

STUDENT DISCIPLINARY POLICY AND PROCEDURE

1 Introduction

Singhania University is committed to ensuring the maintenance of a community in which both learners and staff can work or study to the best of their abilities. The University culture believes in the idea of mutual respect and co-operation which provides the foundation for the orderly conduct of the University community. The Student Disciplinary Procedures provide a framework for managing student behavior in order to ensure the proper functioning or activities of the University for those who work or study in the University.

2 Scope

The procedures apply:

- To all learners of the University whether full time or part time
- To all learners studying at the University, whether or not the course or programme of study is validated by or associated with any other institution
- To all learners studying in off-site provision i.e. work experience, education a visits, work-based learning

The purpose of the procedures:

- to help and encourage students to achieve and maintain acceptable standards for:
 - Attendance and punctuality
 - Behavior
 - Commitment to their work
- To ensure commitment and fair treatment for all in relation to disciplinary action taken in response to allegations of unacceptable conduct or performance

The procedure will be followed in the order of stages as set out below. However, offences of a serious nature may be brought into the procedure at any stage if an earlier stage would not be severe enough or appropriate to deal with it i.e. the procedure for a major disciplinary offence may commence at Stage3.

This document provides details on:

- Disciplinary offences
- Major disciplinary offences
- Suspension pending disciplinary action Formal procedures:
 - Stage 1 -informal
 - Stage 2 -formal
 - Stage 3 -Final
- Disciplinary Review meetings

- Disciplinary Hearings
- Appeals against Exclusion

3 Disciplinary offences

Misconduct is defined as any conduct within the University/ campus which interferes with, disrupts or obstructs the activities of the University, or of another student or of members of staff of the University in carrying out their duties, or of any other person legitimately on the University premises such as a visitor or supplier of services.

The following constitute **misconduct** and as such should be regarded as disciplinary offences:

- Consumption/possession of alcohol smoking or vaping within any University building, or in any other unauthorized area
- Absence without permission or other good reason from scheduled classes. Poor attendance or recurrent lateness which is not justified by illness or other good reason
- Failure without good reason to meet assignment deadlines
- Breach of University rules such as ID cards not being worn visibly at all times or refusing to show them on request, abusive language and gestures to the students or staff and caps or hoods being worn while on University premises
- Eating or drinking in the University Learning Resource Centre, or other unauthorised areas. Water in a sealable, clear container and food and drink required for medical purposes is permitted
- Using a digital device (e.g. mobile phone, MP3 Player etc) which is not linked to the learning process or in any way which is contrary to University Policy on this matter
- Persistent distracting behavior in the classroom which impedes the learning of self and others
- For international students, non-compliance with Indian Border Agency regulations regarding attendance and punctuality, accommodation arrangements or other rules affecting the University's sponsorship of student visas

The above examples are not exhaustive or exclusive and offences of a similar nature will be dealt with under this Procedure.

If such disciplinary offences occur, the member of staff involved should deal with them after themselves and should report it via registry. Teachers can take action directly if it occurs with their students. In some instances, if the student continues to breach rules or behaviors are considered as major disciplinary offences, the member of staff should refer to the relevant Head of the department or Dean.

Staff dealing with disciplinary offences should:

- Remind the student of the relevant University rule
- Minimize the opportunity for other students to get involved i.e. move from the scene of conflict or see a student after class
- Call another member of staff and police if there is any perceived threat to the safety of themselves or others

4 Major disciplinary offences

The following constitute **gross misconduct** and as such should be regarded as major disciplinary offences:

- Violent, indecent, disorderly, threatening or offensive behavior and language whilst on University premises or engaged in any University activity
- Breach of the University's policies in relation to the acceptable use of Information Communication Technology; such as abusive or offensive emails, including the use of another person's email; using University computer resources to download material of a pornographic from the internet, or in any other way to transmit or retrieve material of this kind
- Fraud, deceit, deception or dishonesty in relation to the University or its staff or in connection with holding any office in the University, or in relation to being a student of the University
- Academic cheating, including plagiarism, forgery, impersonation and any other form of cheating in assessments or examinations
- Action likely to cause injury or impair safety either on University premises or on any other sites associated with the University through its professional or other programmes. This includes assisting unauthorized entry to any University site
- Acts of disturbance which threaten the rights and privacy of any staff/students, whilst on University premises, engaged in University activity.
- Harassment of any kind, including sexual, homophobic, disability or racial harassment of any student, member of staff or other employee of the University or any authorized visitor to the University, including that committed by electronic or other remote means
- Incitement for others to commit self-harm, through use of drink or drugs or as part of group self-harm practices (such as cutting)
- Unfounded and malicious complaints brought against a member of the University under the University Student Complaints Procedures
- Possession, use, sale or distribution of alcoholic beverages or illegal drugs (including so called 'legal highs'), or being under the influence of the same, on University premises or at official University sponsored activities off campus. Prescription drugs would fall into this category if they are sold or distributed, or used by someone other than the named person they were prescribed for
- Theft or damage, especially malicious or negligent damage, to University property, or theft or damage to property of the University community on University premises or on other premises used by the University. This can include damage to or other interference with computers or software system administration or supplies belonging to the University
- Unauthorized use or alteration of University documents or stationery; or fabrication of documents or stationery purporting to be University documents or stationery; or impersonation of University staff, or other persons associated with the University. This includes misuse or unauthorized use of the University name or logo

- Committing a criminal offence on University premises or while involved in University activities, or other conduct likely to bring the University into disrepute

The above examples are not exhaustive or exclusive and offences of a similar nature will be dealt with under this Procedure.

