



Policy Name:	STUDENT DISCIPLINARY POLICY		
Department		Approval Authority	Rector
Date of Implementation		Date of Last Revision	

1. Scope

The College's Student Disciplinary Policy has been drawn up in order to ensure that all students who may be subject to this disciplinary procedure are dealt with in a fair and equitable manner.

It is appropriate in any educational institution to set appropriate standards of performance and behavior and to operate rules which promote order and fairness and allow the development of students' abilities and skills. Such rules should be readily understood by both the students and staff.

The Code of Student Conduct provides details of the College's expectations of students. A student who does not meet the required standards of behavior makes him/her liable to disciplinary action, suspension or expulsion in sufficiently serious cases.

Wherever disciplinary action under this procedure is undertaken, the procedure should be followed as speedily as possible, whilst allowing time for an investigation where necessary.

It is recognized that for minor breaches of discipline, a less formal arrangement should exist whereby a member of the staff will discuss the matter with the student concerned in order to resolve the issue.

GENERAL PRINCIPLES

No disciplinary action will be taken against a student until the circumstances have been investigated (except in incidences in which the student has been caught red handed - in these cases, too, the student will be asked to give an explanation).

If appropriate, the Rector may suspend the student whilst the investigation is carried out.

1. At every stage, a student has the right to be advised of the reason for formal disciplinary meetings, to hear the evidence against him/her and to state his/her case.
- 2.
3. If a student fails, without good reason, to attend a disciplinary meeting which he/she has been instructed to attend, the meeting can take place and a decision made in his/her absence.
4. A student has the right to appeal against any disciplinary penalty imposed at the third stage of the procedure and against any decision to permanently exclude. A student has the right to be accompanied to an appeal hearing by a parent/guardian/carer or a friend who is a student enrolled at College. Any appeal must be in writing and addressed to the Rector within 05 working days. In all appeals of this nature the Rector's decision will be final.
5. Special consideration will be given to students whose behavior might be the consequence of a recognized learning difficulty or disability, e.g. Asperger's.
6. Disciplinary warnings will normally remain on a student's record for two years.
7. The Deans will make an annual report to the Board of Directors on the numbers of students who receive formal warnings and any students asked to leave College as part of the disciplinary procedure.

GROSS MISCONDUCT

To protect the learning environment, the College takes seriously any breaches of the Student Code of Conduct and will follow the Student Disciplinary Policy should this happen. Furthermore, this Disciplinary Procedure will be used in cases where students are involved in:

1. Theft of any kind.
2. Threatening behavior or assault.
3. Discrimination of any kind (including racial and disability).
4. Bullying or harassment including by text or email.
5. Deliberate damage to property (College and personal property).
6. Endangering the health and safety of others.
7. Any potentially criminal activities affecting the College or its students.
8. Possession and/or use of alcohol.
9. Possession and/or use of illegal substances.
10. Copying, cheating, plagiarism and forgery.
11. Inappropriate access to web material deemed unsuitable.
12. Inappropriate use of the College's e-mail.
13. Foul and abusive language used toward any member of the staff.
14. This is not an exhaustive list and each incident will be reviewed individually.

Breaches of gross misconduct lead students straight to Stage 4 of the disciplinary action (please refer to disciplinary action below).

DISCIPLINARY ACTION BY THE COLLEGE

There are four stages of action:

1. Informal – Stage 1 – in minor cases where students violate the Code of Student Conduct, a verbal request would be made from the Management to alter behavior.
2. Formal – Stage 2 – if there is repeated infringement, a lecturer will make a note regarding the issue, with a copy to the Dean which will be filed. The Dean will follow this up with the student and record agreed action.
3. Formal – Stage 3 – The **DAC** will be involved if the problem persists, and parents or carers may well be involved at this stage. A written warning from the Rector on possible suspension may be issued. Action taken must be communicated to relevant staff and report filed.
4. Final – Stage 4 – If the warning is not taken heed by the student or the matter persists then the Dean will refer the matter to the Rector, who has the right to expel the student from the College.
5. Where serious breaches of the code of conduct occur the matter can be referred to the Rector. The Rector makes the decision to instigate final disciplinary procedures. These are temporary exclusion or permanent exclusion.

A report will be made to the Senior Management Staff listing any students who have reached the final stage and the reasons for this.

The students are expected to avoid any gross misconduct which is serious breaches of the Code. If a student conducts a gross misconduct then the student must expect:

1. To be automatically excluded from college while the incident is fully investigated.
2. Parents or carers will be contacted.
3. To discuss re-admittance to the college with staff and parents or carers.
4. The conditions of re-admission will be recorded and copies given to the student, staff and parents.
5. If any of these conditions are broken then permanent exclusion is likely to follow.

The following is the College's Disciplinary Policy on cheating and plagiarism. The College will strictly follow this policy when dealing with cheating and plagiarism by students of the College.

Cheating

Cheating is the actual or attempted practice of false or deceptive acts for the purpose of improving one's grade or obtaining course credit; such acts also include assisting another student to do so.

Even though measures are taken by the College to discourage students from cheating in exams, some students try to engage in practicing unethical acts such as taking papers/notes secretly inside exam halls and try to copy answers from these notes. The College will not be lenient with students who cheat or try to cheat and will deal with them strictly as mentioned below.

Plagiarism

Plagiarism is a specific form of cheating which consists of the misuse of the published and/or unpublished works of others by misrepresenting the material as one's own work. Students try to perform this unethical practice of plagiarism when they do assignments and projects.

Below are some examples of plagiarism:

- Credit is not given for ideas and concepts derived by another.
- Quotation marks are not used when quoting directly from another.
- Rephrasing or paraphrasing the expressions of thought by others without appropriate quotation marks or attribution.
- Assembling parts from various works and submitting the single paper as your own creation.
- Including references in the Bibliography without reading or examining the content.
- Including false references in the bibliography.
- And activities of this nature.

Procedures

1. If a student has been guilty of cheating or plagiarism, that student will be given zero for that module and he/she will have to get enrolled in another batch who starts that module and redo that module. If no batch is going to do that module soon, the student will have to wait for a chance. He/she will have to write a formal letter of apology to the Rector saying that he/she will not engage in such unethical practice again.
2. If a student gets engaged in cheating or plagiarism for the second time, in addition to being given zero and asking the student to redo the module, the student may be sent into

suspension for a semester, which will result in him/her to redo all the modules of that semester.

3. If a student gets engaged in cheating or plagiarism for a third time, the student will be terminated immediately from the College. The student will also be barred from doing any course in the College within a three year period.

The College will take these steps only when a student has been convicted of cheating or plagiarism. Academic dishonesty in the form of cheating and plagiarism is unacceptable behavior morally, ethically and legally and it cannot be justified or tolerated.