



THE UNIVERSITY OF FIJI

**REGULATIONS FOR
STUDENT CONDUCT AND DISCIPLINE**

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STUDENT CONDUCT AND DISCIPLINE

INTRODUCTION

1. These Regulations may be cited as the University of Fiji Student Conduct and Discipline 2009.
2. These Regulations commenced on **14 November 2009**.

3. **Purpose and Context**

The entire community at the University of Fiji is committed to demonstrating high standards of personal and professional conduct.

These standards are outlined in these regulations.

These Regulations for Student Conduct and Discipline are a guide to students, staff, visitors and other persons on the campus of the behavioural and ethical standards that should be upheld by everyone in their engagement with the University.

A number of provisions in Part 2 of this document apply to all members of the University Community, visitors and other persons while on the University Campus.

PART 1: GENERAL

1. Code of Student Conduct

1.1 These regulations are made in recognition of the principle that:

- the University is a community whose members work in close proximity. This requires certain standards of behaviour.
- the University has a right to protect and defend its reputation.

1.2 The University expects the students to behave in a way that:

- allows freedom to others to pursue their studies, work and to participate in the University community life.
- promotes the proper use of University facilities and information, and property of other persons.

1.3 The purpose of these regulations is to:

- promote the University's academic aims and the principles of mutual respect, tolerance and understanding by informing students of the behaviour that is expected of them on campus as well as off campus.
- discourage behaviour that the University considers inappropriate.
- implement fair and just disciplinary procedures for dealing with cases of misconduct.
- provide for the imposition and enforcement of proven misconduct.
- provide all due process requirements in the assessment and investigations of an allegation of misconduct.

1.4 Students must act:

1.4.1 in accordance with all University regulations (see below)*

1.4.2 with regard to the University's aim of providing an effective and supportive learning environment;

1.4.3 with respect for the property of others and proper use of University facilities;

1.4.4 with regard to the health and safety of others;

1.4.5 with regard to the University's good reputation;

1.4.6 honestly.

1.5 Students agree on becoming students that they will abide by the University's regulations.

[**“Regulations”** also cover policies, procedures and guidelines. They include areas such as academic conduct and discipline, finance, health and safety, data protection, computing, intellectual property, harassment, programme requirements. (List is not exhaustive.)

1.6 Misconduct committed away from the University premises:

- When a student is off the campus, but participates in University activities (e.g. field trips, sporting events), or uses University IT services remotely, the University will treat misconduct in the same way as misconduct on University premises.
- When a student is off campus and not taking part in University activities but misconduct involves/affects other University students or staff, misconduct will be treated in the same way as misconduct committed on University premises.

2. **Misconduct**

A student who breaches any of the provisions of the Charter, Statutes, Ordinances and Regulations or brings discredit to the University, its staff and its students commits misconduct.

3. **Interpretations**

In these Regulations, unless the contrary intention appears:

“academic misconduct” includes cheating, or assisting to cheat whether in an examination or non-examination context, plagiarism and any other conduct by which a student:

3.1 seeks to gain, for themselves or for any other person, any academic advantage or advancement to which they or that other person are not entitled; or

3.2 improperly disadvantages any other student.

“act” includes omission.

“assisting to cheat” means assisting a student with an examination or other written or practical work with the intention that the student will thereby obtain an unfair advantage.

“cheating” means seeking to obtain an unfair advantage in an examination or in other written or practical work required to be submitted or completed by a student for assessment.

“disciplinary offence” means a breach of any provision of the Charter, Statutes, Ordinances and Regulations of the University, and any other conduct which tends to bring discredit to the University, its staff and its students.

“competent authority of the University” includes senior officers of the University: Vice-Chancellor, Registrar, Deans of Schools/Heads of Sections, University Librarian, and shall include all bodies and committees of the University that have express or implied authority with respect to the occupancy and use of University property or facilities.

“general misconduct” means misconduct of a type specified in **Part 2** of this document.

“member of the University” means an enrolled student or a member of staff of the University, and includes an honorary/visiting/adjunct academic.

“professional misconduct” is inappropriate behaviour by a student of the University while undertaking a component of their programme of study internally or externally (e.g. clinical/professional placement); it constitutes a breach of professional conduct within that field of study.

“student” includes:

- a person who was a student at the time of any alleged misconduct;
- a student of another university or higher education institution who is granted reciprocal rights of access to the University of Fiji’s premises or Library or Information Technology facilities.

A person who is an enrolled student in any year is, for the purposes of these Regulations, an enrolled student until the end of the enrolment period for the first semester of the next year.

“university premises” includes:

- the premises of the University at Saweni and Suva; and
- any other premises owned or occupied by the University; and
 - ❖ the location of clinical or professional placements that form part of a course offered by the university;
 - ❖ the location of camps, field placements, workshops and any other study activities controlled or supervised by the University; and
 - ❖ any other place in the temporary possession, whether actual or constructive, of the University.

“vicinity” of the Campus refers to properties owned or occupied by the University’s sponsors namely, the Arya Pratinidhi Sabha of Fiji.

4. Delegation by the Council

4.1 Senate

The Senate shall exercise a general supervision over the discipline of students of the University, and may make regulations for the discipline of students both within and outside campus subject to the terms of these Regulations and any other Regulations made by the Council.

4.2 Vice-Chancellor

The Vice-Chancellor (or the person performing the duties of the Vice-Chancellor, in the absence of the Vice-Chancellor) may, if he or she believes upon reasonable grounds that a student has committed a disciplinary offence within or outside the campus of the University:

- suspend any student from any programme or course of study or from the use of any facilities, teaching materials or services;
- exclude or authorize the exclusion of any student from any part of the University or premises used by it provided that the Vice-Chancellor shall report any such suspension or exclusion to the Senate as soon as possible.

4.3 Pro Vice-Chancellor

The Pro Vice-Chancellor may, with regard to any student of the University, exercise all or any of the powers of the Vice-Chancellor under this regulation on delegation from the Vice-Chancellor except those which the Vice-Chancellor has expressly directed shall not be exercisable by the Pro Vice-Chancellor, provided that the Pro Vice-Chancellor shall report any action taken by him/her under this clause to the Senate as soon as practicable.

4.4 Dean of School

A Dean of School may, if he/she believes on reasonable grounds that a student has committed a disciplinary offence in relation to the School or students or staff of the School, exclude the student from attendance at any class or lecture in the School for a period not exceeding one week: provided that the Dean of School shall report to the Registrar such exclusion as soon as possible to be dealt with in accordance with the procedure laid down in the Discipline Regulations.

4.5 The University Librarian

The University Librarian, if he or she believes on reasonable grounds that a student has committed a disciplinary offence in relation to the Library or persons using the Library, may exclude the student from the Library for a period not exceeding one week: provided that the University Librarian shall report to the Registrar such exclusion as soon as practicable to be dealt with in accordance with the procedure laid down in the Discipline Regulations.

4.6 Teaching Staff

A member of the teaching staff of the University may, if he/she believes on reasonable grounds that a student has committed a disciplinary offence in relation to a class, exclude that student for a period of one day from that class: provided that the staff member shall report such exclusion to the Dean of School and the Registrar as soon as practicable to be dealt with in accordance with the procedure laid down in the Discipline Regulations.

4.7 Discipline Committee

The Discipline Committee shall exercise disciplinary control over the conduct of students in accordance with Regulations made by the Senate or Council provided that the Discipline Committee shall report its decisions to the Senate as soon as practicable.

4.8 Discipline Appeals Committee

There shall be a Discipline Appeals Committee for the University which shall have authority to hear such appeals, and shall be so composed, and follow such procedures as the Council shall by regulation prescribe: provided that the Discipline Appeals Committee shall report its decision to the Senate and Council as soon as practicable.

5. Exercise of Powers

5.1 The powers conferred by this Regulation to discipline students shall be exercised so far as practicable to ensure that any student who is believed to have committed a disciplinary offence shall be allowed a reasonable opportunity to make representation before a decision is made to take disciplinary action against him/her.

5.2 The power conferred by each clause of this Regulation may be exercised against a student notwithstanding that power conferred by another clause has been or is likely to be taken into account when determining whether disciplinary action should be taken against the same student, and if so, what penalty should be imposed.

6. Time Limits

Any time limit set out in this Regulation shall be complied with if reasonably practicable. However, despite anything else in this regulation, no action is invalidated simply because a time limit is exceeded.

7. General Remarks

Charter, Statutes, Ordinances and Regulations

Students of the University are required to know, and are obliged to observe, the Charter, Statutes, Ordinances, and Regulations of the University (*without limiting the generality of the foregoing*) the *Academic and Assessment Regulations, the Library Regulations, Laboratory Regulations, Computer and Software Use Regulations and any other Regulations relating to Student Discipline*. These regulations should be made available to the Discipline Committee.

PART 2: GENERAL MISCONDUCT

An act of general misconduct by a student is an offence under this Regulation.

- 2.1 No student shall disrupt any teaching, study or research or administration of the University either wilfully or by engaging in conduct which would cause disruption or impede the orderly conduct of normal activities of the University.
- 2.2 No student shall:
 - ❖ bring alcoholic beverages or kava into the Campus or in the vicinity of the Campus.
 - ❖ have possession of alcoholic beverages or kava on the Campus or in the vicinity of the Campus.
 - ❖ consume any alcoholic beverages or kava on the Campus or in the vicinity of the Campus.
- 2.3 No student shall be in the company of another person or persons who he or she knows or has reason to believe:
 - ❖ is bringing alcoholic beverages or kava into the Campus or in the vicinity of the Campus; or
 - ❖ has in their immediate possession alcoholic beverages or kava while on the Campus or in the vicinity of the Campus; or
 - ❖ is consuming any alcoholic beverages or kava on the Campus or in the vicinity of the Campus.
- 2.4 No student shall smoke anywhere on the Campus or in the vicinity of the Campus:
- 2.5 No student shall deal in, possess, or use drugs or such other substances prohibited by the laws of the land.
- 2.6 No student shall keep or be in possession of any firearm or any inflammable or injurious substance or any other substance or article, possession of which is prohibited by the laws of the land.
- 2.7 No student shall misuse, misappropriate, damage or deface, steal or wrongfully convert to the student's own use any property of the University, or without proper permission, remove or attempt to remove property belonging to the University or to a member of or visitor to the University.
- 2.8 No student shall tamper with or make unauthorized use of any installation designed to protect persons and property against fire or other hazards, nor with any water or electrical fittings or appliances or those of other services.
- 2.9 No student shall threaten, intimidate, harass, attack, or threaten to attack, abuse, injure or attempt to injure any person.

- 2.10 All students shall show due respect to others irrespective of their ethnicity, national origin, religion, gender, disability, age, economic status or sexual orientation.
- 2.11 No student shall obstruct or attempt to obstruct or interfere with the functions, duties or lawful activities of any student, staff member of the University or any visitor to the University.
- 2.12 No student shall lie to, or misrepresent information, in writing or orally, to any University official.
- 2.13 No student shall fail to comply with proper directives of a University official, including refusing to identify oneself or producing a valid ID card on demand.
- 2.14 No student shall aid, abet, assist or conspire with any person in or in relation to the commission of any breach of these regulations.
- 2.15 No student shall deposit or abandon litter, bottles or other containers in any areas other than a rubbish receptacle and/or spit or urinate in a public place.
- 2.16 No student shall make unreasonable or excessive noise on Campus or in the vicinity of Campus.

[Unreasonable or excessive noise may be defined as that noise which is controllable or avoidable and which, when not adequately controlled or reasonably avoided, interferes unnecessarily with the freedom of other persons to study, teach or conduct their normal functions and activities. Complaints of unreasonable or excessive noise may be based on loudness or persistence or both.]

- 2.17 No student couple in a relationship of mutual attraction behave in a manner on the Campus which is offensive and disrespectful and which causes discomfort and embarrassment to others, or which brings disrepute to the University.
- 2.18 Every student shall conduct himself/herself in a manner which is supportive of the common good and general well-being of the University and its community. All students shall observe restrictions with respect to access and other restrictions as may be made from time to time by a competent authority, and shall also observe publicised conventions and regulations relating to such areas as:

Hygiene; safety; vehicular traffic; the use of sporting and recreational facilities; trespass; the privacy of individuals on campus and the use of computing facilities.

- 2.19 No student shall engage in gambling practices or play card games on the University premises.
- 2.20 It shall be an offence if a student knows or has reasonable grounds to believe that a breach of these regulations has occurred and fails, within a reasonable time, but no later than 48 hours from the time they came to know or had reasonable grounds to believe, to report the matter to the Registrar or the Vice-Chancellor of the University.
- 2.21 No student shall fail to co-operate with the University's disciplinary processes.
- 2.22 No student shall fail to comply with any penalty imposed under the Disciplinary Procedures.

PART 3: ACADEMIC MISCONDUCT

3.1 Academic Integrity

The University expects all its staff and students, in their teaching and learning, to treat others honestly, fairly and with respect at all times. The University does not condone cheating, in any form, misusing other people's academic work and violation of copyright laws.

All members of the University of Fiji community are responsible for upholding academic integrity, respecting intellectual property rights of other people and protecting the high standards of integrity of the University.

Academic integrity is about being honest when submitting work for assessment.

3.2 Plagiarism

A student will have committed academic misconduct if he or she plagiarises.

Plagiarism is submitting another person's work, as your own, if you fail to acknowledge your sources fully.

Plagiarism includes:

- using phrases and passages verbatim without quotation marks and without a reference to the author or website.
- copying or partly copying work of other students (or staff).
- using another person's concepts, designs, experimental results or conclusions or computer programmes.
- summarizing another person's work.
- substantial and unauthorized use of another person's ideas without acknowledging the source.
- reproducing lecture notes without due acknowledgement.
- in an assignment involving a group project, submitting the same final version of the work as another student.
- duplication of a student's own work, that is submitting work as if for the first time and without acknowledgement.

Assisting another student to commit plagiarism is a form of collusion and a student can be liable for similar penalties as for plagiarism.

The University treats plagiarism very seriously.

3.3 Cheating and other Forms of Dishonest Practice

A student will have committed academic misconduct if the student cheats or attempts to cheat by:

- 3.3.1 taking into, or using in connection with any assessment session (i.e. examination, tests or course work) any unauthorized materials, notes or equipment.
- 3.3.2 communicating or attempting to communicate with another student or giving assistance to, or receiving any communication or assistance from, any other student during an examination or any assessment session/assessment task.
- 3.3.3 reading and/or copying or attempting to read and/or copy another student's work or other materials during an examination or other assessment tasks.
- 3.3.4 impersonating or allowing yourself to be impersonated by any person in, or for the purpose of any assessment sessions.
- 3.3.5 using an electronic device to receive data from, or send data to or communicate with, any other person or electronic device during an examination.
- 3.3.6 using non-permitted electronically stored information e.g. on a mobile phone.
- 3.3.7 Fabrication; that is, reporting on experiments never performed.
- 3.3.8 Falsification; that is misrepresenting results of an experiment.

3.4 Dealing with Alleged Academic Misconduct.

3.4.1 Powers of Heads of Department/Dean of School

- ❖ where a Lecturer or Coordinator is satisfied that a student has plagiarised they shall report the matter in writing to the Dean of School or Head of Department who may warn the student, or authorize an appropriate reduction in the marks, or if he/she considers the matter to be serious, refer it to the Discipline Committee through the Registrar.
- ❖ when a student is suspected of cheating in connection with an examination or of the breach of a rule dealing with the conducting of examination, the Supervisor shall immediately report the matter in writing to the Registrar who shall refer the matter to the Discipline Committee. In the case of a student who indulges in dishonest practice in course work, the student shall be reported by the Lecturer or Coordinator concerned to the Dean of School or Department who may authorise an appropriate reduction in the marks awarded for coursework or refer the matter to the Discipline Committee.
- ❖ a student has the right to appeal to the Dean of School against any action taken by the Head of Department.

3.4.2 Powers of the Discipline Committee, Discipline Appeals Committee and the Vice-Chancellor

- (a) The student shall, before the meeting of the Discipline Committee at which it is proposed to deal with the complaint, be notified by the Registrar or nominee in writing of the subject matter of the same. The student may, if he/she wishes, state in writing his/her answer to the charge. If the Committee finds the charge proved, it may disqualify the student from sitting any examinations for such a period as it thinks fit. If the student has been credited with a pass in the course in respect of which the charge arose the Committee may cancel such credit.
 - (b) Where the Vice-Chancellor is satisfied that a student has not complied with the regulation of the University, whether in respect of an examination or any other matter, the Vice-Chancellor shall have the power, having given the student such opportunity as he/she considers reasonable of remedying his/her non-compliance with the regulation or regulations, to suspend for such time as he/she may see fit, the release to the student of the results of any examination or to decline to credit any course to the student's programme or to impose both these penalties.
 - (c) A student may appeal to Discipline Appeals Committee against any decision of the Discipline Committee or of the Vice Chancellor under paragraphs 3.4.2.(a) & (b) of this regulation. Any such appeal shall be made in writing and shall be lodged with the Registrar or nominee within fourteen days of the date on which the student was notified of the decision against which he/she is appealing. If in his or her opinion there are exceptional circumstances, the Vice Chancellor may direct that an appeal that has been lodged after the fourteen days shall be considered. A student may elect to appear when the appeal is being heard and he/she shall so appear if required to do so by Discipline Appeals Committee. The student may be represented by a member of the University community.
 - (d) The Discipline Appeals Committee may allow the appeal or dismiss it. If the appeal is dismissed, the Committee may confirm any penalty imposed by the Discipline Committee or the Vice Chancellor or vary any such penalty; but if the Committee varies any penalty it may not impose any other penalty which the Discipline Committee or the Vice Chancellor, as the case may be, could not have imposed. The decision of the Discipline Appeals Committee on the appeal shall be final.
- 3.4.3 In all cases, where a Head of Department/Dean of School imposes any penalty on a student, the matter shall be reported to the Registrar. The information will be entered on the student's record.

PART 4: PROVISIONS RELATING TO THE STUDENTS' ASSOCIATION

The Regulations in this section apply to the Students' Association.

- 4.1 Subject to such limitations as are imposed by its Constitution, a Students' Association may discipline any student for disorderly conduct or any other breach of discipline, including the breach of any rule of the Association or for failure to comply with any direction given by the Association, and may impose such penalties as are authorized by its Constitution.
- 4.2 Any disorderly conduct or breach of discipline and the punishment thereof shall be reported to the Chair of the Discipline Committee, through the Registrar.
- 4.3 Any student disciplined by the Students' Association may appeal to the Discipline Committee against the action of the Association. Such appeal shall be lodged with the Registrar within seven days of the date of the decision of the Association. The provisions of **Regulation 5.9 in Part 5** relating to appeals shall, with any necessary modification, apply to any appeal lodged under this regulation. The decision of the Discipline Committee shall be communicated by the Registrar to the appellant and to the Association. Any penalty imposed by the Association shall be in abeyance from the time of the receipt of the appeal until the decision of the Discipline Committee has been so communicated.
- 4.4 Nothing in these regulations shall be construed as abrogating any of the disciplinary powers of the Senate.
- 4.5 Breach of any University Regulations by the Association shall render the President and/or the Executive of the Association liable to disciplinary action on behalf of the Association.

PART 5: DISCIPLINARY PROCEDURES

On enrolment students signed a declaration which included the following statement:

"I promise that I will obey the Statutes, Regulations and Rules of the University. I have received a copy of the University Regulations for Student Conduct and Discipline and I acknowledge it as my responsibility to know and observe the provisions thereof.

5.1 Discipline Committee

5.1.1 There shall be a Discipline Committee of the Senate. The Committee shall consist of the following members:

- a member of staff appointed by the Vice-Chancellor to be the Chair.
- three members who are members of staff of the University (2 of whom shall normally be academic staff) appointed by the Vice-Chancellor from a panel containing at least 6 names submitted to and approved by the Senate.
- the President of the Students' Association or his/her nominee who shall be a member of the Executive of that Association.
- a member of the Students' Association nominated by the Students' Association Executive Committee.

5.1.2 Three members of the Discipline Committee shall form a quorum. If the Chair is unable to be present at a meeting or, being present, has exercised his right not to be Chair, the Committee shall elect a Chair from among its members who shall not be a student member.

5.1.3 A decision of the majority of members present at a meeting shall be the decision of the Committee. In the event of an equality of votes, the Chair shall have a casting vote.

5.2 Convening of Meetings

The Chair of the Discipline Committee shall, at his/her own discretion, or at the discretion of the Senate, or upon the written request of two members of the Committee, or upon request of the Registrar convene or cause to be convened a meeting of the Committee.

5.3 Powers of the Discipline Committee

5.3.1 The Discipline Committee shall have full disciplinary powers over the conduct of all students:

- within the precincts of the respective Campus (which term wherever used in these regulations shall include all premises, grounds or buildings owned, in the possession of or controlled by the University).

- at all ceremonies and meetings, wherever held, conducted under the auspices of the University Council, the Senate, or the Students' Association, and
- in any cases where the Senate or the Committee considers that the interests of the University or students are affected.

5.3.2 The Discipline Committee may be required to report to the Senate on any matter affecting the discipline of students of the University, including the making of any relevant Ordinance/Regulation by the Council or the making of any Regulation by the Senate or any other body or persons.

5.3.3. On receipt of a complaint of misconduct against any student or students and pending the hearing of such complaint by the Discipline Committee, the Chair may, if he/she considers that the best interests of the University require it,

- order the immediate suspension of such student or students from any programme or course of study, or from the use of any University facilities, materials or services, and
- authorize the immediate exclusion of any such student or students from any part of the University or premises in use by it,

provided that if any such suspension or exclusion is imposed, or if both are imposed, during the teaching or examination period of a semester, the Committee shall begin its hearing of the complaint not later than one week from the date of such suspension or exclusion.

The student or students concerned shall be notified in writing by the Registrar of the effective date of such suspension and/or exclusion and of the date on which the Committee will hear the complaint.

5.4 Disciplinary Powers of the Vice-Chancellor

The Vice-Chancellor shall, subject to these regulations, exercise a general control over the discipline of students of the University.

5.5 Misconduct and Disciplinary Offence

As defined in Parts 1 and 3 of this document.

5.6 Reporting Misconduct

- 5.6.1 A person may report a possible misconduct by a student to the Registrar. The report shall be made in writing, with relevant details.
- 5.6.2 Where the complaint is of the nature of a serious criminal offence, the matter shall be normally reported to the police immediately, and shall **not be dealt with by the Discipline Committee until such time as the police and the courts have dealt with it.**
- 5.6.3 Subject to Regulations **5.6(2)**, the Registrar shall refer any complaint which he or she considers to be of sufficient gravity to the Discipline Committee. The student or students shall be charged with misconduct and with a breach of any Statute, Ordinance or Regulation of the University.
- 5.6.4 The Registrar shall take reasonable steps to inform a student of a complaint laid against him or her and of the time and place fixed for the meeting of the Committee to hear the complaint, allowing the student a reasonable period of time to prepare his or her defence.

The student shall also be furnished with copies of any written statement which is also made available to members of the committee.

- 5.6.5 The student may elect to submit a written statement to the Committee prior to its meeting.

5.7 Procedures of the Discipline Committee

The Discipline Committee shall enquire into the complaint to determine whether or not the student is guilty of misconduct as alleged against him or her in accordance with the following procedures.

- 5.7.1 The student shall appear before the Committee at its meeting. The student may be represented by a member of the University community if he or she wishes, at the meeting of the Committee.
- 5.7.2 Subject to Regulation **5.10**, if a student, having been given reasonable notice of a complaint laid against him or her and of the time and place fixed for the meeting of the Committee to hear the complaint, fails to attend at that time and place, the Committee may proceed with the hearing in his or her absence.

- 5.7.3 The student shall, when he or she appears before the Committee, be charged with the complaint, be asked whether he or she understands the charge or charges, and be asked whether he or she admits or denies each charge made against him or her.
- 5.7.4 If the student admits the charge or charges, the Committee shall take into account any mitigating factors and deal with the complaint as provided by Regulation **5.8**.
- 5.7.5 If the student denies any charge,
- he or she shall be informed of the evidence against him or her and asked to explain;
 - he or she shall be allowed time to cross-examine any witness or to correct or contradict any relevant statement prejudicial to him or her.

The Committee shall then proceed, *in the absence of the student*, to consider all the evidence, to decide whether or not the student is guilty of any or all charges laid against him or her and, if found guilty, to impose penalties under Regulation **5.8**.

5.8 Disciplinary Powers of the Committee

- 5.8.1 The Discipline Committee shall have the power to dismiss the complaint;
- to remit the complaint, if appropriate, to the Students' Association for determination; or
 - to find the complaint or parts of the complaint proved and the student guilty of misconduct.
- 5.8.2 If the Committee finds a student guilty of misconduct, it may, depending on the circumstances of the case and any other information available to it:
- issue a caution, that is, no immediate penalty is imposed. However, if the student is found guilty of misconduct on a subsequent occasion within a specified period, then the student will be dealt with for both offences.
 - require a formal apology and/or reconciliation;
 - issue a written reprimand;
 - impose a monetary fine;

- impose a period of Campus or community service;
- refer the student for counseling.
- order payment of costs of replacement or repair to property lost, damaged or destroyed as a consequence of the misconduct;
- exclude the student, for such period as it sees fit.
- expel the student from the University.
- impose such combination of these penalties as the Committee may consider appropriate.

Before imposing any penalty the Committee may consult the Dean and the Head of Department in which the student is enrolled or other persons who it considers could provide useful information.

Refer also to 3.4.2 for the Committee's powers in relation to Academic Misconduct.

In imposing penalties, the Committee shall take cognisance of Part Six of these Regulations.

- 5.3.3 Except where a complaint is dismissed, every decision of the Committee shall be reported to the Senate.

5.9 Appeals

- 5.9.1 A student who has any penalty imposed on him/her under Regulation **5.8** or **3.4.2** shall be informed as soon as possible, in writing, of the Committee's decision, *and shall also be informed that he or she has the right of appeal to the Discipline Appeals Committee.*
- 5.9.2 Any such appeal shall be made in writing and shall be lodged with the Registrar within fourteen days of posting or delivery of the notice of the decision of the Committee. The Vice-Chancellor may, if in his or her opinion there are exceptional circumstances, direct that an appeal shall be accepted even though lodged after the expiry of the required period.
- 5.9.3 An appeal against the imposition of the penalty shall not operate to suspend the enforcement of that penalty unless the Vice-Chancellor so directs, provided that the hearing of the appeal is made no later than one calendar month after such appeal has been lodged with the Registrar.

- 5.9.4 The Discipline Appeals Committee shall be chaired by the Chair of Council or his nominee who shall be a lay member of Council. It shall include in its membership the Vice-Chancellor or his nominee and two members of the Discipline Committee. No person who sat on the Discipline Committee in the enquiry into the complaint may sit on the Discipline Appeals Committee hearing an appeal against that decision.
- 5.9.5 The student may elect to appear before the Discipline Appeals Committee and may also be represented by a member of the University community.
- 5.9.6 An appeal is not a rehearing. No further evidence shall be admitted except in exceptional circumstances.
- 5.9.7 The Discipline Appeals Committee may allow the appeal or dismiss it. If the appeal is dismissed, the Discipline Appeals Committee may confirm any penalty imposed by the Discipline Committee or may vary any such penalty. But if the Discipline Appeals Committee varies any penalty it may not impose any other penalty not provided for in Regulation **5.8** or **3.4.2**. If the appeal is allowed, the Discipline Appeals Committee may, in appropriate cases, remit the matter to the Discipline Committee for rehearing.
- 5.9.8 The decision of the Discipline Appeals Committee on the appeal shall be final, and shall be reported to the Senate and the Council as soon as practicable.

5.10 Summary Adjudication of Complaints

- 5.10.1 Notwithstanding anything to the contrary in these regulations, *and provided that the Discipline Committee has not already started hearing the case*, a student shall have the right to have his or her case dealt with summarily by the Chair of the Discipline Committee, who may exercise all the powers of the Committee as specified in Regulation **5.8**. and **3.4.2** as appropriate. In any such case the Chair shall have the discretion either to hear the case summarily or to refer the matter for hearing by the Discipline Committee.
- 5.10.2 The decision of the Chair shall be taken to be the decision of the Discipline Committee, and a student shall have the right of appeal under regulation **5.9**.

PART 6: PENALTIES WHICH MAY BE IMPOSED BY THE DISCIPLINE COMMITTEE

All penalties referred to below are guidelines only, and may be varied by the Discipline Committee depending on the circumstances of specific cases before it. Mindful of these guidelines, the Committee may rule separately on any misconduct not specifically referred to in these regulations; and should refer students for appropriate counselling where it feels this is relevant.

Although the guidelines provide for exclusion from studies especially for a third offence against a particular regulation, the Committee may also impose this penalty on a student who has appeared before it on three or more occasions, though for breaches of different regulations.

6.1 General Misconduct

Regulation breached	First offence	Second offence	Third offence
2.1	\$50	\$100	Exclusion from the University for one or more Semesters
2.2	\$50	\$100	Exclusion from the University for one Semester
2.3	\$40	\$80	Exclusion from the University for one Semester
2.4	an on the spot fine of \$50 - \$75	\$100 - \$150	Exclusion from the University for one Semester
2.5	Exclusion from the University for no less than two semesters - or		
2.6	Exclusion from the University for no less than two semesters – Report to Police		
2.7	\$50 + cost of repair/ replacement	\$100 + cost of repair/ replacement	Exclusion from the University for one or more Semesters + cost of repair/replacement
2.8	\$150 + costs of repairs or service charges	Exclusion from the University for one or more semesters + costs of repairs or service charges	
2.9	Normally between \$50-\$120. Exclusion from the University for one or more semesters in serious cases	Exclusion from the University for one to four semesters	
2.10	\$50	\$100	Exclusion from the University for one Semester

Regulation breached	First offence	Second offence	Third offence
2.11	\$40	\$80	Exclusion from the University for one Semester
2.12	\$50	\$100	Exclusion from the University for one Semester
2.13	\$50	\$100	Exclusion from the University for one Semester
2.14	\$50	\$100.	Exclusion from the University for one Semester
2.15	\$50	\$100	Exclusion from the University for one Semester
2.16	\$50; may be up to \$100 for an aggravated offence	\$100	Exclusion from the University for one Semester
2.17	\$50	\$100	Exclusion from the University for one Semester
2.18	\$50	\$100	Exclusion from the University for one Semester
2.19	\$50	\$100	Exclusion from the University for one Semester
2.20	\$40	\$80	Exclusion from the University for one Semester
2.21	\$50	\$100	Exclusion from the University for one Semester
2.22	\$50	\$100	Exclusion from the University for one Semester

6.2 Academic Misconduct

Where the charge is one of Academic Misconduct and the Discipline Committee finds the student guilty, the Committee may:

- reprimand the student
- record a failure in any assessment session
- require the student to do further work or repeat work in any unit.
- cancel the credit for any course
- suspend the student from the University for a specified period of time
- expel the student
- impose such combination of these penalties as the Committee considers appropriate.

PART 7: IMPLEMENTATION AND ENFORCEMENT OF PENALTIES

7.1 Fines

- 7.1.1 Any fine or monetary penalty imposed on any student under these regulations must be paid within fourteen days of the imposition of the fine.
- 7.1.2 An extension of time for payment may be granted by the Vice-Chancellor at his/her discretion, in which case the payment must be paid within the time limited by the extension.
- 7.1.3 Students who fail to pay in full any fine or other monetary penalty within the prescribed period shall either be excluded from the University or not be permitted to sit for end-of-semester examinations and/or have results withheld, until the payment is made in full.

7.2 Maintenance of Records

- 7.2.1 The Registrar's Office, must keep a record of all findings of misconduct and the penalties imposed under this Regulation. These records will form part of the University's disciplinary records and part of the student's personal record.
- 7.2.2 The following documentation will be maintained on the student's file:
- a copy of the allegation notice sent to the student.
 - a copy of the student's response (if any).
 - a copy of the finding and decision conveyed to the student.
 - a copy of any student appeal;
 - a copy of the decision sent to the student on any appeal.
- 7.2.3 At any future proceedings under these Regulations, in respect of any future alleged breach of conduct, the documentation on the findings, reprimand, penalty placed in the student's personal record, must be brought to the attention of the appropriate authority or the Discipline Appeals Committee, as the case may be.