

REGULATIONS GOVERNING

REGULATIONS FOR STUDENT CONDUCT AND DISCIPLINE

1. Introduction

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 behavioral and ethical standards that should be upheld by everyone in their engagement with the University.

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

These Regulations commenced on 14 November 2009.

2. Interpretations

In these Regulations, unless the contrary intention appears:

- 2.1 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:
 - 2.1.1 seeks to gain, for themselves or for any other person, any academic advantage or advancement to which they or that other person is not entitled; or
 - 2.1.2 improperly disadvantages any other student.
- 2.2 “Act” includes omission
- 2.3 “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.
- 2.4 “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.
- 2.5 “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.

- 2.6 “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.
- 2.7 “general misconduct” means misconduct of a type specified in Part 2 of this document.
- 2.8 “member of the University” means an enrolled student or a member of staff of the University, and includes an honorary/visiting/adjunct academic.
- 2.9 “professional misconduct” is inappropriate behavior 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.
- 2.10 “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.)
- 2.11 “student” includes:
- 2.11.1 a person who was a student at the time of any alleged misconduct;
 - 2.11.2 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.
 - 2.11.3 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.
- 2.12 “university premises” includes:
- 2.12.1 the premises of the University at Saweni and Suva; and
 - 2.12.2 any other premises owned or occupied by the University; and
 - 2.12.3 the location of clinical or professional placements that form part of a course offered by the university;

- 2.12.4 the location of camps, field placements, workshops and any other study activities controlled or supervised by the University; and
- 2.12.5 any other place in the temporary possession, whether actual or constructive, of the University.
- 2.13 “vicinity” of the Campus refers to properties owned or occupied by the University’s sponsors namely, the Arya Pratinidhi Sabha of Fiji.

3. Delegation by the Council

3.1 Senate

- 3.1.1 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.

3.2 Vice-Chancellor

- 3.2.1 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 authorise 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.

3.3 Registrar

- 3.3.1 The Registrar 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 especially directed shall not be exercisable by the Registrar, provided that the Registrar shall report any action taken by him/her under this clause to the Senate as soon as practicable.

3.4 Dean of School

- 3.4.1 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.

3.5 The University Librarian

- 3.5.1 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.

3.6 Teaching Staff

- 3.6.1 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.

3.7 Disputes and Adjudicating Committee

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

3.8 Disputes and Adjudicating Appeals Committee

- 3.8.1 There shall be a Disputes and Adjudicating 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.

4. Exercise of Powers

- 4.1** 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.
- 4.2** 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.

5. Time Limits

- 5.1** 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.

6. General Remarks

- 6.1** 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 Disputes and Adjudicating Committee.

7. MISCONDUCT

- 7.1** 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.

7.2 GENERAL MISCONDUCT

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

- 7.2.1** 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.

- 7.2.2 No student shall:
 - 7.2.2.1 bring alcoholic beverages or kava into the University premises or in the vicinity of the Campus.
 - 7.2.2.2 have possession of alcoholic beverages or kava on the University premises or in the vicinity of the Campus.
 - 7.2.2.3 consume any alcoholic beverages or kava on the University premises or in the vicinity of the Campus.
- 7.2.3 No student shall be in the company of another person or persons who he or she knows or has reason to believe:
 - 7.2.3.1 is bringing alcoholic beverages or kava into the University premises or in the vicinity of the Campus; or
 - 7.2.3.2 has in their immediate possession alcoholic beverages or kava while on the University premises or in the vicinity of the Campus; or
 - 7.2.3.3 is consuming any alcoholic beverages or kava on the University premises or in the vicinity of the Campus.
- 7.2.4 No student shall smoke anywhere on the University premises or in the vicinity of the Campus:
- 7.2.5 No student shall deal in, possess, or use drugs or such other substances prohibited by the laws of the land.
- 7.2.6 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.
- 7.2.7 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.
- 7.2.8 No student shall tamper with or make unauthorised 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.

- 7.2.9 No student shall threaten, intimidate, harass, attack, or threaten to attack, abuse, injure or attempt to injure any person.
- 7.2.10 All students shall show due respect to others irrespective of their ethnicity, national origin, religion, gender, disability, age, economic status or sexual orientation.
- 7.2.11 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.
- 7.2.12 No student shall lie to, or misrepresent information, in writing or orally, to any University official.
- 7.2.13 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.
- 7.2.14 No student shall aid, abet, assist or conspire with any person in or in relation to the commission of any breach of these regulations.
- 7.2.15 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.
- 7.2.16 No student shall make unreasonable or excessive noise at the University premises 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.]

- 7.2.17 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.
- 7.2.18 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:

- 7.2.18.1 Hygiene; safety; vehicular traffic; the use of sporting and recreational facilities; trespass; the privacy of individuals on campus and the use of computing facilities.
- 7.2.19 No student shall engage in gambling practices or play card games on the University premises.
- 7.2.20 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.
- 7.2.21 No student shall fail to co-operate with the University's disciplinary processes.
- 7.2.22 No student shall fail to comply with any penalty imposed under the Disciplinary Procedures.
- 7.2.23 No student shall publicly view, display or share objectionable material anywhere either electronically or physically connected to The University of Fiji or physically at any location on any campus. If any student is found viewing, sharing or displaying pornographic material whether electronically or physically connected to The University of Fiji, disciplinary action will be taken on the student and the student will have to attend compulsory counselling sessions.

8. ACADEMIC MISCONDUCT

8.1 What is Academic Misconduct?

- 8.1.1 Academic misconduct occurs when a student uses dishonest practices (such as cheating or plagiarism) in carrying out academic work (coursework, assignments, or examinations). Minor academic offences are dealt with by the School. Serious cases are referred by the School to the Student Disputes and Adjudicating Committee which reports to Senate.

- 8.1.2 All written work submitted for a course, except for acknowledged quotations, must be expressed in the student's own words, with proper referencing of borrowed ideas. Students must not submit coursework that has been completed dishonestly using any of the dishonest practices described below.
- 8.1.3 Where a member of academic staff has reasonable grounds to believe that a student is guilty of academic dishonesty in coursework, assignments, research theses, or examinations, the penalties detailed in Clause 3.0 below may be imposed.
- 8.1.3.1 Academic Dishonesty includes plagiarism, collusion, and cheating when preparing coursework, assignments, or research theses, or sitting an examination.
- 8.1.4 **Plagiarism**
- 8.1.4.1 Plagiarism means copying another person's creative work and using it as one's own without explicitly giving credit to the original creator. Work copied without acknowledgement from a book, from another student's work, from the internet, or any other source is plagiarism. Plagiarism includes the following:
- 8.1.4.1.1 Copying published or unpublished work of another writer without acknowledging the source using acceptable reference citation methods. Thus, to 'cut and paste' from internet sources or 'lift' sentences, ideas and sections from textual sources qualifies as plagiarism.
- 8.1.4.1.2 Paraphrasing content and ideas without proper acknowledgement of the source.
- 8.1.4.1.3 The use of images, diagrams, photographs, and material from blogs and social networks, without acknowledgement.
- 8.1.4.1.4 Copying part or all of another student's assignment. In this situation, 'student

assignment' refers to a piece of academic work submitted for assessment purposes for any course in any year and at any educational institution.

8.1.5 Collusion

8.1.5.1 Collusion means working with someone else to deceive or mislead to gain an unfair academic advantage. It includes:

8.1.5.1.1 Submission of a paper that has been written by an author other than the author credited for that piece of writing. This includes the use of paid services of a student, or any other person that has been solicited for that purpose.

8.1.5.2 Facilitating or enabling another student to plagiarise in any way.

8.1.6 Cheating

8.1.6.1 Cheating involves acting in any way that directly contradicts the explicit rules and guiding principles of that form of assessment. It applies to any form of examination including short tests, quizzes, and final examinations.

8.1.6.2 Cheating includes (inter alia):

8.1.6.2.1 Doing anything to gain an unfair or illicit academic advantage in an examination;

8.1.6.2.2 Possessing, referring to or having access to any material, including the internet 'crib 'notes or a device (including cell phones) containing information directly or indirectly related to the subject matter other than what is explicitly approved for examination purposes;

8.1.6.2.3 Using a cell phone (or any other electronic device) to communicate with any other student or person inside or outside the examination venue;

- 8.1.6.2.4 Copying from another student in a test or examination;
- 8.1.6.2.5 Enabling another student to cheat in a test or examination;
- 8.1.6.2.6 Soliciting a person to sit a test or final examination in place of the student enrolled;
- 8.1.6.2.7 Sitting a test or final examination in the place of another student;
- 8.1.6.2.8 Manipulating scores in tests, examinations, or any other form of assessment; or
- 8.1.6.2.9 Enabling another student in any or a combination of any of the above.

8.2 Procedures for Dealing with Academic Misconduct

8.2.1 Plagiarism or Collusion

- 8.2.1.1 When a marker finds a student has plagiarised or colluded, the relevant piece of academic work **MUST** be brought to the attention of the course coordinator concerned.
- 8.2.1.2 The course coordinator will try to locate the plagiarised sources. If satisfied that the student has plagiarised, the course coordinator will collect the evidence of the breach for record purposes and submit the evidence at the earliest opportunity to the relevant Dean. It will include a copy of the academic work and a list of sources, page numbers, and/or copies of the plagiarised sources.
- 8.2.1.3 The student will be notified by the Dean and issued with an official letter stating the allegations and giving them an opportunity to present their case.
- 8.2.1.4 If the Dean is satisfied that the student engaged in such conduct, the Dean may implement a penalty according to the provisions of Clause 3.0 (below).

8.2.2 Mandatory use of Turnitin – plagiarism detection software

8.2.2.1 Students are required to submit all written work through Turnitin via Moodle online to check their work for originality and to ensure that appropriate referencing and citations are used. Turnitin currently accepts the following file types for upload:

8.2.2.1.1 Microsoft Word™ (DOC and DOCX),

8.2.2.1.2 Corel WordPerfect®,

8.2.2.1.3 HTML,

8.2.2.1.4 Adobe PostScript®,

8.2.2.1.5 Plain text (TXT), Rich Text Format (RTF),

8.2.2.1.6 Portable Document Format (PDF), and

8.2.2.1.7 Microsoft PowerPoint (PPT, PPTX, and PPS).

8.2.2.2 Students are actively encouraged to use Turnitin to check drafts of their written work to improve their writing and guard against unintentional plagiarism. Submitting other students' work is strictly not allowed.

8.2.2.3 All Turnitin reports will be reviewed. A score of 20% or more on Turnitin will trigger a discussion between the course coordinator and student with consequences if plagiarism is proven. In some cases work with a score of 20% or less can still contain significantly plagiarised content, e.g., 10-15% from one source, to which penalties will apply if proven.

8.2.3 Cheating

8.2.3.1 Every effort must be made to ensure that an acceptable test, examination, and assessment environment is provided for such tasks. This includes an uncrowded adequate seating arrangement and test supervision.

8.2.3.2 A student who is found in breach of the rules and regulations of the assessment task assigned shall be answerable initially to the coordinator of the course.

8.2.3.3 In the case of cheating in examinations, the supervisor of the examination shall at the point of discovery or suspicion:

8.2.3.3.1 Have the illicit material and/or devices confiscated for the duration of the examination; and

8.2.3.3.2 Have the partially-completed script confiscated and be given a fresh answer booklet; and/or

8.2.3.3.3 Require the student to move to a different desk; and require the student, at the end of the examination, to accompany the supervisor to the Coordinator of the course; and

8.2.3.3.4 Be reported to the Dean, Registrar, and Vice-Chancellor, their delegate, or nominee once the Coordinator of the course has undertaken an investigation of the suspicious conduct by the student.

8.2.3.4 A proven case of cheating will be penalised according to the schedule in Clause 8.2.4 below.

8.2.4 Penalties for Academic Misconduct

8.2.4.1 Any case of academic misconduct will be reported in writing by the course coordinator to the Dean.

8.2.4.2 The penalties imposed for proven cases of misconduct vary. Based on the seriousness of the case, the penalties include, but are not limited to:

8.2.4.2.1 A written reprimand of the student from the Dean.

8.2.4.2.2 A requirement that the student complete additional work, or repeat work, for the course.

8.2.4.2.3 Deprivation of credit for a course or for a component of assessment related to the academic misconduct, by the relevant Dean.

- 8.2.4.2.4 Cancellation of any previously-credited pass in a course associated with the offence, by the relevant Dean.
- 8.2.4.3 Significant and repeat offences will be referred to the University's Disputes and Adjudicating Committee, which can:
 - 8.2.4.3.1 Impose a fine not exceeding \$500FJD; and/or
 - 8.2.4.3.2 Prohibit the student from using any of the University's library and computing network facilities for a period not exceeding twenty-eight days; and/or
 - 8.2.4.3.3 Recommend to the Vice-Chancellor that a student's enrolment be suspended for any period and on terms considered necessary by the Committee; and/or
 - 8.2.4.3.4 Recommend to the Vice-Chancellor that the student's enrolment be terminated, i.e. expulsion from the University.

9. Student Grievance Procedures

Students with grievance have the following channels of redress:

9.1 Grievances against Students

- 9.1.1 Any grievance against a fellow student should be reported to your School Dean as soon as the grievance becomes one that cannot be resolved through student collegiality.
- 9.1.2 Upon receipt of a report, the Dean shall, upon an audience with the parties, determine whether the matter can be resolved through mediation or counselling the parties, in which case the office shall facilitate counselling promptly.
- 9.1.3 If the Dean determines that the matter cannot be resolved through counseling, it shall direct the grievance to the **Students' Dispute and Adjudicating Committee.**
- 9.1.4 If the student remains unsatisfied with the decision of the Students' Dispute and Adjudicating Committee, the

student may lodge an appeal to the **Students' Dispute and Adjudicating Appeals Committee**.

9.2 Grievances against Academic staff

- 9.2.1 Any programme related grievance including grievances on alleged unfairness in assessment should be raised immediately with the Head of the Department.
- 9.2.2 If the student feels uncomfortable in raising the matter with the Head of the Department directly, the student may seek the company of the Student Association representative in raising this grievance.
- 9.2.3 If discussing the matter with the Head of Department does not resolve the grievance, the student must take the matter up with the College Dean, who shall ensure that the aggrieved student is given a fair opportunity to present his/her case, and that a fair decision is made.
- 9.2.4 If the student remains unsatisfied with the decision of the Dean, the student may appeal to the Office of the Vice-Chancellor who may refer the matter to the **Students' Dispute and Adjudicating Committee** for its consideration.
- 9.2.5 If the student remains unsatisfied with the decision of the Students' Dispute and Adjudicating Committee, the student may lodge an appeal to the **Students' Dispute and Adjudicating Appeals Committee which shall be final**.
- 9.2.6 In exceptional circumstances, and on the matter of urgency in decision-making, the student may appeal to the Office of the Vice-Chancellor, for his/her urgent consideration.

9.3 Grievances against Professional/ Professional related staff

- 9.3.1 Any grievance against a staff other than the academic staff should be raised immediately with the respective Supervisor.
- 9.3.2 If discussing the matter with the staff member's Supervisor does not resolve the grievance, the matter shall be referred to the Director or Head of the Section responsible for the staff member, who shall ensure that the aggrieved student

is given a fair opportunity to present his/her case, and that a fair decision is made.

- 9.3.3 If the student remains unsatisfied with the decision of the Director or Head of Section, the student may appeal to the Office of the Vice Chancellor who may refer the matter to the **Students' Dispute and Adjudicating Committee** for its consideration.
- 9.3.4 If the student remains unsatisfied with the decision of the **Students' Dispute and Adjudicating Committee**, the student may lodge an appeal to the **Students' Dispute and Adjudicating Appeals Committee**.
- 9.3.5 In exceptional circumstances, and on the matter of urgency in decision-making, a student may appeal against the decision of the Director or Section Head to the Vice Chancellor, for his/her urgent consideration.

9.4 All Other Grievances regarding Service

- 9.4.1 Grievances other than those relating to students and staff of the university shall be raised with the relevant Section Heads, such as the Deans, Directors, University Librarian and Registrar.
- 9.4.2 If the student feels uncomfortable in raising the matter with the Section Head directly, the student may seek the company of the Student Association representative.
- 9.4.3 The following are the Section Heads that deal with various matters:
 - 9.4.3.1 All matters concerning fees, fines, charges, properties, assets, facilities, grants, procurement, security, accommodation of facilities in various districts, and commercial entities: Executive Director Finance, Planning and Development.
 - 9.4.3.2 All matters concerning ITS: Manager IT Services.
 - 9.4.3.3 All matters concerning Library: University Librarian.
 - 9.4.3.4 All matters concerning academic management: the respective Dean.

9.4.3.5 All matters concerning student life at the University and all grievances not listed above: Registrar.

9.5 A student shall be deemed to have committed a serious disciplinary offence if he/she does not follow the grievance procedure as stated in this policy.

9.6 Any airing of a student's grievance by the student or by his/her representative, or by someone the student has prompted to do so, in any audience outside the University prior to the grievance being reported to or addressed through the channels provided in this policy, would comprise a case of gross misconduct.

10. PROVISIONS RELATING TO THE STUDENTS' ASSOCIATION

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

10.1 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 authorised by its Constitution.

10.2 Any disorderly conduct or breach of discipline and the punishment thereof shall be reported to the Chair of the Disputes and Adjudicating Committee, through the Registrar.

10.3 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 Disputes and Adjudicating Committee has been so communicated.

10.4 Nothing in these regulations shall be construed as abrogating any of the disciplinary powers of the Senate.

- 10.5** 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.

11. 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.

11.1 Disputes and Adjudicating Committee

11.1.1 There shall be a Disputes and Adjudicating Committee of the Senate. The Committee shall consist of the following members:

11.1.1.1 a member of staff appointed by the Vice-Chancellor to be the Chair.

11.1.1.2 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.

11.1.1.3 the President of the Students’ Association or his/her nominee who shall be a member of the Executive of that Association.

11.1.1.4 a member of the Students’ Association nominated by the Students’ Association Executive Committee.

11.1.2 Three members of the Disputes and Adjudicating 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.

- 11.1.3 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. A member of the Office of the Registrar would be the Secretary of Disputes and Adjudicating Committee.

11.2 Convening of Meetings

- 11.2.1 The Chair of the Disputes and Adjudicating 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.

11.3 Powers of the Disputes and Adjudicating Committee

- 11.3.1 The Disputes and Adjudicating Committee shall have full disciplinary powers over the conduct of all students:
- 11.3.1.1 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).
 - 11.3.1.2 at all ceremonies and meetings, wherever held, conducted under the auspices of the University Council, the Senate, or the Students' Association, and
 - 11.3.1.3 in any cases where the Senate or the Committee considers that the interests of the University or students are affected.
- 11.3.2 The Disputes and Adjudicating 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.
- 11.3.3 On receipt of a complaint of misconduct against any student or students and pending the hearing of such complaint by the Disputes and Adjudicating Committee, the Chair may, if he/she considers that the best interests of the University require it,

- 11.3.4 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
- 11.3.5 authorise the immediate exclusion of any such student or students from any part of the University or premises in use by it,
- 11.3.6 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.
- 11.3.7 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.

11.4 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.

11.5 Reporting Misconduct

- 11.5.1 A person may report a possible misconduct by a student to the Registrar. The report shall be made in writing, with relevant details.
- 11.5.2 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 Disputes and Adjudicating Committee until such time as the police and the courts have dealt with it.
- 11.5.3 Subject to Regulations 11.5.2, the Registrar shall refer any complaint which he or she considers to be of sufficient gravity to the Disputes and Adjudicating Committee. The student or students shall be charged with misconduct and with a breach of any Statute, Ordinance or Regulation of the University.
- 11.5.4 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 defense.

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

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

11.6 Procedures of the Disputes and Adjudicating Committee

The Disputes and Adjudicating 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.

- 11.6.1 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.
- 11.6.2 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.
- 11.6.3 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(s), and be asked whether he or she admits or denies each charge made against him or her.
- 11.6.4 If the student admits the charge(s), the Committee shall take into account any mitigating factors and deal with the complaint as provided by Regulation 11.7.
- 11.6.5 If the student denies any charge,
 - 11.6.5.1 he or she shall be informed of the evidence against him or her and asked to explain;

11.6.5.2 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.

11.6.6 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 12.1.

11.7 Disciplinary Powers of the Committee

11.7.1 The Disputes and Adjudicating Committee shall have the power to dismiss the complaint;

11.7.2 to remit the complaint, if appropriate, to the Students' Association for determination; or

11.7.3 to find the complaint or parts of the complaint proved and the student guilty of misconduct.

11.7.4 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:

11.7.5 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.

11.7.6 require a formal apology and/or reconciliation;

11.7.7 issue a written reprimand;

11.7.8 impose a monetary fine;

11.7.9 impose a period of Campus or community service;

11.7.10 refer the student for counseling.

11.7.11 order payment of costs of replacement or repair to property lost, damaged or destroyed as a consequence of the misconduct;

11.7.12 exclude the student, for such period as it sees fit.

11.7.13 expel the student from the University.

- 11.7.14 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.

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

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

11.8 Appeals

- 11.8.1 A student who has any penalty imposed on him/her under Regulation 11.7 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 Disputes and Adjudicating Appeals Committee.
- 11.8.2 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.
- 11.8.3 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.
- 11.8.4 The Disputes and Adjudicating 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 Disputes and Adjudicating Committee. No person who sat on the Discipline Committee in the enquiry into the complaint may sit on the Disputes and Adjudicating Appeals Committee hearing an appeal against that decision.

- 11.8.5 The student may elect to appear before the Disputes and Adjudicating Appeals Committee and may also be represented by a member of the University community.
- 11.8.6 An appeal is not a rehearing. No further evidence shall be admitted except in exceptional circumstances.
- 11.8.7 The Disputes and Adjudicating 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 12.1. If the appeal is allowed, the Discipline Appeals Committee may, in appropriate cases, remit the matter to the Discipline Committee for rehearing.
- 11.8.8 The decision of the Disputes and Adjudicating Appeals Committee on the appeal shall be final, and shall be reported to the Senate and the Council as soon as practicable

11.9 Summary Adjudication of Complaints

- 11.9.1 Notwithstanding anything to the contrary in these regulations, and provided that the Disputes and Adjudicating 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 Disputes and Adjudicating Committee, who may exercise all the powers of the Committee as specified in Regulation 11.7 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 Disputes and Adjudicating Committee.
- 11.9.2 The decision of the Chair shall be taken to be the decision of the Disputes and Adjudicating Committee, and a student shall have the right of appeal under Regulation 11.8.

12. PENALTIES WHICH MAY BE IMPOSED BY THE DISPUTES AND ADJUDICATING COMMITTEE

All penalties referred to below are guidelines only, and may be varied by the Disputes and Adjudicating 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.

12.1 General Misconduct

Regulation Breached	First Offence	Second Offence	Third Offence
7.2.1	\$50	\$100	Exclusion from the University for one or more Semesters
7.2.2	\$50	\$100	Exclusion from the University for one Semester
7.2.3	\$40	\$80	Exclusion from the University for one Semester
7.2.4	an on the spot fine of \$50 - \$75	\$100 - \$150	Exclusion from the University for one Semester
7.2.5	Exclusion from the University for no less than two semesters – or Exclusion from the University for no less than two semesters – Report to Police		
7.2.6			
7.2.7	\$50 + cost of repair / replacement	\$100 + cost of repair / replacement	Exclusion from the University for one or more Semesters + cost of repair/replacement
7.2.8	\$150 + costs of	Exclusion	

	repairs or service charges	from the University for one or more semesters + costs of repairs or service charges	
7.2.9	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	
7.2.10	\$50	\$100	Exclusion from the University for one Semester
7.2.11	\$40	\$80	Exclusion from the University for one Semester
7.2.12	\$50	\$100	Exclusion from the University for one Semester
7.2.13	\$50	\$100	Exclusion from the University for one Semester
7.2.14	\$50	\$100	Exclusion from the University for one Semester
7.2.15	\$50	\$100	Exclusion from the University for one Semester
7.2.16	\$50; may be up to \$100 for an aggravated offence	\$100	Exclusion from the University for one Semester
7.2.17	\$50	\$100	Exclusion from the

			University for one Semester
7.2.18	\$50	\$100	Exclusion from the University for one Semester
7.2.19	\$50	\$100	Exclusion from the University for one Semester
7.2.20	\$40	\$80	Exclusion from the University for one Semester
7.2.21	\$50	\$100	Exclusion from the University for one Semester
7.2.22	\$50	\$100	Exclusion from the University for one Semester
7.2.23	\$50	\$100	Exclusion from the University for one Semester

13. IMPLEMENTATION AND ENFORCEMENT OF PENALTIES

13.1 Fines

- 13.1.1 Any fine or monetary penalty imposed on any student under these regulations must be paid within fourteen days of the imposition of the fine.
- 13.1.2 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.
- 13.1.3 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.

13.2 Maintenance of Records

- 13.2.1 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.
- 13.2.2 The following documentation will be maintained on the student's file:
 - 13.2.2.1 a copy of the allegation notice sent to the student.
 - 13.2.2.2 a copy of the student's response (if any).
 - 13.2.2.3 a copy of the finding and decision conveyed to the student.
 - 13.2.2.4 a copy of any student appeal;
 - 13.2.2.5 a copy of the decision sent to the student on any appeal.
- 13.2.3 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.

REGULATIONS GOVERNING COPYRIGHT

The University of Fiji has a legal obligation to ensure that all University staff are copyright compliant. All staff must ensure that they are copyright compliant when using third-party copy-right material. As most course materials are prepared in Fiji, these Guidelines are based on the Fiji Copyright Act 1999.

1.1 What is Copying?

- 1.1.1 Copying means reproducing or recording a work in any material form and includes storing (literary, dramatic, musical, or artistic works) in any medium by any means. It does not include communicating the work or making it available online electronically or on an intranet.
- 1.1.2 When copying from a copyrighted work it is important to make an accurate copy of the original. It should not be adapted or reformatted as this will infringe the rights of the author or the rights of the publisher in the typography of the work.
- 1.1.3 Copyright material can be freely used to set and answer questions for examination purposes and can be communicated online to candidates.

1.2 Copyright Compliance Procedures:

- 1.2.1 Staff should provide a full bibliographic list of all collections of readings that are copied and provided for students at the beginning of the course book or reader in which they are contained. This should include the title of the work, the author and publisher, the country and year in which it was published, the ISBN (where possible), the pages copied, and the number of pages in the work. While material copied for “criticism or review” does not need to be included in the bibliographic list of readings, it must be acknowledged in the course materials.
- 1.2.2 A notice should be provided indicating that the copy was made under the provisions of the Fiji Copyright Act 1999 or under license from rights holders or their agents. The notice must also state that the material may not be copied further without appropriate authority.
- 1.2.3 If the copyright owner has indicated that the material can be freely copied for non-commercial or educational purposes, this should be indicated on the bibliographic list provided in

the course pack or reader. Similarly, if a specific authority has been obtained to copy beyond the provisions of the Copyright Act, then this should be indicated:

1.2.3.1 CC– Creative Commons;

1.2.3.2 CL - Copied under license;

1.2.3.3 OA – Open Access;

1.2.3.4 PD – Public Domain.

1.2.4 Any copying or use of copyright works beyond these procedures must be cleared through the University of Fiji Copyright authority.