

Policy on Student discipline

SLIIT CITY UNI shall be responsible for regulating the discipline of all students of SLIIT CITY UNI. These rules shall apply to all students in SLIIT CITY UNI.

Under the General Code of Conduct for students, the following shall constitute misconduct:

- Acts of dishonesty including fraud, deceit, deception in relation to the Institute or in relation to being a student of the Institute (including but not limited to falsifying or misusing Institute records or documents, including identity cards, transcripts and certificates of any kind).
- Accessing confidential information from databases of the Institution and or obtaining confidential information or data of the Institution, which are not accessible to the students such as Question Papers, Model Answers of mid-semester or end of semester examinations to be held, Marks etc. from whatever source.
- Use of confidential information of the Institution for personal gain, or to damage the reputation of the Institution or revealing them to outsiders.
- Disruption of, or improper interference with, the academic, administrative, sporting, social or other activities of the Institute, whether on Institute premises or elsewhere.
- Obstruction of, or improper interference with, the functions, duties or activities of any student, member of staff or other employee of the Institute or any authorized visitor to the Institute.
- Violent, indecent, disorderly, threatening or offensive behavior or language whilst engaged in any Institute work, study or activity (whether expressed orally, in writing or electronically).
- Action likely to cause injury, impair safety or raise false alarm

on Institute premises.

- Use of offensive or improper language or to behave in an offensive or improper way or display unwanted conduct which on the grounds of colour, age, disability, ethnic origin, gender, marital status, nationality, race, religion or sexual orientation, has the effect of
 - violating another person's dignity or
 - creating an intimidating, hostile, degrading, humiliating or offensive environment for students, employees of the Institute or visitors to the Institute.
- Damage to, or defacement of, Institute property (including property loaned to the Institute) or the property of other members of the Institute Community caused intentionally or recklessly, and misappropriation of such property.
- Misuse or unauthorized use of Institutional premises or items of property including IT facilities or safety equipment.
- Improper Conduct within or outside the Institutional premises.
- Harassment (of any kind including ragging) of any student, member of staff or any authorized visitor to SLIIT CITY UNI.
- Sexual misconduct of any kind.
- Breach of the provisions of SLIIT CITY UNI's rules, regulations and procedures.
- Instigating other students to breach the rules and regulations of the Institute.
- Aiding and abetting other students or outsiders to violate the rules and regulations of the Institute.
- Absconding when summoned for official reasons.
- Involving in assault and or causing physical harm to fellow student/s or a staff member.
- Causing disturbances to the activities of the Institute and or

attempting to influence the impartial and independent culture being maintained within the Institute.

- Behaviour, which brings the name of the Institute into disrepute. .
- Indulging in any unauthorized activity.
- Conduct which constitutes a criminal offence where that conduct:
 - takes place on Institute premises or
 - affects or concerns other members of the institute or
 - damages the good name of the Institute or
 - Itself constitutes misconduct within the terms of these Rules.
- For the avoidance of doubt, the Institute may proceed under these Rules notwithstanding the instigation or outcome of any criminal proceedings. However the Institute reserves the right to defer any action pending any criminal investigation or prosecution.
- Offences involving academic misconduct including plagiarism, collusion and examination irregularities etc
- Keeping in one's possession Liquor and or narcotics/unlawful drugs within the SLIIT CITY UNI premises and or consumption of Liquor or narcotics/ unlawful drugs within the Institutional premises and/or being within the Institutional premises under the influence of liquor or narcotics/ unlawful Drugs.
- Failure to inform the Institute of being cautioned or arrested for, or charges with a criminal offence.
- Organizing activities, trips, fund raising, meetings etc. without the approval from the MD/CEO
- Using the name and the Logo of SLIIT CITY UNI for whatever activity without the approval of the MD/CEO
- Violating the IT Policy of SLIIT CITY UNI

- Distribution of leaflets, newspapers and/or any other printed material and or audio or video material through any electronic media including but not limited to Email, Facebook, Twitter etc. containing texts or data which have not been approved for distribution among students or staff of SLIIT CITY UNI by the MD/ CEO.
- Failure to comply with a previously imposed penalty under these Rules within a reasonable time.
- Any other act or behavior which may be reasonably interpreted as a disciplinary offence or misconduct.

Policy on the Academic Misconduct.

a. Possession of unauthorized notes/ formulas/ documents / equipment or use of any other mechanism during an examination that is considered as to provide undue advantages for the students.

* Notes/formulas written on the material such as Institute booklet, admission card, paper, pencil case, calculator, clothes, water bottles, own body etc.

* Possession of electronic equipment such as mobile devices, tablets, note-books, data processing wrist-watches, communication devices etc.

b. Copy or attempt to copy

* Copy or attempt to copy from any external resource (book, electronic media, etc.) or from the script/ submission of another candidate.

*Facilitating or providing opportunity to others to copy by keeping his/her answer scripts/ submissions or any other means of communication to support others.

c. Removal of equipment or any other material provided in an examination.

d. Writing name on the answer script/submission unless it is requested.

e. Disorderly Conduct

- Not carrying out the guidelines given to the students via Official Information Sources or through any other official authority appointed to conduct examination.
- Disturbing Lecturer/ supervisor/ SLIIT staff, or to other candidates in the examination hall or its precincts

f. Impersonation

*A student getting another to act on his/ her is considered as violating academic conduct. Both parties involved are considered to have committed an offense and will be charged accordingly.

*In cases where the impersonator is an outsider he/ she will be charged outside the SLIIT Academic Misconduct process.

g. Obtain or attempt to obtain prior knowledge of confidential documentation.

h. Influencing Academic or Non-academic staff members who are involved in examinations activities.

i. Plagiarism

Work that has been copied from that of another person (whether published or not) without attribution, or the presentation of another's work as if it were his/her own. This includes copying text from a website without acknowledgment or simply changing a few words on an assignment without referencing.

k. Self-plagiarism or duplication: copying and reproducing work that was originally completed and submitted by the student and resubmitted for another purpose, including examinations without acknowledgment of this, unless resubmission was permitted. Self-plagiarism occurs;

* When a student submit work or larger sections of previous assessments of his/ her own for different assessments either in the same unit or subsequent units.

* Where a student is required to repeat a unit and the work completed when the student first undertook the unit is submitted again.

* When a student reuses work they have previously presented/ published.

l. Collusion

A form of an agreement between the two or more people to act with the intention to deceive an assessor as to who was actually responsible for producing the material submitted for the assessment. The agreement may be overt (openly discussed) or covert (not specifically discussed but implied).

m. Contract cheating

Posting a message on a website or community forum asking for people to bid on the job of doing assignments, coursework, reports, project work or any other academic submissions to be submitted by the student(s).

Purchasing academic related work as given above from someone or from a website with the intention to deceive.

n. Selling material

Any means of sharing examination content with or without a financial transaction is strictly prohibited.

o. Falsifying data for any academic or non-academic purposes.

p. Dishonest practices

Dishonest conduct of academic related matters mentioned or any other act deemed as dishonest practice by the SLIIT CITY UNI is liable for suitable punishment.

q. Aiding and abetting any of the above offences shall be deemed to have committed that offence.

r. Forging signature of any official of the University or Outsiders related to the Examination process

- In dissertation - by undergraduates
 - In other examination or official documents- by undergraduates
 - In any document - by Postgraduate students
- s. If any malpractice is detected which is not covered in the above clauses shall be reported to the Academic Misconduct Investigation Panel for recommendation of suitable punishment/s.

Policy on the Disciplinary Inquiry

If a student commits any of the misconducts set out in 2.2 and 2.3 above, the Institute shall conduct a two-staged disciplinary inquiry in the manner set out below.

- I. There shall be a preliminary inquiry conducted in the following manner:
 - a. If a student has committed a misconduct set out in 2.2 (General Misconduct), the inquiry into such misconduct shall be conducted by a committee appointed by the disciplinary committee and presided by the Head – Academic Affairs or Director.
 - b. If a student has committed a misconduct set out 2.3 (Academic Misconduct) the inquiry into such misconduct shall be conducted and/or presided by the Head – Academic Affairs.
- II. The purpose of this preliminary inquiry is to determine whether there is a prima facie case against the student who has allegedly committed the misconduct.
- III. The presiding officer will hear all relevant parties including the accused student and determine whether misconduct has been committed and if he determines that the misconduct had been committed he shall submit a report to the Disciplinary Committee for the formal inquiry.
- IV. Following the determination of the preliminary inquiry and during the pendency of the formal inquiry, the MD/CEO has the discretion

to suspend or declare the premises of the Institute as out of bounds to the accused student.

- V. The Disciplinary Committee will appoint a Formal Inquiry Committee presided by the Chairman of the Disciplinary Committee.
- VI. The Formal Inquiry Committee shall commence the formal inquiry within a reasonable period from the date of the decision of the presiding officer in the preliminary inquiry.
- VII. The Formal Inquiry Committee shall commence the inquiry by formally framing the charges against the accused student and inform the same to the accused student. In addition the Formal Inquiry Committee shall agree on the manner in which the inquiry shall be conducted.
- VIII. At the inquiry, the accused student shall be granted the opportunity to be represented by another person who shall not represent him as an attorney at law. He or she shall in addition be given the opportunity of summoning witnesses subject to providing the details about the witnesses to the Disciplinary Committee, with their consents in writing prior to summoning the witnesses.
- IX. The accused student will be permitted to cross-examine the witnesses called by the Institute at the formal Inquiry.
- X. At the conclusion of the hearing, the Formal Inquiry Committee shall in writing communicate its findings and/or recommendations to the Disciplinary Committee.
- XI. The Disciplinary Committee, upon receipt of the Report of the Formal Inquiry Committee, will communicate its recommendations to the MD/CEO for execution.
- XII. The MD/CEO, upon the receipt of the Report of the Disciplinary Committee act as follows:
 - a. If the Committee has found the accused student guilty of all or any of the charges made against him/her, shall make order as provided for in Rule 2.5 (Punishments).

- b. If the Committee has found the accused student not guilty of all charges made against him/her, shall make an order to the effect that the accused student is exonerated of any misconduct or any other breach.

Policy on Punishments

- A student who is found to have violated the Disciplinary Code is liable to be subjected to any one or more of the following punishments.
 - A severe warning.
 - A fine and a warning.
 - Suspension of studentship for a specified period or suspension of right to access institute's IT Facilities
 - Recovering the cost of replacement (in case of damaging Institutional property) with a heavy surcharge.
 - A combination of any of the punishments listed above.
 - Expulsion from the Institute.
- If a student is subjected to a suspension of studentship for a defined period of time for committing a serious act of misconduct during a semester the marks earned in the semester will automatically be nullified and the student will be required to repeat the entire semester at the expiry of the suspension.
- If a student is suspected of committing a criminal offence, the act will be immediately reported to the Police for investigation. The Institute has the right to concurrently conduct the disciplinary Inquiry against the suspected student under the Disciplinary Code of the Institute.

Policy on Appeal Procedure

- If a student is dissatisfied with outcome of the Disciplinary Inquiry, the student shall appeal within a period of fourteen days (14 days). The appeal shall be submitted to the MD/CEO.
- Upon the receipt of the appeal, the MD/CEO shall appoint an Appeals Committee to inquire into the appeal and make recommendations to the MD/CEO.
- The Ruling given by the Appeals Committee appointed by the MD/CEO shall be final and binding upon the accused student.

Policy on Miscellaneous

- In the event the accused student fails and/or neglects and/or willfully restraints from participating in the preliminary inquiry and/or formal inquiry, it will amount to an admission of guilt on the part of the student. The MD/CEO shall make a decision accordingly.
- All proceedings and/or communications will be in English.

