

Student Conduct Policy & Guidelines

Part I: General

1. Principles

- 1.1. Studying at the University presents opportunities to interact with other members of the University community as well as with the community that interacts or needs to interact with the University. The University recognises and values the diversity of student experiences and expectations, and is committed to treat students, both academically and personally, in a fair and transparent manner. All students, in return, are required to comply with the requirement set down in this regulation.
- 1.2. The University affirms its commitment to:
 - 1.2.1. academic freedom and social responsibility;
 - 1.2.2. recognition of the importance of ideas and the pursuit of critical and open inquiry;
 - 1.2.3. high academic standards, intellectual rigour and a high quality education;
 - 1.2.4. tolerance, honesty and respect as the defining characteristics of relationships through-out the University community; and
 - 1.2.5. high standards of ethical behaviour and conduct.
- 1.3. All students are required to be aware of and act consistently with these values.
- 1.4. This Guideline provides a clear statement of expectations of students by the University in respect of academic matters and personal behaviour.

2. Coverage

- 2.1. This Guideline applies to all students of the University in respect to all actions and activities relating to or having an impact on the University, or its students, employees and the community which interacts, or wishes to interact, with the University.

3. Personal Conduct Guidelines

- 3.1. Each student must treat each employee, honorary appointee, contractor, volunteer, other students, and members of the public with respect, dignity, impartiality, courtesy and sensitivity.
- 3.2. Each student must act honestly and ethically in his/her dealings with University employees, honorary appointees, contractors, volunteers, other students, and the members of the public who interact with the University or wish to interact with the University.
- 3.3. Students must respect the privacy of employees, honorary appointees, contractors, volunteers, other students, and the members of the public who interact with the University or wish to interact with the University.
- 3.4. Students must ensure that either individually or collectively, they do not act in a manner that unnecessarily or unreasonably impedes the ability of employees, honorary appointees, contractors, volunteers, other students, and the members of the public who interact with the University or wish to interact with the University, to carry out their study, research, work at, or do business with, the University.
- 3.5. Students must ensure that they do not act in a manner that unnecessarily or unreasonably impedes the abilities of employees, honorary appointees, contractors, volunteers, other students, and the members of the public who interact with the University or wish to interact with the University, to access or use the resources of the University for lawful purposes, and purposes permitted by University policies.
- 3.6. Students must ensure that they do not become involved in or encourage discrimination against or harassment or bullying of employees, honorary appointees, consultants, contractors, volunteers, other students, and the members of the public who interact with the University or wish to interact with the University.

4. Academic Conduct Guidelines

Each student must:

- 4.1 Ensure that his/her enrolment and progress in his/her programme is lawful and consistent with the rules and regulations of the University.
- 4.2 Ensure that the student maintains current information in the student information system and observe key dates and deadlines.
- 4.3 Read each correspondence to him/her from the University, including emails.
- 4.4 Act ethically and honestly in the preparation, conduct, submission, and publication of academic work, and during all forms of assessment, including formal examinations and informal tests.
- 4.5 Avoid any activity or behaviour that would unfairly advantage or disadvantage another student academically, or advantage or disadvantage a staff of the University unfairly.
- 4.6 Conform to the University's requirements for working with humans, animals and biohazards.
- 4.7 Behave professionally, ethically and respectfully in all dealings with the University's learning partners during internships, industrial attachments or extramural practices.
- 4.8 Use University resources, including information and communication technology resources, in a lawful and ethical manner and for study purposes only.
- 4.9 Wear appropriate uniforms and protective devices as per requirements given in writing in the course/unit outline.

5. Conduct Guidelines for Interns, Attachees, and Workplace Trainees

Each student who is on an internship or attachment or is a workplace trainee must ensure that while on the internship, attachment or workplace training, he/she:

- 5.1. Adheres to the standards and ethics of the industry / profession in which the student is being trained
- 5.2. Abides by the rules, policies and procedures of the employer which provides the internship, attachment of workplace training.

Part II: Misconduct

6. Misconduct and Procedures on Misconduct

- 6.1. The purpose of these procedures is to promote the principle of mutual respect by informing students of behaviour the University community considers appropriate; discourage behaviour the University community considers inappropriate; implement fair and just procedures for dealing with possible cases of misconduct; and, provide for the imposition and enforcement of penalties for proven misconduct.
- 6.2. Conduct regarded as misconduct is listed in Schedule I.

7. Reporting Misconduct

- 7.1. Possible misconduct by a student may be referred to one of the decision makers referred to in s10 of this document. For clarity, a decision maker includes any teaching staff, examination supervisor, librarian, the administrator of any policy which has been breached, officer-in-charge at the Academic Office, the Pro-Vice Chancellor (Academic), nominated supervisor(s) of a student on internship or workplace attachment, and all the committees referred to in this document.
- 7.2. A decision maker (on the decision maker's own initiative or in response to a report) may make preliminary investigations to decide whether proceedings may be initiated against a student for alleged misconduct.

8. Proceeding with a Report of Misconduct

- 8.1. If a decision maker decides to initiate such proceedings against a student, the decision maker must give an allegation notice to the student providing details of the alleged misconduct.
- 8.2. When dealing with misconduct, a decision maker must proceed in a way that accords with the principles of natural justice, and in a way that the decision maker considers appropriate, without being bound by legal technicalities or the laws of evidence, but according to the justice of the case. This includes giving the student a copy of, or an opportunity to inspect all relevant evidence relating to the matter held by the decision maker; giving the student a reasonable opportunity to appear before the decision maker to answer to the allegations; and allowing the student to be accompanied by or represented by another person not being a person currently practicing as a barrister or solicitor.
- 8.3. A decision maker must give written notice of a decision and any rights of appeal to the student and the complainant, and must provide the Pro-Vice Chancellor (Academic) with a copy of the same.

9. Time limits

- 9.1. A decision maker must not proceed against a student unless an allegation notice has been given to the student within 14 days of the facts necessary to establish misconduct first coming to the notice of a decision-maker.
- 9.2. A decision maker must decide the case within 28 days of the day the notice was given, or within a longer period if the student and the Pro-Vice Chancellor (Academic) agree.
- 9.3. Before the 28-day period expires, a decision maker may apply in writing to the Pro-Vice Chancellor (Academic) for a waiver of the need to comply with s8.2.
- 9.4. The Pro-Vice Chancellor (Academic) may issue a written waiver of the need to comply with s8.2 if satisfied that the decision maker has made a reasonable attempt to consult the student about an extension of the 28-day period and that the student's ability to address the allegations is not impaired.

10. Academic Matters

- 10.1. Without limiting the range of orders available to a decision maker specified in s10 below, penalties, which are academic in nature, should normally be imposed only for misconduct that occurred in an academic context.

11. Decision Makers' Jurisdiction and Penalty Powers

- 11.1. A member of the *teaching staff* of the University may deal with any matter relating to the classes conducted by that member of staff. If a finding of misconduct is made, then the staff member may suspend a student for the remainder of the day, and immediately report such suspension to his/her head of department/school as well as the Officer-in-Charge at the Pro-Vice Chancellor (Academic)'s Office at the campus/centre. The Officer-in-Charge at the Pro-Vice Chancellor (Academic)'s Office shall decide in no more than 48 hours whether the suspension was sufficient punishment for the misconduct, or whether the case ought to proceed to the Students' Academic or Students' General Disciplinary Committee, and act accordingly. For the purpose of this section, 'teaching staff' can include clinical supervisor, workshop supervisor, lab supervisor, and head of the institution where students may be attached for internships, teaching practice, and industrial work attachments.
- 11.2. A member of the *teaching staff* of the University may deal with any matter relating to plagiarism, cheating or collusion as per the procedures noted in Schedule I of this document.
- 11.3. An *examination supervisor* may deal with any matter relating to the examination that is being supervised. If a finding of misconduct is made, the supervisor shall then make a written report to the Officer-in-Charge at the Pro-Vice Chancellor (Academic)'s Office at the Campus/Centre, who shall advise the Pro-Vice Chancellor (Academic) and the respective Dean of the misconduct. The examination supervisor shall not suspend a student from that examination unless the misconduct constitutes a threat to the physical safety of the supervisor(s), others involved with the conduct of the examination/assessment, or other students writing the exam. The Pro-Vice Chancellor (Academic) shall decide in no more than 48 hours whether there is sufficient basis for the case to proceed to the Students' Academic or General Disciplinary Committee, and act accordingly.
- 11.4. The *Librarian* may deal with any matter relating to the functioning or facilities of the Library. If a finding of misconduct is made, the Librarian may then issue penalties as listed in the Library Regulations.
- 11.5. For any misconduct relating to breach of regulations on properties and facilities, the *administrator* of the respective policy on properties and facilities shall decide on the penalties as in the provisions of the regulation.
- 11.6. For any misconduct relating to breach of regulations on information and communication technology, the *administrator* of the respective policy on ICT shall decide on the penalties as in the provisions of the regulation.
- 11.7. For any misconduct relating to breach of regulations on hostel and accommodation, the *administrator* of the respective policies on hostel and accommodation shall decide on the penalties as in the provisions of the policies.
- 11.8. If other staff or students of the University notice any student misconduct, or if the attention of any staff member is drawn to any student misconduct, the respective staff or student must report the matter to the *Officer-in-Charge* at the Academic Office at the Campus/Centre, and/or the *Pro-Vice Chancellor (Academic)*, who shall decide whether the case is serious enough to proceed to a disciplinary stage.
- 11.9. For any misconduct during an internship, or workplace attachment, the duly nominated *supervisor(s)* of the student during the internship / workplace attachment shall decide on the penalties as in the provisions of the policies.

12. Students' Disciplinary Committees

- 12.1. The University hereby establishes the following committees to deal with student misconduct:
- 12.1.1. *Students' Academic Disciplinary Committee*, which shall deal with all matters of academic misconduct, and
- 12.1.2. *Students' General Disciplinary Committee*, which shall deal with any matter other than academic misconduct.
- 12.1.3. *Faculty Appeals Committee*, which shall deal with all appeals from the *Students' Academic Disciplinary Committee*
- 12.1.4. *Students' General Appeals Committee*, which shall deal with all appeals from the *Students' General Disciplinary Committee*.

12.2. Details on the compositions and procedures of these committees are provided in Schedule II of this document.

13. Appeals against Decisions

13.1. A student may appeal against a decision of a decision-maker to the Faculty Appeals Committee if the misconduct concerns academic matters, or to the Students' General Appeals Committee if the decision concerns matters outside the jurisdiction of the Faculty Appeals Committee.

13.2. To appeal a decision, unless otherwise provided for in the provisions of the respective Appeals Committee procedures, the student must give notice of appeal to the Pro-Vice Chancellor (Academic) within ten working days of being given notice of the decision.

13.3. The Pro-Vice Chancellor (Academic) must convene, or cause to be convened, the appropriate Committee within 15 working days of receiving notice of intent to appeal from the student, and give notice of the appeal to the chairperson of that Committee.

13.4. The chairperson of the respective discipline committee may extend the time for compliance with s12.3.

13.5. When dealing with an appeal, unless otherwise provided for by the specific Appeals Committee procedures, the Committee shall regulate its own conduct, but it must observe the following requirements:

13.5.1. The secretary must give the student a notice at least five days before the date of the hearing, of the time and place of the hearing and of the rights granted under this subsection.

13.5.2. The student is entitled to be accompanied by another person, whom the student appoints who may make submissions or representations on behalf of the student, except that this person must not be currently practicing as a barrister or solicitor.

13.5.3. The student and/or his representative, and the complainant, have the right to be present throughout the evidential phase of the proceedings.

13.5.4. The student may call and examine witnesses, cross-examine witnesses, and may address the Committee at the conclusion of the evidence.

13.5.5. Notwithstanding any other rights, procedures and processes guiding the conduct of the respective appeals committee, a Dean and/or an administrator under whose jurisdiction the content of the matter at hand falls, may appoint a member of the staff to represent the section at the hearing, who may call and examine witnesses and address the Committee at the conclusion of the evidence.

13.5.6. The Committee must determine an appeal on the basis of evidence presented by the parties in the scheduled meetings of the committee.

13.5.7. The student and the representative must be given an opportunity to inspect all evidence presented.

13.5.8. At every hearing, the Committee has complete authority to maintain order in the proceedings including the authority to order the removal of a person including a student or representative.

13.5.9. When two or more students are alleged to have committed offences arising out of the same occurrence or series of occurrences, the Committee shall decide whether their cases are to be heard separately or together.

13.5.10. As soon as practicable, and after the Committee has reached a decision, it must communicate the decision in writing to the student and the complainant, and a copy sent to the Pro-Vice Chancellor (Academic).

14. Appeal Operates to Stay Proceedings

14.1. An appeal from a decision suspends the implementation of that decision, unless, in the opinion of the Pro-Vice Chancellor (Academic), the matter under consideration was one that involved grave risk to the safety of any member of the University community.

15. Penalties

15.1. Unless stated in the procedures or policies on the respective decision maker's authority to levy penalty(ies), misconduct shall attract the following penalties:

- 15.1.1. Fines of up to a maximum of \$1000, to be paid into the general funds of the University. If a fine is not paid within the time prescribed for its payment, the student shall not be awarded a result in any assessment or receive or be granted credit for any course or programme or receive any certificate, diploma, or other award of the University. A fine option order may be considered by the Pro-Vice Chancellor (Academic). Under a fine option order, the student ordered to pay a fine may, within the time limited for its payment, apply to the Pro-Vice Chancellor (Academic) to undertake campus service in lieu of the fine, and the Pro-Vice Chancellor (Academic) may consider and determine the application fairly.
- 15.1.2. Campus Service Orders, through which the student is required to perform campus service at the designated places and times and in the way and subject to the conditions the Pro-Vice Chancellor (Academic) decides; are deemed to be not complied with until the Pro-Vice Chancellor (Academic) considers that the work required has been satisfactorily completed.
- 15.1.3. Withholding results.
- 15.1.4. Suspension as per the authority of the decision maker.
- 15.1.5. Expulsion as per the authority of the decision maker.

16. Interim Suspension

- 16.1. The Pro-Vice Chancellor (Academic) may suspend a student as soon as a case of gross misconduct is brought to his/her attention.
- 16.2. The Pro-Vice Chancellor (Academic) may suspend a student on considering it necessary to avert a substantial risk of injury to a person or damage to property or serious disruption of any University activity.
- 16.3. Before imposing the suspension, the Pro-Vice Chancellor (Academic) must make a reasonable effort (having regard to the seriousness and urgency of the risk) to provide the student with an opportunity to explain why the immediate suspension ought not to be imposed.
- 16.4. The suspension takes effect when notice of the suspension is sent to the student.
- 16.5. A suspension ends if after 15 working days no allegation notice has been given to the student, or if the appropriate disciplinary committee does not convene within 15 working days. If these steps are taken, the suspension continues until the proceedings are finalised or until it is lifted by the office holder imposing it, or the appropriate committee hearing the case.

17. Notice

- 17.1. For purposes of these procedures, a notice to a student is sufficient if it is in writing and is either:
 - 17.1.1. Given to the student in person, or
 - 17.1.2. Posted to the student at all addresses the student has provided the University for its official records (the semester address, postal address, residential address or business address if any), or
 - 17.1.3. Emailed to the student on the student's official email address given by the University and copied to the student's private email address the student provided the University at the time of admission to the University or subsequently, and a hardcopy posted to the student's mailing address.
 - 17.1.4. Texted to the student's mobile phone number the student provided upon admission or subsequently, and emailed to the student on his/her official email address given by the University as well as a hardcopy posted to the student's mailing address.

18. Where the Person Ceases to be a Student

- 18.1. If the student alleged to have committed misconduct ceases to be a student before proceedings are finalised, the University shall decide on whether to continue with the proceedings, or discontinue them.

Part III: Student Grievance Procedures

This section provides for channels of redress for students with grievances.

19. Grievances against Students

- 19.1. Any grievance against a fellow student, other than for a hostel related grievance, should be reported to the Office of the Pro-Vice Chancellor (Academic) at the respective campus as soon as the grievance becomes one that can not be resolved through student collegiality.
- 19.2. A student grievance against a fellow student which is a hostel related grievance, shall be reported to the office of the chief administrator of the hostel
- 19.3. Upon receipt of a report, the Office of the Pro-Vice Chancellor (Academic) or the chief administrator of the hostel, as the case may be, shall, upon audience with the parties, determine whether the matter can be resolved through counselling the parties, in which case the office shall facilitate counselling promptly.
- 19.4. If the respective Office determines that the matter can not be resolved through counselling, it shall direct the grievance to either the Students' General Disciplinary Committee, or the Students' Academic Disciplinary Committee, depending on the nature of the grievance.

20. Grievances against Instructors

- 20.1. Any grievance against a student's instructor, including grievances on alleged unfairness in assessment, should be raised immediately with the Head of the Department or the instructor's immediate supervisor.
- 20.2. If the student feels uncomfortable in raising the matter with the instructor's supervisor or the Head of the Department directly, the student may seek the company of the Pro-Vice Chancellor (Academic) in raising this grievance.
- 20.3. If discussing the matter with the instructor's supervisor or the head of department does not resolve the grievance, the student may take the matter up with the Faculty 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.
- 20.4. If the student remains unsatisfied with the decision of the Dean, the student may lodge an appeal to the Students' Academic Appeals Committee for its consideration of the matter.
- 20.5. In exceptional circumstances, and only where there is urgency in decision-making, a student may appeal against the decision of the Dean to the Vice Chancellor, for his/her urgent consideration.

21. Grievances against Staff other than Instructors

- 21.1. Any grievance against a staff other than the student's instructor should be raised immediately with the staff member's immediate supervisor. If the student feels uncomfortable in raising the matter with the instructor's supervisor, the student may seek the company of the Pro-Vice Chancellor (Academic) in raising this grievance.
- 21.2. If discussing the matter with the Staff member's supervisor does not resolve the grievance, the student may take up the matter with the Director 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.
- 21.3. If the student remains unsatisfied with the decision of the Director, the student may lodge an appeal to the Students' General Appeals Committee for its consideration of the matter.
- 21.4. In exceptional circumstances, and only where there is urgency in decision-making, a student may appeal against the decision of the Director to the Vice Chancellor for urgent consideration.

22. All Other Grievances

- 22.1. Grievances other than those relating to students, instructors/lecturers and other staff of the University shall be raised with the relevant office at the University that deals with the matter.
- 22.2. For the record, the following are the offices that deal with various matters:
 - 22.2.1. All matters concerning fees, fines, charges: Finance Office.

- 22.2.2. All matters concerning ICT: ICT Office.
 - 22.2.3. All matters concerning properties, assets, and facilities: Properties and Facilities Office.
 - 22.2.4. All matters concerning academic management: the respective Dean.
 - 22.2.5. All matters concerning student life at SINU: Pro-Vice Chancellor (Academic).
 - 22.2.6. Students at Campuses outside Honiara: Campus Administrator's Office.
 - 22.2.7. All grievances not listed above: the Office of the Vice Chancellor.
- 22.3. A student shall be deemed to have committed a serious disciplinary offense if he/she does not follow the grievance procedures as stated in this document.
- 22.4. 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 and addressed through the channels provided in this policy, would comprise a case of gross misconduct.
- 22.5. The penalties for breach of this policy on student grievance include reprimands, suspension from some or all facilities of the University, and suspension from the programme.
- 22.6. For gross misconduct, the penalty is summary termination of studentship, without refund of any fee.

Part III: Student Compliance with Policies of the University

23. Objective

- 23.1. The University has in place a number of policies which safeguard the interests of students and staff, and maintain the integrity of the University.
- 23.2. These policies regulate:
 - 23.2.1. Physical properties and facilities
 - 23.2.2. Electronic properties and facilities
 - 23.2.3. Intellectual properties
 - 23.2.4. Information and communication technology facilities and systems
 - 23.2.5. Library resources
 - 23.2.6. Physical and electronic security
 - 23.2.7. Health and Safety, including policies on smoking, drugs, alcohol and kava.
 - 23.2.8. Fees and charges
 - 23.2.9. Hostel accommodation (including meals), and
 - 23.2.10. Any other matter concerning University life that is covered in any existing or new policy adopted by the University Senate or the University Council.
24. The University reserves the right to adopt any other policy as it deems fit.
25. Students are required to abide by all such policies at all times.
26. Students enrolling at the University are deemed to accept each and every policy in application at the material date of their studentship. Where a student does not wish to abide by any policy introduced during his/her studentship period, the student shall immediately advise to the Pro-Vice Chancellor (Academic) of this, who shall decide whether a limited waiver is to be considered, or whether the student should be allowed to withdraw from the University.
27. A failure to abide by any of the University policies would attract the penalties listed in each policy.

Schedule I: Student Misconduct

1. **Misconduct is Conduct on the part of a Student that:**
 - 1.1. impairs the reasonable freedom of others to pursue their studies, research, duties and other lawful activities at the University or on the site or to participate in the life of the University; or
 - 1.2. hinders the pursuit of academic excellence by circumvention of proper procedures in relation to student assessment or research; or
 - 1.3. amounts to improper use of University facilities or information or improper use of the property of others on the site; or
 - 1.4. is as instanced in s3.0 of this schedule.

2. **Gross Misconduct is an Offence that involves:**
 - 2.1. Actual physical violence causing bodily harm to an employee, honorary appointee, contractor, volunteer, other students, or a member(s) of the public who interact with the University or wish to interact with the University.
 - 2.2. A sexual offence that involves physical harm to any person whether in any way related to the University or not.
 - 2.3. An offence against a child or a minor whether in any way related to the University or not.

3. **Examples of Misconduct**
 - 3.1. **Student Academic Integrity:** Cheating or doing anything that may assist a person to cheat, in relation to assessment such as, but not limited to:
 - 3.1.1. Presenting copied, falsified or improperly obtained data as if it were the result of laboratory work, practical work (log books), field trips, workshop reports, or other investigatory work.
 - 3.1.2. Including in the student's individual work material, which is the result of significant assistance from another person without acknowledging such assistance or if that assistance was unacceptable according to the instructions or guidelines for that work.
 - 3.1.3. Assisting another student in the presentation of that student's individual work in a way that is unacceptable according to the instructions or guidelines for that work.
 - 3.1.4. Speaking to or communicating with other students during an assessment where speaking or communicating is not permitted.
 - 3.1.5. Being in possession of any textbook, notebook, or other written material, electronic or mechanical device (e.g. mobile phones) not authorised for use during the test or examination.
 - 3.1.6. Leaving answer papers exposed to the view of, or attempts to read another student's examination papers.
 - 3.1.7. Being involved with others in obtaining knowledge of the contents of examination papers before the examination date.
 - 3.1.8. Closely paraphrasing sentences or paragraphs from one or more sources without appropriate acknowledgment in the form of a reference to the original work or works.
 - 3.1.9. Submitting work, which has been produced by others on behalf of the student.
 - 3.1.10. Copying computer files in whole or in part without indicating their origin.
 - 3.1.11. Submitting work that has been wholly or partially derived from another student's work by a process of mechanical transformation, for example, changing variable names in computer programs.
 - 3.1.12. Making a false representation as to a matter affecting the student.
 - 3.1.13. Making a false statement in order to gain credit towards an assessment.
 - 3.1.14. Using falsified documents to gain entry to the University.

 - 3.2. **Student Academic Integrity:** Misuse of educational and instructional privileges, such as, but not limited to:
 - 3.2.1. The recording of class materials that cause disruption to the class or teaching space.
 - 3.2.2. Using the recorded lectures and/or other educational/instructional proceedings for purposes other than study by the bona fide student in the class in the course/unit in which the materials were given without authority of the person whose voice or copyright has been recorded.

- 3.3. Dealings with Others at the University:**
- 3.3.1. Disrupting or obstructing an official University activity, for example, disrupting a class or an official meeting.
 - 3.3.2. Harassment on the site or in the course of an official University activity based on any of the prohibited grounds of discrimination set out in the relevant Acts of the Government of Solomon Islands or consequential regulations.
 - 3.3.3. Examples of misconduct involving dealings with others include, but not limited to, are:
 - 3.3.4. Sexual harassment of a person in breach of laws of the Government of Solomon Islands.
 - 3.3.5. Harassment based on the race, ethnicity, gender, sexual orientation, culture, language, or place of origin of a person.
 - 3.3.6. Assaulting a person on a site or in the course of an official University activity.
- 3.4. Dealings with Property:** Intentionally damaging or wrongfully dealing with property on a site or of the University, for example, misuse of an emergency call point, littering, defacing or otherwise damaging the facilities of the University, and affixing a notice or notices to parts of a site being other than a notice board designed for that purpose.
- 3.5. Dealings with Information:** Knowingly disclosing confidential information relating to any University matter, which is of a confidential nature and which the student has no authority or right to divulge, including disclosing the results of a research project carried out for an outside body, which the student has no right over, or which a student knows should be kept confidential.
- 3.6. Dealings in Information and Communication Technology:** Misuse of information and communication technology facilities (including software) or communication facilities of the University. Examples of misuse of ICT facilities include:
- 3.6.1. Gaining or assisting another person to gain unauthorised access to a facility.
 - 3.6.2. Using a facility for an unauthorised purpose.
 - 3.6.3. Unauthorised modification, transfer or deletion of any hardware, soft-ware or data.
 - 3.6.4. Unlawful copying of software using a University resource or facility or installing software on a University facility without authorisation.
- 3.7. Behaviour at the University:** This includes creating a disturbance or being disorderly on a University site. Examples of this include:
- 3.7.1. Using insulting, threatening or obscene language on a University site.
 - 3.7.2. Lighting a fire without permission.
 - 3.7.3. Throwing stones.
 - 3.7.4. Endangering wildlife on campus.
- 3.8. Dealings with Staff Members of the University:** Disobeying a reasonable direction of a member of staff, for example refusing to leave a building or part of a building when directed to do so by a security officer or an officer duly tasked with the responsibility of emergency evacuation or an officer responsible for OHS at the University, or failing to comply with a direction by a member of the teaching staff to not to utilise proceedings of a class conducted at the University for purposes other than the purpose of the class.
- 3.9. Obstructing or attempting to interfere** with the lawful performance of duty by a staff member of the University, for example, failing to supply the student's name and address when required to do so by a staff member of the University who reasonably requires the information for the performance of his/her duty, or failing to supply the student's identity card when required to do so by a staff member who reasonably requires proof of identity for the performance of his/her duty unless the student had reasonable cause not to supply the evidence sought and the student supplies the student card or other evidence of identity to the Pro-Vice Chancellor (Academic) within 48 hours of the time when it was required by the staff member.
- 3.10. Misconduct Declared by Regulation or Rule or Policy:** A breach of any provision of the regulations or rules or University Policies, where breach is declared to be misconduct for the purposes of this policy and procedures.
- 3.11. Misconduct while on Internship or Workplace Attachment:** A breach of any regulation, policy, or a breach of professional guidelines or standards by a student while on internship or workplace attachment.
- 3.12. Enforcement of Penalties:** Failure to comply with an order made under this regulation, other than non-payment of a fine, is misconduct.

4. Processes for dealing with the Misconduct of Plagiarism, Cheating & Collusion

4.1. Responsibilities of the University

- 4.1.1. It is the responsibility of each teaching staff to advise students clearly, in writing and in the first week of the class, of the academic crimes of plagiarism, cheating and collusion.
- 4.1.2. The Dean must make every possible effort to ensure that an acceptable test, examination and assessment environment is provided to students which prevent cheating or collusion. This includes, but is not limited to, providing adequate, uncrowded, seating arrangement and test supervision during examinations and in-class assessments.

4.2. Responsibilities of the Student

- 4.2.1. It is the responsibility of each student to display honesty and integrity in his/her studies.
- 4.2.2. It is the responsibility of each student to neither induce or fall victim to inducements, material or otherwise, to provide their assessment materials to other students for the purpose of copying or collating for submission without their own original effort.

4.3. Steps to be taken by the staff

- 4.3.1. When a marker suspects a student of plagiarism or cheating or collusion, the piece of academic work must be brought to the attention of the course coordinator/teaching staff concerned.
- 4.3.2. The course coordinator will endeavor to locate the sources from which this student has plagiarized, or cheated or colluded. If satisfied that the student has plagiarized, cheated or colluded, the course coordinator will collate the evidence of the breach for record purposes and inform the student of the same. The student shall be given one chance to re-submit the materials for assessment, with this chance being documented through a letter or email, with a copy being sent to the Dean.
- 4.3.3. For a subsequent plagiarism, cheating or collusion, in the absence of any credible mitigation, the student's assessment shall be carried out after expunging the plagiarised materials or materials which were results of cheating or collusion. The coordinator shall also issue a clear and firm reprimand letter to the student, and cause his/her name to be entered in the Register of Deliberate Academic Misconduct.
- 4.3.4. For a third incident of plagiarism, cheating or collusion, it is the responsibility of the market/coordinator to grant a nil/zero mark for the full submission in which there was evidence of plagiarism, cheating or collusion.
- 4.3.5. Any further incident of plagiarism, cheating or collusion shall be sufficient to award the student a nil/zero mark in the continuous assessment.
- 4.3.6. Where cheating or collusion takes place in an end-point closed book examination, or where plagiarism takes place in an open book examination, irrespective of the student scoring above the course pass mark, the student shall receive nil credit, and letter grade of F(X) indicating cheating, collusion or plagiarism.
- 4.3.7. For repeat offences during the student's tenure, the matter shall be referred to the Student Academic Disciplinary Committee. The Committee may impose one or more of the following penalties:
 - 4.3.7.1. Impose a fine.
 - 4.3.7.2. Prohibit the student from using any of the University's library and computing network facilities for a defined period.
 - 4.3.7.3. Recommend to the Vice-Chancellor that a student's enrolment be suspended for any period and on terms considered necessary by the committee;
 - 4.3.7.4. Recommend to the Vice-Chancellor that the student's enrolment be terminated.

4.4. Register of Deliberate Academic Misconduct

- 4.4.1. The Office of the Pro-Vice Chancellor (Academic) shall maintain a Register of Deliberate Academic Misconduct which shall list names of students who have adverse finding of academic misconduct.
- 4.4.2. Details of each case are recorded in this Register.
- 4.4.3. The records are maintained for a period of seven (7) years from the date of the last record entered against a student's name, after which the record of the student is expunged from the Register.
- 4.4.4. For clarity, information on the record contained in this Register shall under no circumstance be given to parties outside the University.

Schedule II: Committees to Deal with Student Conduct

1. The following Committees deal with Student conduct matters:
 - 1.1. *Students' Academic Disciplinary Committee,*
 - 1.2. *Students' General Disciplinary Committee*
 - 1.3. *Faculty Appeals Committee*
 - 1.4. *Students' General Appeals Committee,*

2. **Students' Academic Disciplinary Committee**
 - 2.1. The University shall establish a Students' Academic Disciplinary Committee for each Faculty to deal with breaches of this policy by students, where breaches concern examinations, assessments, and other academic conduct.
 - 2.2. The Membership of this Committee shall comprise:
 - 2.2.1. A nominee of the Faculty Dean as Chair.
 - 2.2.2. One nominee of the student who is not a practising barrister or solicitor.
 - 2.2.3. One nominee of the Pro-Vice Chancellor (Academic).
 - 2.3. Any complaint in respect of examinations, assessments and other forms of academic misconduct by a student, shall be made in writing to the Office of the Pro-Vice Chancellor (Academic).
 - 2.4. The University shall determine its own processes and procedures for the conduct of these Committees. The procedures for the conduct of the Disciplinary Committee shall be established by the Committee. In each case, the procedure(s) must accord with the principles of natural justice, including the student being informed of the procedures that will be followed, and of a hearing date. The student shall also be given the opportunity to submit a statement about the incident, to appear before the committee and to examine any witness that may depose against the student.
 - 2.5. The student may be accompanied to any hearing by a person of the student's choice. The companion, however, shall have no right of audience in the Committee. For clarity, this companion is not the same person as the student's nominee referred to in paragraph 1.2.2 above.
 - 2.6. The Committee shall hear all evidence it considers relevant.
 - 2.7. The decision of the Committee shall be notified to the student and the complainant. The Students' Academic Disciplinary Committee may impose one or more of the following penalties:
 - 2.7.1. Require a re-assessment.
 - 2.7.2. A reduction in the mark awarded for assessed units of work or project.
 - 2.7.3. Require the student to do further work or repeat work within the programme in relation to which the misconduct occurred.
 - 2.7.4. Impose a maximum grade the student may gain for the course in relation to which the misconduct occurred.
 - 2.7.5. Refuse or cancel credit for the subject in relation to which the misconduct occurred.
 - 2.7.6. Any other penalty that the Committee considers just for the breach.
 - 2.8. The complainant as well as the accused Student have the right to appeal the decision of the Committee to the Faculty Appeals Committee.

3. **Faculty Appeals Committee**
 - 3.1. The University shall establish a Faculty Academic Appeals Committee for each Faculty.
 - 3.2. The Faculty Academic Appeals Committee shall hear appeals from the Students' Academic Disciplinary Committee.
 - 3.3. An appeal can be filed only on the following grounds:
 - 3.3.1. There is new evidence, which was not available to the committee at the time it made its decision, or
 - 3.3.2. There has been an error of procedures, or
 - 3.3.3. There was a denial of natural justice to the student, or
 - 3.3.4. The penalty is too severe.
 - 3.4. Any appeal against the decision of the Students' Academic Disciplinary Committee shall be submitted in writing to the Dean within 14 days of the communication to the student of the decision. The Pro-Vice Chancellor (Academic) may allow an appeal outside this period if the

- student can show good reason why a delay occurred, provided that no appeal shall be considered if it is not lodged with-in one month of the date of the notification of the original decision.
- 3.5. Faculty Appeals Committee also has original jurisdiction to hear appeals on decision made regarding a student's application for reconsideration of assessments, grades or results.
 - 3.6. The Faculty Academic Appeals Committee shall comprise:
 - 3.6.1. The Faculty Dean, who shall chair the Committee, except for appeals from Faculty Exam Boards, in which case another Dean or Director shall be the chair.
 - 3.6.2. One full-time academic staff of the Faculty elected by the Faculty Academic Board to serve for a period the Board determines, except where the staff member is a party to the matter, in which case a nominee of the Vice-Chancellor shall be the member for the specific appeal case.
 - 3.6.3. One nominee of the Pro-Vice Chancellor (Academic).
 - 3.6.4. One nominee of the student lodging an appeal, or appealing a result, or against who the appeal is made, with the condition that the nominee not be a practising barrister or solicitor, except where a possible penalty, as advised by the Pro-Vice Chancellor (Academic) to the student, is expulsion from the University, in which case the nominee may be a practising lawyer.
 - 3.7. If the appeal concerns results and/or grades, the lecturer(s) against whose assessment the appeal has been made, and the student appealing the result, shall have the right to observe the evidential and/or hearing phase of the committee proceedings.
 - 3.8. The University shall set fees to file such appeals against results as it considers necessary, and may review these fees periodically.
 - 3.9. The procedures for the conduct of the Faculty Appeals Committee shall be established by the Committee. In each case, the procedure(s) shall accord with the principles of natural justice, including the student being informed of the procedures that will be followed, and of a hearing date. The student shall also be given the opportunity to submit a statement about the incident, appear before the committee and examine any witness that may depose against the student.
 - 3.10. The decision of the Committee shall be notified to the student and the complainant. The Faculty Appeals Committee may confirm the earlier decision, rescind the earlier decision, substitute a new decision for the one appealed against, or remit the matter to the Students' Academic Disciplinary Committee.
 - 3.11. The student and/or the complainant may appeal a decision of the Faculty Appeals Committee to the Students' General Appeals Committee.
 - 3.12. An appeal can be filed only on the following grounds:
 - 3.12.1. There is new evidence, which was not available to the committee at the time it made its decision, or
 - 3.12.2. There has been an error of procedures, or
 - 3.12.3. There was a denial of natural justice to the student, or
 - 3.12.4. The penalty is too severe or too light.
 - 3.13. Any appeal against the decision of the Faculty Appeals Committee shall be submitted in writing to the Pro-Vice Chancellor (Academic) within 14 days of the decision being communicated to the student. The Pro-Vice Chancellor (Academic) may allow an appeal outside this period if the student can show good reason why a delay occurred, provided that no appeal shall be considered if it is not lodged within one month of the date of the notification of the original decision. The Pro-Vice Chancellor shall consider submitting the appeal to the Students' General Appeals Committee.
 - 3.14. The decision of the Students' General Appeals Committee shall be final.
- 4. Students' General Disciplinary Committee**
- 4.1. The University shall establish a Students' General Disciplinary Committee to deal with student misconduct which are non-academic in nature, and to deal with breaches of University policies.
 - 4.2. The Students' General Disciplinary Committee shall comprise:
 - 4.2.1. A member of staff above the senior rank, appointed by the Pro-Vice Chancellor (Academic) for the specific purpose, as Chair.
 - 4.2.2. One nominee of the Directors of Support Services of the University.
 - 4.2.3. One nominee of the Student, not being a practicing barrister or solicitor.
 - 4.2.4. The membership of the Committee shall be established at each session of the Committee.

- 4.3. Any complaint, in respect of student conduct shall be made in writing to the Office of the Pro-Vice Chancellor (Academic).
- 4.4. A student has the option of reporting breaches that are criminal in nature to the police, but when such a report is lodged, the University shall not proceed with any disciplinary action unless the incident was one that had the potential to be known to any reasonable University decision maker and was of a serious nature.
- 4.5. Where a complaint concerns a criminal activity punishable by the Solomon Islands Courts, the Office of the Pro-Vice Chancellor (Academic) shall determine whether the gravity is such that it needs to be reported to the police, and if so assessed, shall promptly report the matter to the police. In cases where the breach involves a serious threat to the safety or life of a student, staff, or visitor of the University, the Pro-Vice Chancellor (Academic) may immediately suspend the student pending police investigations and determination of the case, which shall be final.
- 4.6. For all complaints that are determined by the Pro-Vice Chancellor (Academic) that need not be reported to the police, or which are non-criminal in nature, or which relate to a breach of University policies, shall be dealt with internally by the Students' General Disciplinary Committee.
- 4.7. The procedures for the conduct of the Students' General Disciplinary Committee shall be established by the Committee. In each case, the procedure(s) shall accord with the principles of natural justice, including the student being informed of the procedures that will be followed, and of a hearing date. The student shall also be given the opportunity to submit a statement about the incident, appear before the committee and examine any witness that may depose against the student.
- 4.8. The student may be accompanied to any hearing by a person of the student's choice. The companion, however, shall have no right of audience in the Committee. For clarity this companion is not the same as the nominee of the student provided for in s4.2.3 above.
- 4.9. The Committee shall hear all evidence it considers relevant.
- 4.10. The Committee may provide the option of mediation to the parties.
- 4.11. The decision of the Committee shall be notified to the student and the complainant. The Students' General Disciplinary Committee may impose one or more of the following penalties:
 - 4.11.1. An Admonition.
 - 4.11.2. Fine the student an amount not exceeding \$1,000.
 - 4.11.3. Require the student to pay a fair restitution.
 - 4.11.4. Suspend the student for a period from any programme or course for actions that endanger people's lives.
 - 4.11.5. Suspend a student for a period from the use of any facility, teaching material or service of the University.
 - 4.11.6. Exclude or authorise the exclusion of a student from any part of the University's premises or those used by him/her, including exclusion from accommodation/hostel facilities.
 - 4.11.7. Require attendance at counselling for a specified period.
 - 4.11.8. Cancel the student's enrolment.
 - 4.11.9. Expel the student from the University and bar the student from re-enrolling.
 - 4.11.10. Refer the matter to an external authority.
 - 4.11.11. Any other penalty that the Committee deems reasonable and just in the circumstances.
- 4.12. A student or a complainant may appeal the decision of the Students' General Disciplinary Committee to the Students' General Appeals Committee.
- 4.13. An appeal can be filed only on the following grounds:
 - 4.13.1. There is new evidence, which was not available to the committee at the time it made its decision, or
 - 4.13.2. There has been an error of procedures, or
 - 4.13.3. There was a denial of natural justice to the student, or
 - 4.13.4. The penalty is too severe or too light.
- 4.14. Any appeal against the decision of the Students' Academic Disciplinary Committee shall be submitted in writing to the Pro-Vice Chancellor (Academic) within 14 days of the decision being communicated to the student. The Pro-Vice Chancellor (Academic) may allow an appeal outside this period if the student can show good reason why a delay occurred, provided that no appeal shall

be considered if it is not lodged within one month of the date of the notification of the original decision.

4.15. The decision of the Students’ General Appeals Committee shall be final.

5. Students’ General Appeals Committee

- 5.1. The University shall establish a Students’ General Appeals Committee.
- 5.2. The Student’s Appeals Committee shall be responsible to the Senate for considering appeals from the Students’ General Disciplinary Committee, College Appeals Committees, and any other appeal from students not covered by any other provision.
- 5.3. Membership of the Students’ General Appeals Committee shall comprise:
 - 5.3.1. A Dean, Director, or senior ranked staff whose section is not involved in the decision appealed against, appointed by the Pro-Vice Chancellor (Academic) to chair the Committee.
 - 5.3.2. One other senior staff, being at the rank of Dean, Director, or senior ranked staff who are independent of the matter under appeal, appointed by college of University Deans and support service Directors.
 - 5.3.3. One nominee of the appellant, not being a practising barrister or solicitor, except where a possible penalty, as advised by the Pro-Vice Chancellor (Academic) to the student, is expulsion from the University, in which case the nominee may be a practicing lawyer.
 - 5.3.4. The membership of the Committee shall be established at each session of the Committee
- 5.4. The procedures for the conduct of the Students’ General Appeals Committee shall be established by the Committee. In each case, the procedure(s) shall accord with the principles of natural justice, including the student being informed of the procedures that will be followed, and of a hearing date. The student shall also be given the opportunity to submit a statement about the incident, appear before the committee and examine any witness that may depose against the student.
- 5.5. All parties involved in the appeal shall have the right to observe the evidential and/or hearing phase of the committee proceedings. If the appeal is against the decision of the Faculty Appeals Committee, the lecturer(s) against whose assessment the appeal has been made has a right to observe the evidential and/or hearing phase of the committee proceedings.
- 5.6. The University shall set such fees to file appeals against results as it considers necessary, and may review these fees periodically.
- 5.7. The decision of the Students’ General Appeals Committee shall be notified to the student and the complainant. The Committee may confirm the earlier decision, rescind the earlier decision, or substitute a new decision for the one appealed against, or remit the matter to the Students General Disciplinary Committee of the Faculty Appeals Committee, as the case may be.
- 5.8. The decision of the Students’ General Appeals Committee shall be final.
- 5.9. In exceptional cases, the Vice Chancellor may overturn the decision of the Students General Appeals Committee and substitute a decision in his/her own deliberate judgment. In all such cases, the Vice Chancellor shall table a paper on the matter in the following Senate.
- 5.10. The Pro-Vice Chancellor (Academic) shall provide quarterly reports of all student discipline cases to the Senate.

Document history

Version	Author (Name & Designation)	Approval Date	Revision
1	Vice Chancellor, through Senate & Senior Management Committee	20 December 2019, by SINU Council	