal Abidin.

**Tafsiran**

3. Dalam Peraturan-peraturan ini, melainkan jika konteksnya menghendaki makna yang lain—

“Jawatankuasa Tatatertib Pelajar” ertinya sebuah jawatankuasa yang telah ditubuhkan oleh Lembaga Pengarah Universiti Sultan Zainal Abidin menurut Seksyen 16B(1) Akta Universiti dan Kolej Universiti 1971;

“khidmat masyarakat” bermaksud khidmat komuniti yang dijalankan oleh pelajar yang dihukum sebagai hukuman berbentuk pendidikan dan pengajaran kepada pelajar yang dihukum tersebut;

“pelajar yang dihukum” ertinya pelajar yang didapati bersalah dan dijatuhkan hukuman oleh Jawatankuasa Tatatertib Pelajar Universiti Sultan Zainal Abidin.

### **Pemakaian**

4. Peraturan-peraturan ini adalah terpakai kepada–

- (a) Pengerusi dan ahli Jawatankuasa Tatatertib Pelajar dalam membuat pertimbangan kes terhadap pelajar yang dihukum dengan kesalahan tatatertib dan mempunyai kuasa memutuskan hukuman menurut Kaedah 58, Kaedah-Kaedah Universiti dan Kolej Universiti (Universiti Sultan Zainal Abidin) (Tatatertib Pelajar) 2024; dan
- (b) Semua pelajar yang telah dihukum ke atas kesalahan tatatertib am atau akademik menurut Kaedah-Kaedah Universiti dan Kolej Universiti (Universiti Sultan Zainal Abidin) (Tatatertib Pelajar) 2024 dan didapati bersalah oleh Jawatankuasa Tatatertib Pelajar Universiti Sultan Zainal Abidin.

### **Pertimbangan**

5. Faktor dan pertimbangan yang boleh diambil kira oleh Jawatankuasa Tatatertib Pelajar dalam menentukan tempoh Hukuman Khidmat Masyarakat yang perlu dijalani oleh pelajar yang didapati bersalah atas kesalahan tatatertib yang dilakukannya:

- (a) Fakta kes;
- (b) Jenis kesalahan;
- (c) Latar belakang pelajar;
- (d) Mitigasi pelajar; dan
- (e) Apa-apa faktor lain yang difikirkan wajar dan patut untuk Jawatankuasa Tatatertib Pelajar pertimbangkan.

### **Tempat menjalani hukuman**

6. Tempat Menjalani Hukuman Khidmat Masyarakat boleh di mana-mana premis berikut:

- (a) Asrama;
- (b) Fakulti, Sekolah, Akademi atau Institut;
- (c) Masjid;
- (d) Perpustakaan;
- (e) Makmal;

- (f) Pusat Sukan;
- (g) Mana-mana bahagian lain di dalam Kampus; atau
- (h) Mana-mana tempat lain di luar Kampus.

### **Bentuk hukuman**

7. Bentuk hukuman Khidmat Masyarakat boleh terdiri daripada mana-mana satu atau lebih pilihan berikut:

- (a) Mengemas dan membersihkan;
- (b) Menyusun buku;
- (c) Memasukkan data;
- (d) Menghantar surat;
- (e) Mengemaskini notis Kampus, Asrama, Fakulti, Sekolah, Akademi atau Institut;
- (f) Bertugas di kaunter;
- (g) Membimbing pelajar lain;
- (h) Membantu pensyarah / Dekan Fakulti, Sekolah, Akademi atau Institut;
- (i) Melibatkan diri dalam program sukarelawan yang dianjurkan oleh Universiti sama ada di dalam atau di luar Kampus; dan/atau
- (j) Lain-lain aktiviti khidmat masyarakat yang difikirkan sesuai oleh Pihak Berkuasa Universiti.

### **Pelaksanaan hukuman**

8. Berdasarkan Kaedah 58, Kaedah-Kaedah Universiti dan Kolej Universiti (Universiti Sultan Zainal Abidin) (Tatatertib Pelajar) 2024, Jawatankuasa Tatatertib Pelajar boleh–

- (a) memutuskan supaya mana-mana pelajar yang dihukum dijatuhkan hukuman khidmat masyarakat sahaja; atau
- (b) menggabungkan dengan mana-mana bentuk hukuman yang disenaraikan dalam Kaedah 58, Kaedah-Kaedah Universiti dan Kolej Universiti (Universiti Sultan Zainal Abidin) (Tatatertib Pelajar) 2024.

### **Tarikh mula dan tempoh jam hukuman**

9. (1) Jawatankuasa Tatatertib Pelajar hendaklah memutuskan tempoh jam hukuman khidmat masyarakat sama ada:

- (a) 8 jam;
- (b) 12 jam;
- (c) 18 jam; atau
- (d) 24 jam.

(2) Tempoh masa menjalani hukuman khidmat masyarakat boleh dijalankan secara berterusan atau berselang sehinggalah mencukupi tempoh jam hukuman yang diputuskan oleh Jawatankuasa Tatatertib Pelajar.

(3) Tarikh mula hukuman khidmat masyarakat dijalankan hendaklah bermula mengikut tarikh yang ditetapkan oleh Jawatankuasa Tatatertib Pelajar.

(4) Semua hukuman khidmat masyarakat yang dijalani oleh pelajar yang dihukum hendaklah diselesaikan dalam tempoh satu (1) semester pengajian pelajar yang dihukum.

### **Keingkaran**

10. (1) Sekiranya didapati pelajar yang dihukum ingkar kepada mana-mana perintah hukuman khidmat masyarakat yang diputuskan oleh Jawatankuasa Tatatertib Pelajar, sama ada ingkar penuh atau separa, maka pelajar tersebut akan didenda sebagaimana peruntukan Kaedah 58(4), Kaedah-Kaedah Universiti dan Kolej Universiti (Universiti Sultan Zainal Abidin) (Tatatertib Pelajar) 2024.

(2) Sekiranya pelajar ingkar membayar denda di bawah perenggan 10(1), pelajar tersebut hendaklah dengan segera digantung daripada menjadi pelajar Universiti dan tidak dibenarkan untuk berada di dalam atau memasuki Kampus dan penggantungan itu hendaklah berterusan sehingga keingkaran itu dibetulkan.

### **Urus tadbir dan penyeliaan**

11. Pelaksanaan hukuman khidmat masyarakat oleh pelajar-pelajar yang dihukum hendaklah diurus tadbir dan diselia oleh Pejabat Hal Ehwal Pelajar Universiti dengan kerjasama daripada Dekan Fakulti atau Ketua Sekolah, Pusat, Akademi atau Institut pelajar yang dihukum.

### **Buku log**

12. Satu buku log harian hukuman khidmat masyarakat yang dijalani oleh pelajar yang dihukum hendaklah disediakan dan diselia oleh Pejabat Hal Ehwal Pelajar Universiti dan hendaklah mengandungi butir-butir minimum seperti berikut:

- (a) Nama pelajar yang dihukum, jenis kesalahan, jenis hukuman tatatertib keseluruhan yang diputuskan oleh Jawatankuasa Tatatertib Pelajar;
- (b) Bentuk hukuman khidmat masyarakat yang perlu dijalankan dan tempoh masa keseluruhan hukuman khidmat masyarakat;
- (c) Tempoh jam harian hukuman yang dilaksanakan;
- (d) Butir-butir penyelia;
- (e) Tandatangan pelajar yang dihukum;
- (f) Tandatangan penyelia; dan
- (g) Lain-lain maklumat yang penting untuk dimasukkan dan dicatatkan.

**Laporan**

13. Satu laporan hukuman khidmat masyarakat yang dijalani oleh pelajar yang dihukum hendaklah disediakan oleh penyelia yang dilantik dan laporan tersebut hendaklah disimpan oleh Pejabat Hal Ehwal Pelajar Universiti sebagai urus setia tatatertib pelajar untuk pengesahan.

**Tarikh kuatkuasa**

14. Peraturan-Peraturan Universiti Sultan Zainal Abidin (Pelaksanaan Hukuman Khidmat Masyarakat) 2024 hendaklah berkuatkuasa sebagaimana tarikh Kaedah-Kaedah Universiti dan Kolej Universiti (Universiti Sultan Zainal Abidin) (Tatatertib Pelajar) 2024 dikuatkuasakan.

**Pindaan**

15. Lembaga Pengarah Universiti boleh membuat sebarang pindaan, pemansuhan atau pembatalan bagi apa jua peruntukan yang terkandung dalam Peraturan-Peraturan ini dari semasa ke semasa.

Dibuat 24 Oktober 2024

TAN SRI CHE KHALIB BIN MOHAMAD NOH

*Pengerusi*

*Lembaga Pengarah*

*Universiti Sultan Zainal Abidin*



**UNIVERSITIES AND UNIVERSITY COLLEGES ACT 1971**  
UNIVERSITI SULTAN ZAINAL ABIDIN CONSTITUTION  
RULE 58, UNIVERSITIES AND UNIVERSITY COLLEGES (UNIVERSITI SULTAN  
ZAINAL ABIDIN) (DISCIPLINE OF STUDENTS) RULES 2024

UNIVERSITI SULTAN ZAINAL ABIDIN (IMPLEMENTATION OF COMMUNITY  
SERVICE PUNISHMENT) REGULATIONS 2024



|                |                                                                  |
|----------------|------------------------------------------------------------------|
| Approved By    | : LPU Meeting No. 5/2024                                         |
| Approval Date  | : 24 October 2024                                                |
| Effective Date | : 29 October 2024                                                |
| By             | : Office of the Legal Advisor<br>Universiti Sultan Zainal Abidin |

**UNIVERSITIES AND UNIVERSITY COLLEGES ACT 1971**  
**UNIVERSITI SULTAN ZAINAL ABIDIN CONSTITUTION**  
**RULE 58, UNIVERSITIES AND UNIVERSITY COLLEGES (UNIVERSITI SULTAN**  
**ZAINAL ABIDIN) (DISCIPLINE OF STUDENTS) RULES 2024**

**UNIVERSITI SULTAN ZAINAL ABIDIN (IMPLEMENTATION OF COMMUNITY**  
**SERVICE PUNISHMENT) REGULATIONS 2024**

IN exercising the powers conferred under Section 4(1)(t) of the Universiti Sultan Zainal Abidin Constitution and with the powers conferred under Rule 58, Universities and University Colleges (Universiti Sultan Zainal Abidin) (Discipline of Students) Rules 2024, the Board of Directors of the University makes the following Regulations:

**Name and commencement of force**

1. (1) These Regulations may be named the Universiti Sultan Zainal Abidin (Implementation of Community Service Punishment) Regulations 2024.

(2) These Regulations shall be deemed to come into force on the date approved by the Board of Directors of the University.

**Purposes**

2. The purpose of these Regulations is to—

(a) become the rules for Universiti Sultan Zainal Abidin to administer disciplinary punishment in the form of community service to students who are convicted of disciplinary offences and found guilty by the Student Disciplinary Committee, whether for general disciplinary or academic discipline and punished under Rule 58(1)(b) Universities and University Colleges (Universiti Sultan Zainal Abidin) (Discipline of Students) Rules 2024, which is the Community Service Punishment; and

(b) as one of the alternative punishments in the form of education and teaching that the Universiti Sultan Zainal Abidin Student Disciplinary Committee can decide.

**Interpretation**

3. In these Regulations, unless the context requires another meaning—

"Student Disciplinary Committee" means a committee established by the Universiti Sultan Zainal Abidin Board of Directors pursuant to Section 16B of the Universities and University Colleges Act 1971;

"community service" means community service carried out by a punished student as a punishment in the form of education and teaching to the punished student;

"punished student" means a student who is found guilty and sentenced by the Universiti Sultan Zainal Abidin Student Disciplinary Committee.

### **Application**

4. These Rules are applicable to–

- (a) The Chairman and members of the Student Disciplinary Committee in considering the case against students who are convicted of disciplinary offences and have the power to decide on punishment in accordance with Rule 58, Universities and University Colleges (Universiti Sultan Zainal Abidin) (Discipline of Students) Rules 2024; and
- (b) All students who have been convicted of general or academic disciplinary offences in accordance with the Universities and University Colleges (Universiti Sultan Zainal Abidin) (Discipline of Students) Rules 2024 and found guilty by the Universiti Sultan Zainal Abidin Student Disciplinary Committee.

### **Consideration**

5. Factors and considerations that can be taken into account by the Student Disciplinary Committee in determining the period of Community Service Punishment that must be served by students who are found guilty of disciplinary offences committed by them:

- (a) Facts of the case;
- (b) Types of offence;
- (c) Student background;
- (d) Student mitigation; and
- (e) Any other factors that are deemed appropriate and appropriate by the Student Disciplinary Committee to consider.

### **Place of implementation**

6. The place of community service can be at any of the following premises:

- (a) Hostel;
- (b) Faculty, School, Academy or Institute;
- (c) Mosque;
- (d) Library;
- (e) Laboratory;
- (f) Sports Centre;

- (g) Any other part of the Campus; or
- (h) Any other place outside the Campus.

### **Forms of punishment**

7. The form of Community Service punishment can consist of any one or more of the following options:

- (a) Packing and cleaning;
- (b) Arranging books;
- (c) Data entry;
- (d) Sending letters;
- (e) Update the notices of the Campus, Dormitory, Faculty, School, Academy or Institute;
- (f) Duty at the counter;
- (g) Mentoring other students;
- (h) Assisting lecturers / Deans of Faculties, Schools, Academies or Institutes;
- (i) Engage in volunteer programmes organised by the University either on or off the Campus; and/or
- (j) Other community service activities deemed appropriate by the University Authority.

### **Implementation of punishment**

8. Based on Rule 58, Universities and University Colleges (Universiti Sultan Zainal Abidin) (Discipline of Students) Rules 2024, the Student Disciplinary Committee may–

- (a) decide that any student who is punished shall be sentenced to community service only; or
- (b) combine with any of the forms of punishment listed in Rule 58, Universities and University Colleges (Universiti Sultan Zainal Abidin) (Discipline of Students) Rules 2024.

### **Start date and duration of sentence hours**

9. (1) The Student Disciplinary Committee shall decide on the duration of community service punishment whether:

- (a) 8 hours;
- (b) 12 hours;
- (c) 18 hours; or
- (d) 24 hours.

(2) The period of community service can be carried out continuously or intermittently until the punishment hours are completed, as decided by the Student Disciplinary Committee.

(3) The commencement date of community service punishment shall commence according to the date set by the Student Disciplinary Committee.

(4) All community service sentences served by the punished student shall be completed within one (1) semester of study of the punished student.

#### **Default**

10. (1) If a student is found to be in breach of any community service penalty order decided by the Student Disciplinary Committee, whether in full or partial default, then the student shall be fined in accordance to Rule 58(4) of the Universities and University Colleges (Universiti Sultan Zainal Abidin) (Discipline of Students) Rules 2024.

(2) If a student fails to pay the fine under paragraph 10(1), the student shall be immediately suspended from being a student of the University and shall not be allowed to be in or enter the Campus and the suspension shall continue until the default is corrected.

#### **Governance and supervision**

11. The execution of community service punishment by the punished students shall be managed and supervised by the University Student Affairs Office in cooperation with the Dean of the Faculty or the Head of the School, Centre, Academy or Institute of the punished student.

#### **Logbook**

12. A diary of community service sentences undertaken by punished students shall be prepared and supervised by the University Student Affairs Office and shall contain the following minimum details:

- (a) The name of the student who was punished, the type of offence, the type of overall disciplinary punishment decided by the Student Disciplinary Committee;
- (b) The form of community service punishment that needs to be carried out and the overall duration of the community service sentence;
- (c) The duration of the daily hours of the sentence to be carried out;
- (d) Details of the supervisor;
- (e) Signature of the punished student;
- (f) The supervisor's signature; and
- (g) Other information that is important to be lodged and recorded.

#### **Report**

13. A community service punishment report undertaken by a punished student shall be prepared by the appointed supervisor and the report shall be kept by the University Student Affairs Office as the student's disciplinary secretariat for verification.

**Effective date**

14. The Universiti Sultan Zainal Abidin (Implementation of Community Service Punishment) Regulations 2024 shall come into force as the date on which the Universities and University Colleges (Universiti Sultan Zainal Abidin) (Discipline of Students) Rules 2024 come into force.

**Amendment**

15. The University Board of Directors may make any amendments, repeals or cancellations of any provisions contained in these Regulations from time to time.

Made 24 October 2024

TAN SRI CHE KHALIB BIN MOHAMAD NOH

*Chairman*

*Board*

*Universiti Sultan Zainal Abidin*