



VILLA COLLEGE

## ACADEMIC BOARD

Policy No: AC007

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# STUDENTS' DISCIPLINARY RULES

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### A. GENERAL

#### 1. Short Title and Commencement

The College makes the following Rules hereinafter cited as the “**Students’ Disciplinary Rules**” of Villa College.

#### 2. Purpose

The Student Disciplinary Rules are intended to provide for :

- (a) the proper conduct and discipline of students of the College and the consequences in the event of breach of the rules mentioned hereunder;
- (b) an appropriate learning environment that would help to ensure and maintain good academic standards of the College; and
- (c) the development of a student community imbued with high morals, honour, discipline, aspirations and mutual respect for one another and for the members of the College.

#### 3. Authority

The Rector of the College shall be responsible for the discipline and conduct of students.

The Rector may by written instruction, delegate the authority or implementation of any function concerning discipline and conduct of students to any other senior personnel of the College.

The Students’ Disciplinary Rules shall be read together with other Statutes, Rules and Regulations.

#### 4. Exception

The College shall have the authority to make, amend or revoke any of the provisions made under the Student Disciplinary Rules.

#### 5. Scope and Application

The Student Disciplinary Rules shall apply to students of the College. A student shall be deemed to be subjected to the Student Disciplinary Rules at the time of first enrollment with the College.

## 6. Date of Application

The Student Disciplinary Rules shall take effect from 1st February 2009.

## B. INTERPRETATION

In the Student Disciplinary Rules, unless the context provides otherwise:

“**Appeal**” means an appeal in writing that is submitted by a student to the College to reconsider any penalty or sanction imposed on him/her by the Student Disciplinary Committee or such other disciplinary authority of the College;

“**Assignment**” means any written exercise undertaken by the student as a part of the continuous assessment component for a course;

“**Breach of Copyright**” means the breach, infringement of copyright or unauthorized use of any study guide, book, thesis, dissertation, article, examination paper, module, printed tutorial matter or of a software licensing agreement either owned or controlled by the College, without the written permission of the College or owner. It includes also the unauthorised copying, photocopying, distributing, reproducing or transmitting, either electronically or mechanically, and the storage or retrieval of materials in respect of which copyright exists;

“**Disciplinary Appeals Committee** ” means the committee approved by the College Council to consider the appeal of a student against any penalty and sanction imposed on him/her by the Student Disciplinary Committee or such other disciplinary authority of the College;

“**Disciplinary Authority**” means any Committee, member or body of members and any officer of the College entrusted with the written authority of the Rector to deal with student disciplinary matters;

“**Evaluation**” means any approved form or mode of evaluation to determine the learning outcomes of a course and may comprise assignments, essays, projects, laboratories online participation, tests, written examinations and such other forms of evaluation established from time to time by the College;

“**Examination**” means any formal written or oral examination and such other forms of evaluation approved by the College as an examination component for a degree, diploma or certificate programme;

“**Member**” means any person who has been employed either on a full-time or part-time basis by the College;

“**Plagiarism**” means any act or attempt to copy, extract, use or present any phrase, data, results whether published or unpublished, writing or ideas of another person and use as one’s own without giving fully and clearly, due recognition, acknowledgement or reference to the person concerned;

“**Student** ” means a person who at the time of misconduct or breach of the Student Disciplinary Rules, was registered to receive education, learning, instruction or training at Villa College;