

<b>Universiti Tunku Abdul Rahman</b>			
<b>Procedure Title: PROCEDURES ON HANDLING SEXUAL MISCONDUCT CASES INVOLVING STUDENT</b>			
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## 1. INTRODUCTION

- 1.1 The University aims to provide an educational and study environment for its members, students included, that are free from sexual misconduct in line with the **NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY** of the University.
- 1.2 The University views sexual misconduct as a serious violation of the University's rules and regulations and work values. Any student found guilty of such misconduct will not be tolerated or condoned by the University and will be subjected to disciplinary action.

## 2. PURPOSE

The University encourages students to promptly report incidents of sexual misconduct and will respond appropriately including taking disciplinary action when warranted, in response to sexual misconduct by its students, staff and outsiders.

The purpose of this procedure is to establish comprehensive processes on handling sexual misconduct cases encountered by students in a fair and independent manner, as well as imposing immediate punitive, reformatory and preventive actions.

## 3. INTERPRETATION

In this procedure, unless contextually requiring a different interpretation:

**“Alleged Person”** refers to person against whom the allegation of sexual misconduct is made which includes Staff/Student/Outsider and others;

**“Complainant”** refers to the individual making a complaint of sexual misconduct happened to him/herself (victim) or happened to another person by a Staff/Student/Outsider or others;

**“Department of Student Affairs”** refers to the Department of Student Affairs Kampar Campus and Sungai Long Campus;

**“Outsider”** refers to any individuals apart from the University staff and students who have dealings with the University, including visitors, visiting staff, vendors, operators, contractors, suppliers, alumni and members of the community or any parties having any dealings with the University;

**“Sexual Misconduct”** means any act or behaviour in sexual nature used to obtain sexual gratification without a person’s consent or such consent obtained is not given

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freely or voluntarily which includes sexual harassment, sexual exploitation, sexual assault and sexual abuse regardless of age and gender;

“**Staff**” means an employee of the University;

“**Student Disciplinary Committee**” refers to the student disciplinary authority as defined under Rule XX (Student Code of Conduct) and the committee established under the Rule XXI (Student Discipline);

“**Student**” includes any registered student regardless of level or mode of study at the University.

#### **4. DESCRIPTION OF SEXUAL HARASSMENT, SEXUAL EXPLOITATION & SEXUAL ABUSE**

##### **4.1 Sexual Harassment**

(1) Sexual harassment is any form of unwanted sexual behaviour, actions, conduct or statements that are offensive, humiliating or intimidating which includes unwelcome sexual advances, requests for sexual favours or other verbal or physical conduct or written communication of sexual nature when:

- (a) Submission to such conduct is made a term or condition of an individual's educational experience; or
- (b) Submission to or rejection of such conduct is used as a basis for academic decisions affecting such individual; or
- (c) Such conduct has the purpose or effect of unreasonable interfering with an individual's academic performance, participation in extracurricular activities; or creating an intimidating, hostile, or offensive learning environment.

(2) It is a form of misconduct that undermines the institutional mission of the University.

(3) Sexual harassment may take place includes, but not limited to, curriculum or co-curriculum activities at the campus, learning related-social functions, conferences or training sessions, travel or student activities outside the campus or over the telephone or electronic media.

(4) If the sexual harassment act institutes a criminal offence such as molestation or rape, incest, statutory rape under Penal Code, or seeking and accepting sexual favours as bribe under the Anti-Corruption Commission Act 2009, it shall be under the purview of the Police and relevant authorities. The Department of Student

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Affairs shall at any time provide reasonable assistance to the Complainant/victim to report the case to the police or relevant authorities.

(5) Example of sexual harassment including but not limited to the following:

(a) Physical Harassment

- (i) Touching, patting, pinching, brushing, squeezing, tickling or hugging without the victim's consent.
- (ii) Kissing, stroking, massaging, standing close or advances without the victim's consent.

(b) Verbal Harassment

- (i) Propositions, suggestions, innuendoes, comments or flirtations for sexual relations or treatments.
- (ii) Jokes, stories, personal questions, insults, remarks, ridicules or coercing sexual favours.

(c) Non - verbal Harassment (Sign Language)

- (i) Signals, gestures, leering, whistling, flashing, stalking, or lurid posturing.

(d) Visual Harassment

- (i) Sending of inappropriate and indecent short messaging service (SMSs), photographs, pictures, computer graphics, published and written material or objects.

(e) Psychological Harassment

- (i) Asking for dates, social invitations even after repeatedly rebuked, undignified / inappropriate sexual favours verbally via phone calls, text messages, email or any forms of communication, threatening to post videos/photos of relationship in social media.

4.2 Sexual exploitation refers to actual or attempted abuse of a position of vulnerability, differential power, or trust for the offender's sexual purposes. It includes profiting monetarily, socially, or academically from the sexual exploitation of another.

4.3 Sexual Abuse means abusive physical infringements that are sexual in nature by force or by coercion against another.

- 4.4 Sexual Assault includes actions, threats, and attempts to touch another person without that person's consent, or coerces or physically forces a person to engage in a sexual act against their will. Nevertheless, sexual assault is not limited to the acts stated here.

## 5. CONSENT

- 5.1 Consent can be categorized into the followings:

- Freely given – consent given without coercion, with the individual fully alert and conscious.
- Informed – consent was given based on relevant information and mutual understanding of both parties.
- Enthusiastic – consent consists of an 'active yes', not silence, omission to answer or hesitant agreement.
- Specific – consent was given for specific action and time. Saying yes to one act now does not mean a yes to a subsequent different act or the same act occurring at a later time.
- Reversible – consent can be revoked at any time even after the act that was initially consented to had begun.

- 5.2 It is not consent in the following situations:

- When a person is threatened, pressured, coerced, bullied, manipulated or deceived into giving consent.
- When a person is not conscious or intoxicated – i.e. asleep, unconscious, drunk, drugged.
- When a person lacks the mental capacity to understand, comprehend and communicate consent either due to mental illness or cognitive impairments.

## 6. EXEMPTION

Actions such as praising, hand shaking or wishing someone well, presentation of memos or congratulatory letters for a job well done, sexual discussion in an academic setting that are conducted in good faith shall not be considered as an act or conduct of sexual misconduct.

## 7. PROCEDURE FOR RECEIVING AND INVESTIGATING CASES OF SEXUAL MISCONDUCT

### 7.1 Making a Complaint

#### (refer to Flowchart 1)

- (1)(a) Any complaints regarding sexual harassment shall be directed to the Department of Student Affairs (DSA) through any one of these channels:
- DSA Email, Kampar Campus: cosm.kpr@utar.edu.my  
DSA Email, Sungai Long Campus: cosm.sl@utar.edu.my
  - DSA Hotline, Kampar Campus: 016-2100864 (24 hours)  
DSA Hotline, Sungai Long Campus: 016-2100862 (24 hours)
  - Visit the Department of Student Affairs Offices in Sg Long or Kampar.
  - Send complaint/feedback via the online feedback system.
- (b) If a complaint is made to the faculty or other department, the faculty or the staff receiving the complaint from other department shall direct the complaint to DSA or instruct/ advise the complainant to submit the complaint formally to DSA.
- (c) The types of incidents a Complainant may wish to complain on may include incidents occurred within or outside campus where the Alleged Person is:
- a fellow student at the University;
  - a member of University staff;
  - an outsider who has dealings with the University; or
  - an outsider who has no dealings with the University.
- (2) The Complainant submits a written referral that states sufficient and relevant facts and evidences, including specific name(s)/ descriptions of the person(s), date(s), locations and descriptions of the alleged act(s) of sexual misconduct. The referral must be signed by the Complainant.
- (3) If the sexual harassment act institutes a criminal offence such as molestation or rape, incest, statutory rape under Penal Code, or seeking and accepting sexual favours as bribe under the Anti-Corruption Commission Act 2009, it shall be under the purview of the Police and relevant authorities.
- (4) Upon receiving complaint on sexual misconduct involving sexual assault, the Complainant or the victim shall be brought to the Hospital immediately for treatment and examination by the medical expert with the accompaniment of a staff from Department of Student Affairs who received the complaint.
- (5) All affected parties including the University, the Complainant and the Alleged Person at any time shall reserve their rights to make police report. The Department

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of Student Affairs shall at any time provide reasonable assistance to the Complainant/victim to report the case to the police or relevant authorities.

## 7.2 Guideline for Evidence Gathering by the Complainant

Good evidences in a sexual misconduct case is crucial which can ease the process of investigation and disciplinary proceeding. Complainant may collect or gather information and evidence based on the following guidance:

- (1) recording or making notes about the incident (date, location, time etc.) as necessary evidence;
- (2) keeping any notes, messages, letters, emails, photos, posters, objects or reading and visual materials that are sexual in nature sent to the complainant via social media platforms or via any applications, or through the use of any media, electronic or communication devices, or anything that may act as evidence. The documents, materials or objects handed over shall not be altered and must be handed over in full and complete form to protect the integrity of the evidence;
- (3) identify other individuals who have been victims, or who saw the incident occurring, or the first person told by the Complainant about the incident, so that these individuals may be called to testify (bearing witness) when necessary.

## 7.3 Receiving the Complaint **(refer to Flowchart 2)**

- (1) The Department of Student Affairs is responsible for receiving any complaints of sexual misconduct and take appropriate steps to ensure complete information and evidence is obtained.
- (2) Department of Student Affairs shall fill up a form (Appendix 1) and list down the documents, materials or object handed over by the Complainant. The Complainant and the Department of Student Affairs must verify and sign the form. The documents, materials or objects handed over or listed down in the form shall not be altered, deleted or destroyed.
- (3) The Department of Student Affairs will issue acknowledgment of receipt of the Complaint in writing and inform/ explain to the complainant of the procedures involved **within 24 hours** from the date of receiving the complaint.
- (4) The University will investigate all complaints of sexual misconduct with confidentiality and proceed with the appropriate disciplinary action based on available evidence in accordance with the University's existing disciplinary procedures.

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- (5) If agreed or requested by the complainant, the Department of Student Affairs may refer the complainant/victim to the Centre for Healthy Minds and Wellbeing to receive counselling support and assistance.

7.4 Investigation Process  
(refer to **Flowchart 2**)

- (1) Within **48 hours** from receipt of the written referral by the staff of the Department of Student Affairs, the Vice President (SDAR) shall appoint at least two Investigators who are impartial to the case, have no interest and have no conflict of interest to investigate or gather information relevant to the case.
- (2) All appointed Investigators are requested to fill up the Declaration of Confidentiality by Investigator (SDC) form (Appendix 2). The appointment of the Investigator shall consider the gender of the Investigator and be decided on a case-to-case basis. Example, if the Complainant is a woman, at least one the investigators assigned shall be a woman.
- (3) The report and evidence gathered by the investigators shall then be submitted within **seven (7) working days** from the appointment unless the complexity of the case justifies the provision of a longer duration for reporting. The Department of Student Affairs shall update the Complainant and the Alleged Person on the progress of the investigation via email if the investigation is extended beyond seven (7) working days.
- (4) The appointed investigators shall conduct the investigation to obtain information and verify the details of a complaint, including:
  - (a) assessing and checking the complaint, report and other related records;
  - (b) interviewing the Complainant, the Alleged Person, witnesses or other individuals necessary pertaining to the investigation. The statement shall be made in writing and signed by the maker. The Complainant and the Alleged Person may be accompanied by an observer when he is called to provide his/her evidence subject to the Complainant or the Alleged Person informing and obtaining the prior consent of the Student Disciplinary Committee. This observer tasked with providing moral support to Complainant or the Alleged Person and shall not interfere the interview process with the Investigator;
  - (c) accessing all resources, information and documents, and conducting space and site inspection as necessary;
  - (d) summarising the findings of the investigation; and
  - (e) preparing and submit a comprehensive investigation report.

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- (5) The entire investigation process shall be recorded and documented.
- (6) The Investigators shall recommend to the Vice President (SDAR) the following recommendation which include but not limited to:
- (a) the complaint is justified and should be referred to Student Disciplinary Action or Staff Disciplinary Action;
  - (b) unfounded and complaint should be dismissed;
  - (c) the complaint arises from misunderstanding or dispute between the Parties and the Parties shall be called to resolved on settlement;
  - (d) the complaint has been made in bad faith and the disciplinary action shall be taken against the Complainant;
  - (e) the complaint is unfounded but because the complaint made in good faith, the Complainant will be protected from any form of punishment/retaliation; and
  - (f) fall under criminal offence and recommends that a report be made by the Complainant or the Alleged Person to the appropriate authorities.
- (7) The Complainant and the Alleged Student/ Staff will be notified in writing by the Department of Student Affairs on the finding from the investigation on:
- (a) whether the complaint is justified and should be referred to Student Disciplinary Action or Staff Disciplinary Action; or
  - (b) the complaint is unfounded and should be dismissed; or
  - (c) any recommendation of action proposed by the Investigator;
- within **seven (7) working days** from the submission of Investigation report to the Vice President (SDAR). The Department of Student Affairs will explain to the Complainant and the Alleged Student on the above finding.
- (8) The Complainant and the Alleged Student/Staff may submit new evidence, views or feedback on the findings of the investigation to the Vice President (SDAR) within **seven (7) working days** from the date the decision is notified to the Complainant and the Alleged Student/Staff. The Investigators may reconvene to view and consider the feedback received from the Complainant or the Alleged Student/Staff. Any decision from the Vice President (SDAR) thereafter is **FINAL**.



- (9) In the event the Alleged Person or the Complainant is the outsider who has dealing with UTAR, the University will notify the Alleged Person/Complainant on the outcome of the investigation.

7.5 Disciplinary Proceeding  
(refer to flowchart 3)

- (1) The disciplinary proceeding shall be held in accordance with the provisions of Part IV of Rule XX (Student Code of Conduct).
- (2) The Student Disciplinary Committee shall be the student disciplinary authority in which the members shall be appointed in accordance to the Rule XXI (Student Discipline) and shall comprise of at least one woman for each sitting.
- (3) The Student Disciplinary Committee consist of:
- (a) One Vice President appointed by the President as the Chairperson;
  - (b) A member of the Senate elected by the Senate;
  - (c) Head of Student Affairs or his representative;
  - (d) Head of Department of the Faculty/Institute/Centre where the student is studying or a representative of that Head of Department either of whom is to be appointed by that Faculty/Institute/Centre.

Notwithstanding the above, the Student Disciplinary Committee, at its sole discretion, may invite such other person whom he deems relevant and appropriate to render assistance to the case based on his/her expertise.

The Student Disciplinary Committee must declare that they are impartial to the case, have no interest and have no conflict of interest to deliberate the case.

- (4) The Student Disciplinary Committee shall meet within **five (5) working days** from receipt of the Investigators' report and based upon that report and other evidence available, decide whether the Alleged Student should be charged and, if so, the nature of the charges.
- (5) In the event the Student Disciplinary Committee decides not to charge, the Complainant will be notified in writing and he/she may submit views/feedback to the President within **seven (7) working days** from the date of the notification.

President shall evaluate the views/feedback based on the information/ evidence submitted before him and decide on the next course of action, among others, to request the Student Disciplinary Committee to reconvene if there is merit to do so.

- (6) The Student Disciplinary Committee shall in writing require the Alleged Student to appear before it at such disciplinary proceeding, on such date and such time as it

may specify. Normally a notice of not less than **seven (7) days** be given so to ensure due preparation by the Alleged Student to present his/her defence or reply to the charges. The Department of Student Affairs will inform/ explain to the Alleged Student of the procedures involved for the disciplinary proceeding.

- (7) The Complainant may be invited to attend the disciplinary proceeding as a witness and if the Complainant decided not to attend the disciplinary proceeding, the Student Disciplinary Committee shall proceed with the disciplinary proceeding with the evidence received. The Department of Student Affairs shall update the Complainant on the progress of the disciplinary proceeding via email.
- (8) The entire disciplinary proceeding shall be recorded and documented.
- (9) Where the Alleged Student is found guilty of a disciplinary offence, the disciplinary authority may make any one or any appropriate combination of two or more of the following penalties pertaining to the misconduct:
  - (a) Fine;
  - (b) Letter of reprimand;
  - (c) Inform the parent or guardian of the punishment;
  - (d) Compulsory counselling session(s);
  - (e) Withdrawal of privileges i.e. entering library, driving in the Campus etc;
  - (f) Restitution, compensation for loss, damages, or injury to the appropriate party in the form of service, money or material replacement;
  - (g) Suspension from the University for a specified period of time or until certain conditions are met;
  - (h) Dismissal and be refused re-admission to any programme of study offered by the University; and
  - (i) Any other penalty or punishment as deemed fit.
- (10) The Alleged Student concerned shall be informed in writing of the decision of the Student Disciplinary Committee within **three (3) working days** from the decision of the disciplinary proceeding. The Complainant who is the staff or student of the University will be notified in writing on the completion of the disciplinary proceeding.

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(11) The Alleged Student found guilty of a disciplinary offence shall be notified of his/her right to appeal within **seven (7) working days** from the date of the decision letter in accordance with the provisions of Section 54 of Rule XX (Student Code of Conduct).

(12) The Appeal Board of Student Discipline shall consist of:

- (a) The President as the Chairperson;
- (b) One Vice President (who did not chair the Student Disciplinary Committee whose decision is being appealed against) appointed by the President; and
- (c) Registrar.

Notwithstanding the above, the Appeal Board of Student Disciplinary, at its sole discretion, may invite such other person whom he deems relevant and appropriate to render assistance to the case based on his/her expertise.

#### Staff Disciplinary Action

(13) In case of any Staff been identified as the Alleged Person who committed sexual misconduct, the Alleged Staff will be referred to the Division of Human Resources and subject to the Staff Discipline procedure as prescribed under the University's rules and regulations. The Complainant shall be physically present and provide his/her evidence to the Staff Disciplinary Committee.

#### Action against Outsider

(14) In case of any outsiders found to have committed sexual misconduct in the campus upon an investigation conducted by the University, the finding of the investigation shall be report to the President by the Vice President (SDAR). The President shall make any one or any appropriate combination of two or more of the following penalties pertaining to the misconduct:

- (a) prohibited from entering any parts of campus;
- (b) prohibited from dealing with any members of the University;
- (c) termination of service contract with the University;
- (d) reporting the outsider to the relevant law enforcement agency;
- (e) any other penalty or punishment or decision as deemed fit.

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Referred the Case to Relevant Authority for Compensation or Damages

(15) The Complainant may take an action to refer his/her case to relevant authorities which includes making a claim for compensation or damages if he/she has suffered the loss in terms of monetary, image and others based on relevant legal provisions and laws of Malaysia, apart from the disciplinary action made against the Alleged Person. This shall also apply to the Alleged Person in the case where the allegation made against the Alleged Person is found to be unproven and unfounded and made in bad faith.

**(8) FALSE OR FABRICATED REPORT**

A student who is found to have made a false or fabricated accusation of Sexual misconduct shall also be subjected to disciplinary action for making false statements to any relevant authority.

**(9) REMEDIATION AND COUNSELLING**

9.1 Upon receiving the complaint or pending the initiation of the disciplinary proceeding, if the Student Disciplinary Committee believes that:

- (a) there is cogent and reliable information which supports the allegations of misconduct;
- (b) the continued presence of the Alleged Student in the University poses a threat to the Complaint or any individual;

the Student Disciplinary Committee may suspend the Alleged Person for an interim period prior to the resolution of the disciplinary proceedings as provided under Section 42 of Rule XX (Student Code of Conduct).

9.2 Notwithstanding the above, the University has the right to take any **reasonable measures** as it thinks fit and is appropriate upon receiving of report to minimise the potential for harm to any person including, but not limited to:

- (a) different class or timetable arrangement;
- (b) assist in placement re-assignment;
- (c) assist in short-term emergency housing re-location; or
- (d) special consideration for withdraw without penalty.

9.3 In implementing the reasonable measures, the University will:

- (a) take into consideration the risk on the Complainant and Alleged Person;
- (b) use the principles of procedural fairness;
- (c) ensure to balance any conflicting rights and interests;
- (d) make sure victimisation does not occur.

9.4 The Complainant and/or the Alleged Student may be asked to attend a counselling/mediation session as recommended by the Student Disciplinary Committee.

## 10. CONFIDENTIALITY

10.1 An allegation of sexual misconduct is serious and may affect one's reputation, even when it may not be proved. Thus, every stage of action taken by the parties involved shall be treated as strictly confidential to preserve the dignity and reputation of the Complainant, the Alleged Person and the University in general.

10.2 The above clause shall not be applied when such information is required by law, a valid order issued by a court or such other governmental body.

## 11. INFORMATION AND ASSISTANCE

Any complaints on sexual misconduct (COSM) shall be directed to the Department of Student Affairs (DSA) through any one of these channels:

Department of Student Affairs of both campuses  
DSA Hotline, Kampar Campus: 016-2100864 (24 hours)  
DSA Hotline, Sungai Long Campus: 016-2100862 (24 hours)  
DSA Email, Kampar Campus: cosm.kpr@utar.edu.my  
DSA Email, Sungai Long Campus: cosm.sl@utar.edu.my

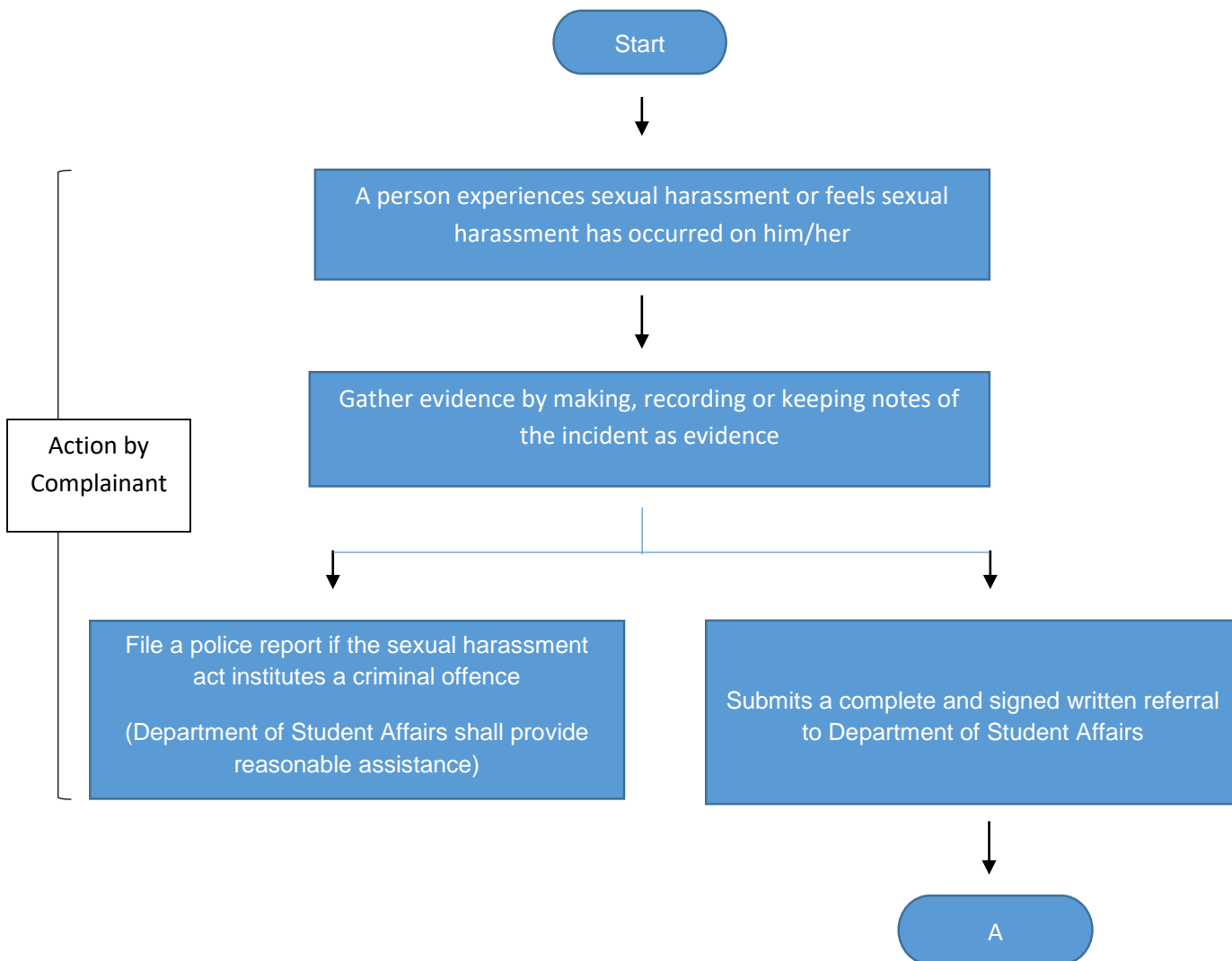
## 12. SEXUAL MISCONDUCT PREVENTION PROGRAMME

The most effective strategy against sexual harassment is prevention. Seminar series, courses, periodic announcements, awareness campaign and other programme shall be introduced to the members of the University including but not limited to the following aspects:

- (a) the forms and behaviours on Sexual Misconduct;

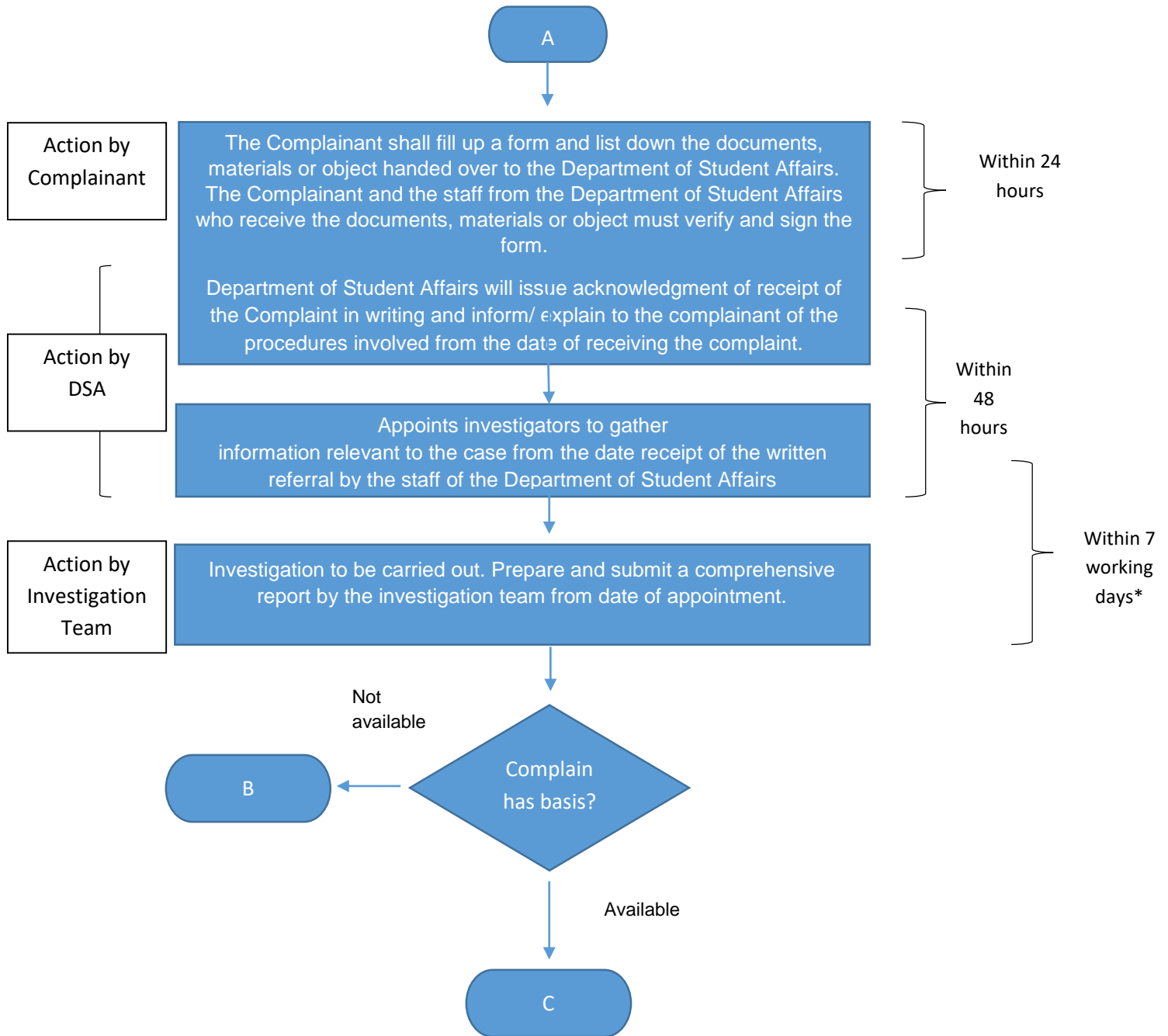
- (b) accountability, stringency, and integrity of the University in handling the sexual misconduct comment;
- (c) moral support and counselling service provided by the University to the affect parties upon receive the complaint.

**FLOWCHART 1: COMPLAINT PROCESS**



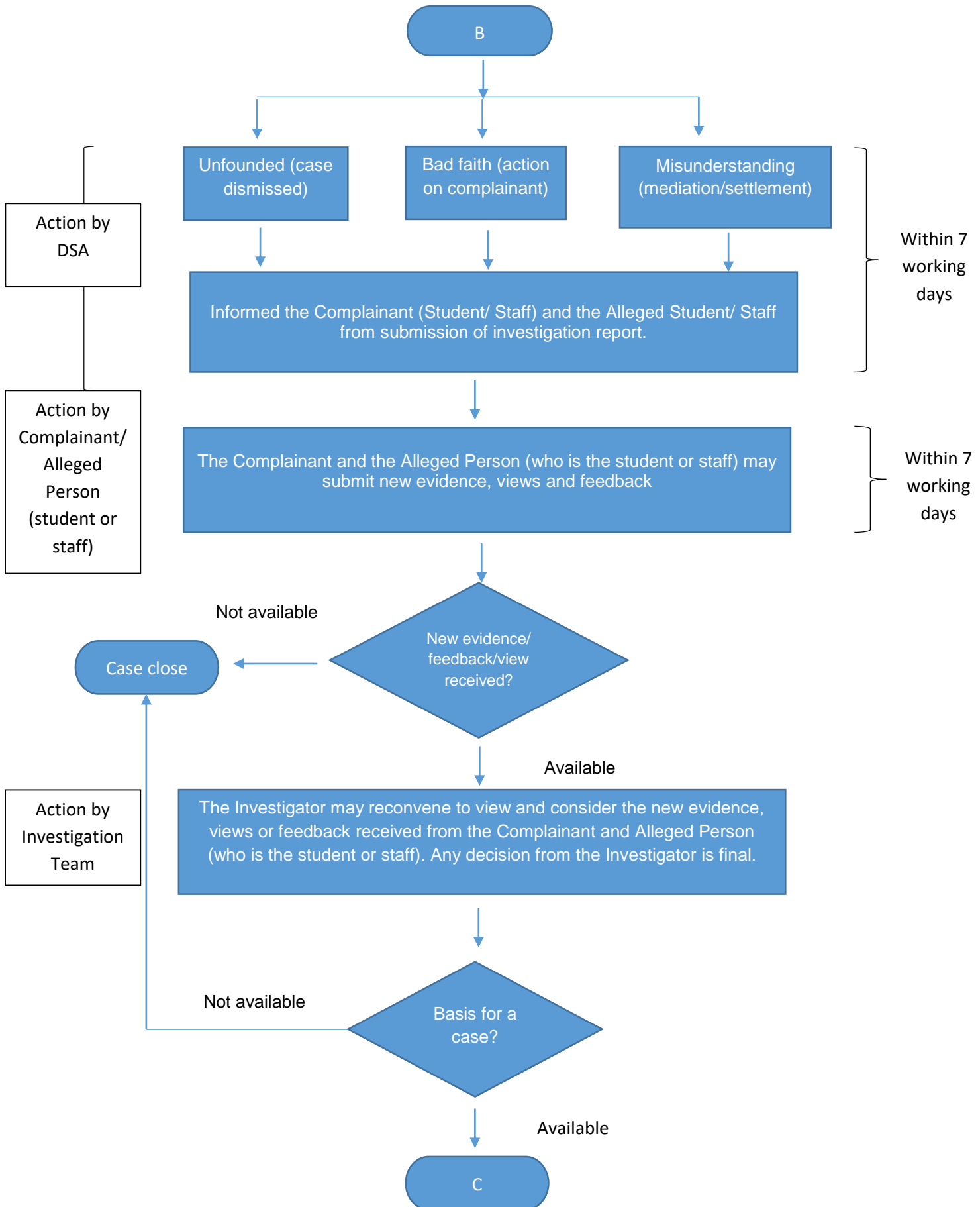
*Note: Upon receiving complaint on sexual misconduct involving sexual assault, the Complainant or the victim shall be brought to the Hospital immediately for treatment and examination by the medical expert with the accompaniment of a staff from Department of Student Affairs who received the complaint*

**FLOWCHART 2: RECEIVING THE COMPLAINT AND INVESTIGATION PROCESS**

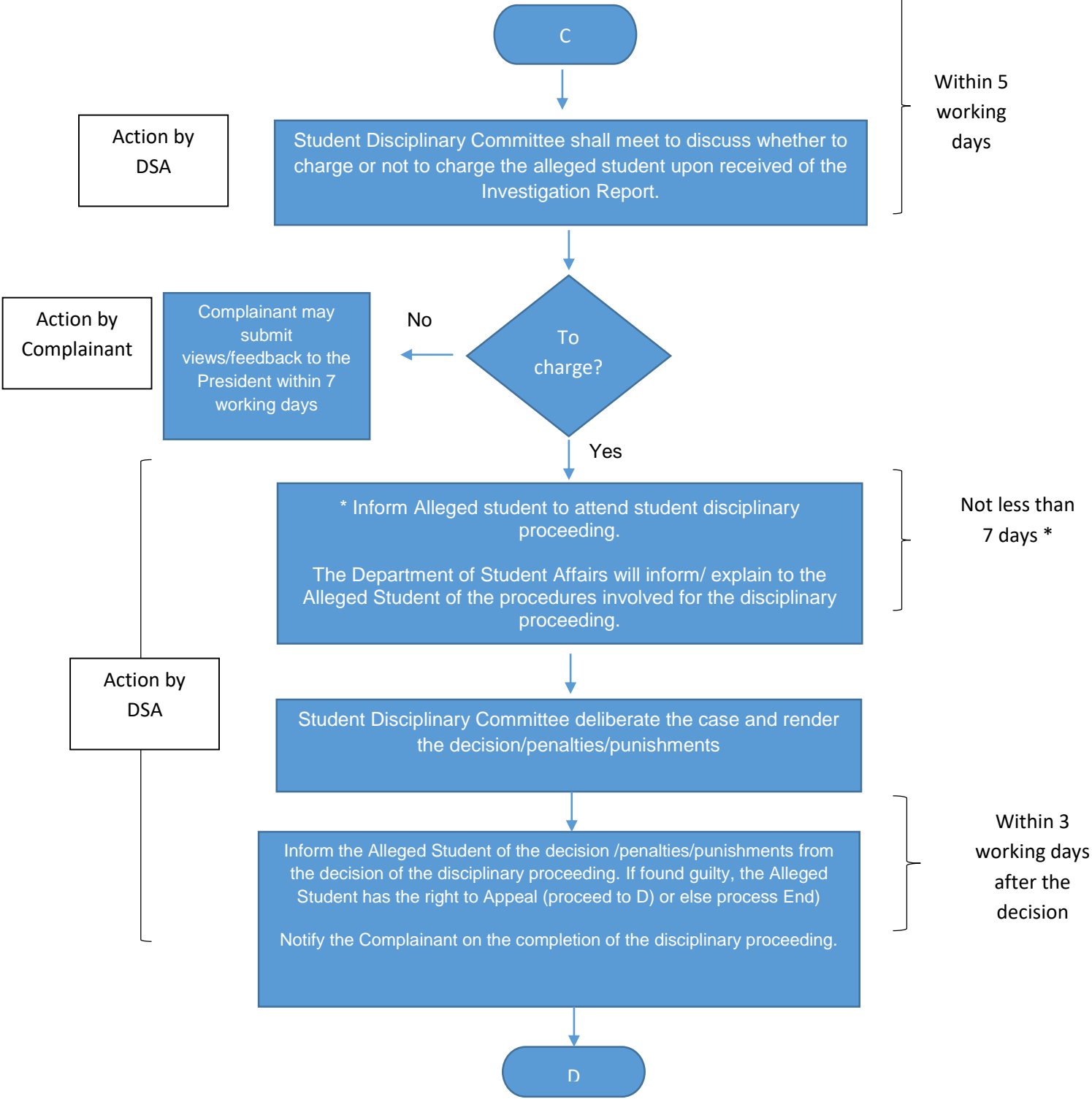


**Note:** \* Unless circumstances surrounding the case justifies the provision of a longer duration

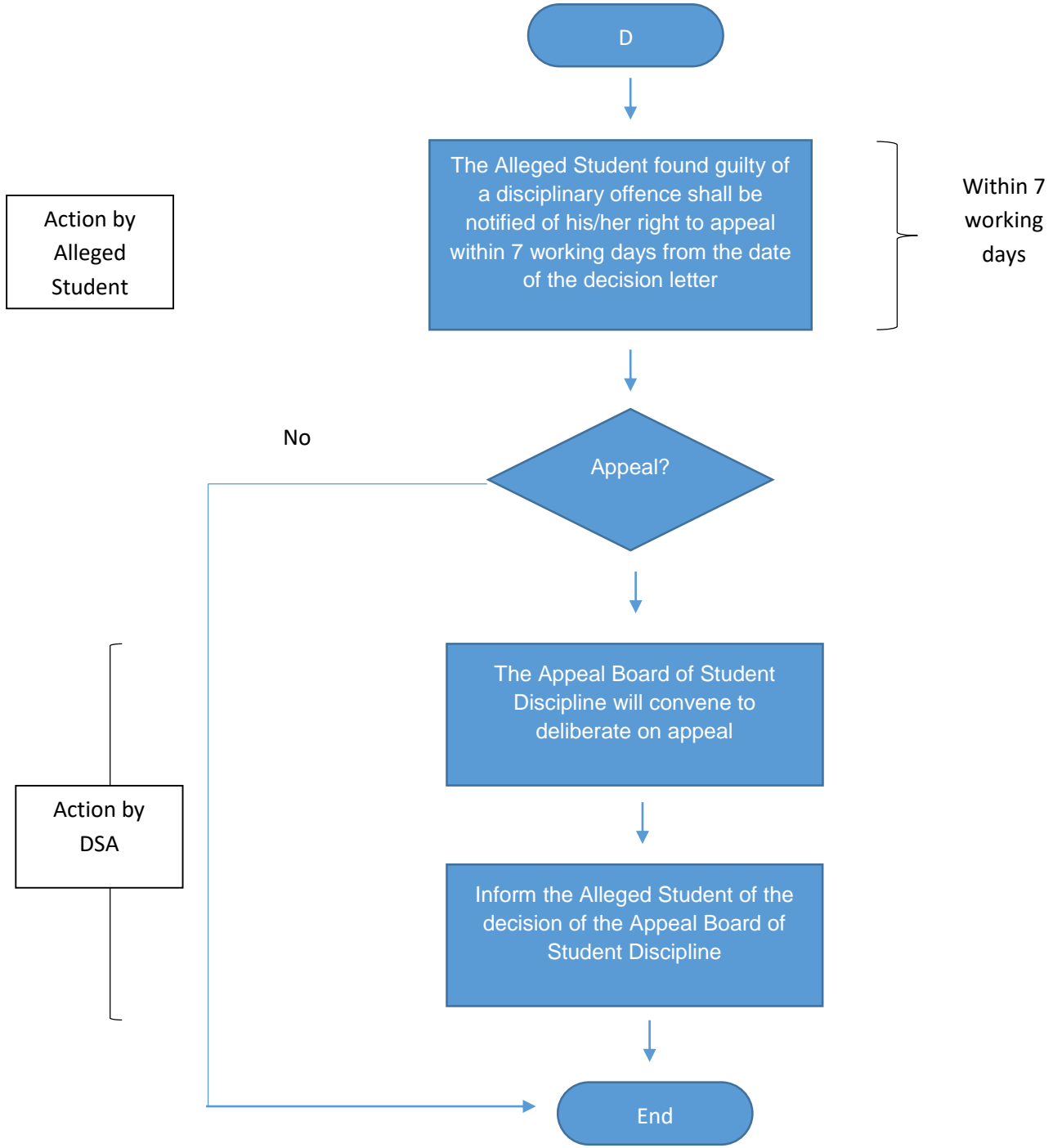




**FLOWCHART 3: DISCIPLINARY PROCEDURE**



*Note: \* Normally a notice of not less than 7 days be given so to ensure due preparation by the students to present his defense or reply to the charges.*



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<b>Universiti Tunku Abdul Rahman</b>			
<b>Form Title: ACKNOWLEDGMENT RECEIPT OF EVIDENCE(S)</b>			
<b>Form No. : FM-DSA-SSU-011</b>	<b>Rev No: 1</b>	<b>Effective Date: 03/07/2023</b>	<b>Page: 1 of 1</b>

**ACKNOWLEDGEMENT RECEIPT OF EVIDENCE(S) BY THE DEPARTMENT OF STUDENT AFFAIRS IN RELATION TO A COMPLAINT**

**APPENDIX 1**

1. This is to confirm that I, \_\_\_\_\_ (Name) [NRIC No./ Passport No./ Student/Staff ID: \_\_\_\_\_] have submitted the following to the Department of Student Affairs on \_\_\_\_\_ (Date & Time):

No.	Item & Description (eg. 3 pages of photocopy of screenshot dated xxx)	Remark (If any)
1.		
2.		
3.		
4.		
5.		
6.		
7.		

- I hereby confirm that the evidence(s) submitted is accurate, genuine, complete, and without any alteration, amendments, or false or misleading information.
- If the evidence(s) submitted is a photocopy or duplicate copy, I shall produce and show the original copy to investigators and the Student Disciplinary Committee member during the investigation and hearing.
- I have been informed by the staff in charge that I shall not destroy, delete or dispose the evidence(s) submitted and shall keep the evidence with me at all time.
- I shall not disclose or publish the evidence(s) consisting of others' personal data to the public domain unless it is required by the law.
- By signing this form, I hereby confirm that I have read, understand, and agree to the contents mentioned above.

Submitted by:

Received by:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Staff ID: \_\_\_\_\_

<b>Office's action:</b>	
<b>Signature:</b>	<b>Date &amp; Time:</b>

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**APPENDIX 2**

<b>Universiti Tunku Abdul Rahman</b>			
<b>Form Title : Declaration of Confidentiality by Investigator (SDC)</b>			
Form No. : FM-DSA-SSU-010	Rev No: 0	Effective Date: 17/1/2023	Page: 1 of 1

To: Chairman  
Student Disciplinary Committee  
Universiti Tunku Abdul Rahman

I, \_\_\_\_\_ (name as per NRIC) (NRIC No./ Passport No./ Staff ID No. \_\_\_\_\_) hereby solemnly and sincerely declare, to the best of my knowledge and belief, as follows:

1. I acknowledge that in the course of the investigation I will have access to information, records, documents, etc which are STRICTLY CONFIDENTIAL;
2. I hereby undertake that I will not divulge any confidential information, records, documents, etc. regarding the investigation to any individual including but not limited to next of kin, relatives, students, colleagues or friends;
3. I hereby undertake that I have no interest and take an impartial stand throughout the Investigation. In the event of a conflict of interest, I shall withdraw myself from the investigation after notifying the secretariat of the Student Disciplinary Committee;
4. I will not photostat or make copies and remove confidential information whatsoever from my workstation or Department without authorization;
5. I will not show to or discuss confidential information with anyone who does not have the need and authority to know;
6. I will not tamper with, destroy, falsify or otherwise improperly deal with any confidential information or records or documents, etc. of any kind whatsoever;
7. I acknowledge and agree that disciplinary action shall be taken against me if there is any unauthorized access, use, modification or disclosure of confidential information;
8. I agree to indemnify the University from any/or all losses, damages, claims, etc. arising from or in connection with [whether directly or indirectly] my breach of this confidentiality obligation;
9. I hereby promise that I will provide necessary and timely updates and changes about the information required in the above paragraph (2) to the secretariat of the Student Disciplinary Committee from time to time;
10. I hereby declare that I will maintain this confidentiality obligation even after the expiration or early termination or completion of my employment services with the University.

I certify that I have read and understood the above confidential statements and agree to abide by the above declarations.

Signed by:	Witnessed by:
Name of Investigator: Designation: Department: Date:	Name: NRIC No.: Contact No.: Date: