

## Disciplinary Decision Matrix

This paper is in response to PWC September 2022 report finding NO. 1.

- **Finding No.1:** *Documentation of rationale for reporting or not reporting cases to the police to be strengthened.*
- **Management Response:** *A decision matrix will be made which will have the risk level, offence and reason for the category.*

## **Glossary**

**Academic Term** - is the division of an academic year during which all learning and assessments take place. This includes semester, trimesters, Quarter and Summer.

**Suspension** – is the act of delaying or stopping it for a while or until a decision is made about it.

It refers to either prohibiting a student from either

- (i) continuing any form of study and/or
- (ii) gaining access to any specified University's premises and/or
- (iii) utilizing facilities including accommodation/hostel for a specified period.

**Hazing** - any activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers them regardless of a person's willingness to participate.

**Actual Physical** - an act, which is committed as torture, rape, sexual violence or inhuman or degrading treatment.

**Electronic cigarette** - is a device that simulates tobacco smoking.

**Liquor** - *refers to alcohol or distilled spirits and Home-brew is beer or wine that is made in someone's home.*

**Academic Counselling** - College designated staff (ADLTS, HOD, HOS) provide guidance and advice that assists students in re-strategizing their academic objectives to attain success during their university journey.

**University Counselling** – a counsellor provide counseling service to FNU Students, Staffs and Faculty on various issues related to emotional and cultural adjustment, crisis management, stress, interpersonal conflict and personal development. The Counsellor will be responsible for promoting the personal development of students and proactive in dealing with personal issues that may impact their studies.

**Course/Unit** - refers to a series of related topics in a subject taught and assessed in a time-specific period, normally in each term. A unit is also known as a course. For example, ACC501.

**Programmes** - refer to a set of courses that lead to an award of the University in the named programme such as Certificate, Diploma or Degree.

**FNU Staff** – refers to other Permanent staff, Temporary and interpreters.

**FNU Risk Matrix for Student Offences**

Low Risk	Medium	High Risk	Severe	Critical (Accumulating Ranking – Applies when there is more than one breach)
1	2	3	4	> 3

**Part A: Student General Disciplinary Committee**

The following tables are arranged in descending order from severe to low risk of offenses.

**Category of offences: Severe**

\* For cases pending police investigation, students will not be allowed to access the University premises. However, the College may assist these students by providing online educational services, enabling them to complete the current enrolled academic term.

Nature of Offence	Policy Document/ Regulation	UASR – clauses that are deemed to have been violated	Category of Offence	Penalty
1. Actual Physical violence causing bodily harm to Staff/Student	UASR; Halls of Residence Regulation; Crimes Act 2009	Penalty as per UASR sub clause 5.1.2 (page 57). For actual bodily harm summary termination as per UASR subsection 5.1.1 (page 57). <i>(Note: The Victim may directly report the matter to the police)</i>	Severe	<ol style="list-style-type: none"> <li>1. Matter to be reported to the Police by the Office of the Registrar</li> <li>2. Suspension from the University pending police investigation, Termination from the University upon conviction and</li> <li>3. Sponsor to be notified.</li> </ol>
2. Sexual Assault <i>(that involves physical harm to any person whether in any way related to the University or not)</i>	UASR; Crimes Act 2009	Penalty as per UASR sub clause 5.1.1 (pg.57) the penalty shall be summary termination of studentship by the Registrar in consultation with the Vice Chancellor without refund of any fee. <i>(Note: The Victim may directly report the matter to the police. For cases outside University, as a duty of care obligation, University has the right to report to the Police)</i>	Severe	<ol style="list-style-type: none"> <li>1. Matter to be reported to the Police by the Office of the Registrar regardless of any evidence. The complainant's/victim's consent is needed for the case to be officially reported to the Police.</li> <li>2. Suspension from the University pending police investigation, Termination from the University upon conviction; and</li> <li>3. Sponsor to be notified.</li> </ol>
3. Bullying (via social media platforms and in person) / Hazing	UASR; Halls of Residence Regulation; Anti-Bullying Policy; Crimes Act 2009 Cyber Crime Act 2001	<p>3.1.1 Follow the rules, regulations, policies and procedures of the University. (pg. 55)</p> <p>3.1.3 Treat all employees, honorary appointees, consultants, contractors, volunteers, University's learning partners, other students, and members of the public with respect, dignity, impartiality, courtesy and sensitivity. (pg. 55)</p> <p>3.1.4 Act honestly and ethically in their dealings with University employees, honorary appointees, consultants, contractors, volunteers, other students, and the members</p>	Severe	<ol style="list-style-type: none"> <li>1. Matter to be reported to the Police by the Office of the Registrar.</li> <li>2. Suspension from the University pending police investigation, Termination from the University upon conviction and</li> <li>3. Sponsor to be notified.</li> </ol>

		<p>of the public who interact with the University or wish to interact with the University. (pg. 56)</p> <p>3.1.5 Respect the privacy 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. (pg. 56)</p> <p>3.1.7 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. (pg. 56)</p> <p>3.1.8 Use University premises and resources in a lawful and ethical manner and for study purposes only. (pg. 56)</p>		
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Nature of Offence	Policy Document/ Regulation	UASR – clauses that are deemed to have been violated	Category of Offence	First offence	Second Offence
1. Consumption or possession of liquor and/or consumption/ brewing of home brew in any University premises (Kava without special permission)	UASR; Halls of Residence Regulation; Liquor Act	<p>3.1.1 Follow the rules, regulations, policies and procedures of the University (pg. 55)</p> <p>3.1.8 Use University premises and resources in a lawful and ethical manner and for study purposes only. (pg. 56)</p>	High	<ol style="list-style-type: none"> <li>1. Final warning for suspension from the University for one academic;</li> <li>2. Minimum fine of \$200;</li> <li>3. Termination from the Halls of Residence applicable for hostel students; and</li> <li>4. Sponsor to be notified</li> </ol>	<ol style="list-style-type: none"> <li>1. Suspension from University for one academic term;</li> <li>2. A fine ranging from a minimum of \$200 but not exceeding \$500; and</li> <li>3. Refer to University Counsellor (<i>minimum of 3 compulsory session</i>)</li> </ol>
2. Verbal assault (swearing and/or bullying) on any Staff and Student of the University	UASR; Halls of Residence Regulation	<p>3.1.1 Follow the rules, regulations, policies and procedures of the University (pg. 55)</p> <p>3.1.3 Treat all employees, honorary appointees, consultants, contractors, volunteers, University’s learning partners, other students, and members of the public with respect, dignity, impartiality, courtesy and sensitivity (pg. 55)</p> <p>3.1.6 Ensure that they do not act in a manner that unnecessarily or unreasonably impedes the abilities 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, to access or use the resources of the University for lawful purposes, and purposes permitted by this or other University regulations (pg. 56)</p>	High	<ol style="list-style-type: none"> <li>1. Final warning for suspension from the University for one academic term;</li> <li>2. Minimum fine of \$200;</li> <li>3. Matter to be reported to the Police;</li> <li>4. Termination from the Halls of Residence applicable for hostel students;</li> <li>5. Sponsor to be notified and</li> <li>6. Refer to University Counsellor.</li> </ol>	<ol style="list-style-type: none"> <li>1. Suspension from University for one academic term;</li> <li>2. A fine ranging from a minimum of \$200 but not exceeding \$500;</li> <li>3. Matter to be reported to the Police and</li> <li>4. Refer to University Counsellor (<i>minimum of 3 compulsory session</i>).</li> </ol>

		<p>3.1.7 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 (pg. 56)</p> <p>3.1.8 Use University premises and resources in a lawful and ethical manner and for study purposes only. (pg. 56)</p>			
3. Damaging University property and/or damaging other property including Vandalism	UASR; Halls of Residence Regulation	<p>3.1.1 Follow the rules, regulations, policies and procedures of the University. (pg. 55)</p> <p>3.1.3 Treat all employees, honorary appointees, consultants, contractors, volunteers, University's learning partners, other students, and members of the public with respect, dignity, impartiality, courtesy and sensitivity. (pg. 55)</p> <p>3.1.4 Act honestly and ethically in their dealings with University 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. (pg. 56)</p> <p>3.1.5 Respect the privacy 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. (pg. 56)</p> <p>3.1.6 Ensure that they do not act in a manner that unnecessarily or unreasonably impedes the abilities 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, to access or use the resources of the University</p>	High	<ol style="list-style-type: none"> <li>1. Final warning for suspension from the University for one academic term;</li> <li>2. Minimum fine of \$200;</li> <li>3. Repairs &amp; Replacement to be paid in the stipulative time with all incidental cost;</li> <li>4. Matter to be reported to the police;</li> <li>5. Sponsor to be notified;</li> <li>6. Refer to University Counsellor; and</li> <li>7. Termination from the Halls of Residence (applicable for hostel students).</li> </ol>	<ol style="list-style-type: none"> <li>1. Suspension from University for one academic term;</li> <li>2. Refer to University Counsellor (<i>minimum of 3 compulsory session</i>);</li> <li>3. A fine ranging from a minimum of \$200 but not exceeding \$500;</li> <li>4. Repairs &amp; Replacement to be paid in the stipulative time with all incidental cost;</li> <li>5. Matter to be reported to the police; and</li> <li>6. Sponsor to be notified.</li> </ol>

		<p>for lawful purposes, and purposes permitted by this or other University regulations. (pg. 56)</p> <p>3.1.7 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. (pg. 56)</p> <p>3.1.8 Use University premises and resources in a lawful and ethical manner and for study purposes only. (pg. 56)</p>			
4. Uploading / sharing of Photos on social media without the consent of the person	UASR; Anti-Bullying Policy; Online Safety Act. Social Media Policy	<p>3.1.1 Follow the rules, regulations, policies and procedures of the University. (pg. 55)</p> <p>3.1.5 Respect the privacy 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. (pg. 56)</p>	High	<ol style="list-style-type: none"> <li>1. Final warning for suspension from the University per one academic term;</li> <li>2. Minimum fine of \$200;</li> <li>3. Termination from the Halls of Residence (applicable for hostel students);</li> <li>4. Sponsor to be notified; and</li> <li>5. Refer to University Counsellor.</li> </ol>	<ol style="list-style-type: none"> <li>1. Suspension from University for one academic term;</li> <li>2. Refer to University Counsellor (<i>minimum of 3 compulsory session</i>).</li> <li>3. A fine ranging from a minimum of \$200 but not exceeding \$500; and</li> <li>4. Sponsor to be notified.</li> </ol>
5. Posting / commenting against FNU Services/Staff intending to defame	UASR; Anti-Bullying Policy; Online Safety Act. Social Media Policy1.	<p>4.1 Misconduct is defined as unacceptable or improper behaviour which is in contradiction to the students' obligation(s) to the University as described above.</p> <p>4.2.4 Bringing disrepute to the University through deliberate misinformation to individuals or bodies or office holders within or outside the University or to the media.</p>	High	<ol style="list-style-type: none"> <li>1. Suspension from University for one academic term;</li> <li>2. Refer to University Counsellor (<i>minimum of 3 compulsory session</i>);</li> <li>3. Minimum fine of \$200;</li> <li>4. Termination from the Halls of Residence (applicable for hostel students);</li> <li>5. Sponsor to be notified; and</li> <li>6. Final warning for termination from the University.</li> </ol>	<ol style="list-style-type: none"> <li>1. Termination from the University; and</li> <li>2. Matter to be reported to the Police.</li> </ol>



<p>6. Theft (or in Possession of Stolen items)</p>	<p>UASR; Crimes Act 2009</p>	<p>3.1.1 Follow the rules, regulations, policies and procedures of the University. (pg. 55)</p> <p>3.1.4 Act honestly and ethically in their dealings with University 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. (pg. 56)</p> <p>3.1.6 Ensure that they do not act in a manner that unnecessarily or unreasonably impedes the abilities 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, to access or use the resources of the University for lawful purposes, and purposes permitted by this or other University regulations. (pg. 56)</p> <p>3.1.8 Use University premises and resources in a lawful and ethical manner and for study purposes only. (pg. 56)</p>	<p>High</p>	<ol style="list-style-type: none"> <li>1. Final warning for suspension from the University per one academic term;</li> <li>2. Minimum fine of \$200;</li> <li>3. Termination from the Halls of Residence (applicable for hostel students);</li> <li>4. Actual cost of the item stolen to be paid as recovery cost;</li> <li>5. Sponsor to be notified;</li> <li>6. Refer to University Counsellor; and</li> <li>7. Matter Reported to the Police within 24 hours.</li> </ol>	<ol style="list-style-type: none"> <li>1. Suspension from University for one academic term;</li> <li>2. Matter Reported to the Police within 24 hours;</li> <li>3. Refer to University Counsellor (<i>minimum of 3 compulsory session</i>);</li> <li>4. A fine ranging from a minimum of \$200 but not exceeding \$500; and</li> <li>5. Actual cost of the item stolen to be paid as recovery cost;</li> </ol>
<p>7. Smoking any form of Tobacco in the University Premises which also includes vaping/ e-Cigarettes or any similar substance or material.</p>	<p>UASR; Halls of Residence Regulations Tobacco Control Act 2010</p>	<p>3.1.1 Follow the rules, regulations, policies and procedures of the University. (pg. 55)</p> <p>3.1.8 Use University premises and resources in a lawful and ethical manner and for study purposes only. (pg. 56)</p> <p>Section 19(Part V) of Tobacco Control Act 2019; prescribed smoke-free building or prescribed smoke-free zone. (Fiji National University is categorized as a smoke-free zone)</p>	<p>High</p>	<ol style="list-style-type: none"> <li>1. Final warning for suspension from the University for one academic term;</li> <li>2. Fine of \$200;</li> <li>3. Termination from the Halls of Residence (applicable for hostel students);</li> <li>4. Sponsor to be notified; and</li> <li>5. Refer to University Counsellor.</li> </ol>	<ol style="list-style-type: none"> <li>1. Suspension from University for one academic term (for day scholars and residential students).</li> <li>2. Refer to University Counsellor (<i>minimum of 3 compulsory sessions</i>);</li> <li>3. A fine ranging from a minimum of \$300 but not exceeding \$500; and</li> <li>4. Sponsor to be notified.</li> </ol>

8. Use and/or consumption of or possession of illegal nicotine substance (Sniffing glue, marijuana, drugs or harmful substances)	UASR; Halls of Residence Regulations; Crimes Act 2009	4.3 The University reserves the right to report the matter to the Police for any breach of National Law. The Registrar may immediately suspend the student pending police investigations and determination of the case, which shall be final. (pg. 56)	High	<ol style="list-style-type: none"> <li>1. Matter to be reported to the Police by the Office of the Registrar;</li> <li>2. A fine ranging from a minimum of \$300 but not exceeding \$500;</li> <li>3. Termination from the Halls of Residence applicable for hostel students;</li> <li>4. Suspension for the University pending police investigation;</li> <li>5. Sponsor to be notified and</li> <li>6. Refer to University Counsellor.</li> </ol>	<ol style="list-style-type: none"> <li>1. Matter to be reported to the Police by the Office of the Registrar; and</li> <li>2. Termination from the University.</li> </ol>
9. Deliberate activation of fire alarms without any cause and /or smoke detectors	UASR;	6.3 The University reserves the right to report the matter to the Police for any breach of National Law. The Registrar may immediately suspend the student pending police investigations and determination of the case, which shall be final. (pg. 56)	High	<ol style="list-style-type: none"> <li>1. Final warning for suspension from the University for one academic term;</li> <li>2. Student to pay the associated cost that will be issued by the Fire Authority;</li> <li>3. Minimum fine of \$200;</li> <li>4. Sponsor to be notified; and</li> <li>5. Refer to University Counsellor.</li> </ol>	<ol style="list-style-type: none"> <li>1. Suspension for one Academic Term;</li> <li>2. Refer to University Counsellor (<i>minimum of 3 compulsory sessions</i>);</li> <li>3. A fine ranging from a minimum of \$200 but not exceeding \$500; and</li> <li>4. Student to pay the associated cost that will be issued by the Fire Authority.</li> </ol>
10. Misuse of fire hydrant/ extinguishers	UASR Halls of Residence Regulations;	4.3 The University reserves the right to report the matter to the Police for any breach of National Law. The Registrar may immediately suspend the student pending police investigations and determination of the case, which shall be final. (pg. 56)	High	<ol style="list-style-type: none"> <li>1. Minimum fine of \$200;</li> <li>2. Student to pay the service cost of fire extinguisher;</li> <li>3. Refer to University Counsellor;</li> <li>4. Suspension from the Halls of Residence (applicable to the hostel students) for one academic term; and</li> <li>5. Final warning for termination from Halls of Residence.</li> </ol>	<ol style="list-style-type: none"> <li>1. Termination from Halls of residence;</li> <li>2. Student to pay the service cost of fire extinguisher;</li> <li>3. A fine ranging from a minimum of \$300 but not exceeding \$500;</li> <li>4. Refer to University Counsellor (<i>minimum of 3 compulsory session</i>).</li> </ol>

11. Misuse of ICT equipment (Multimedia system)	UASR; ICT policy	3.1.1 Follow the rules, regulations, policies and procedures of the University. (pg. 55) 5.1.8 Use University premises and resources in a lawful and ethical manner and for study purposes only. (pg. 56)	High	<ol style="list-style-type: none"> <li>1. Final warning for suspension from the University for one academic term;</li> <li>2. Minimum fine of \$200;</li> <li>3. Sponsor to be notified; and</li> <li>4. Refer to University Counsellor.</li> </ol>	<ol style="list-style-type: none"> <li>1. Suspension for one Academic term;</li> <li>2. Refer to University Counsellor (<i>minimum of 3 compulsory session</i>); and</li> <li>3. A fine ranging from a minimum of \$200 but not exceeding \$500.</li> </ol>
12. Damage of ICT equipment (Multimedia system)	UASR; ICT policy	3.1.1 Follow the rules, regulations, policies and procedures of the University. (pg. 55)  4.1.8 Use University premises and resources in a lawful and ethical manner and for study purposes only. (pg. 56)	High	<ol style="list-style-type: none"> <li>1. Minimum fine of \$100;</li> <li>2. Damages done to the equipment to be paid in the stipulative time with all incidental cost;</li> <li>3. Sponsor to be notified;</li> <li>4. Refer to University Counsellor; and</li> <li>5. Final warning for suspension from the University for one academic term.</li> </ol>	<ol style="list-style-type: none"> <li>1. Suspension for one Academic Term.</li> <li>2. Students barred from ICT labs;</li> <li>3. Refer to University Counsellor (<i>minimum of 3 compulsory session</i>);</li> <li>4. A fine ranging from a minimum of \$200 but not exceeding \$500;</li> <li>5. Damages done to the equipment to be paid in the stipulative time with all incidental cost; and</li> <li>6. Sponsor to be notified.</li> </ol>
13. Usage of University properties without approvals from Properties, FNUSA and/or College Deans/ Head of Campus	UASR Hire of Facilities SOP	3.1.1 Follow the rules, regulations, policies and procedures of the University. (pg. 55)  3.1.8 Use University premises and resources in a lawful and ethical manner and for study purposes only. (pg. 56)	High	<ol style="list-style-type: none"> <li>1. Minimum fine of \$200;</li> <li>2. Final warning for suspension from the University for one academic term;</li> <li>3. Fine to be consistent to the standard hiring rate or student to bear the cost of cleaning and pay for damages if applicable;</li> <li>4. Sponsor to be notified; and</li> <li>5. Refer to University Counsellor.</li> </ol>	<ol style="list-style-type: none"> <li>1. Suspension from the University for an academic term;</li> <li>2. Refer to University Counsellor (<i>minimum of 3 compulsory sessions</i>);</li> <li>3. A fine ranging from a minimum of \$200 but not exceeding \$500;</li> <li>4. Fine to be consistent to the standard hiring rate or student to bear the cost of</li> </ol>

					cleaning and pay for damages if applicable.
14. Bunking with outsiders	UASR; Halls of Residence Regulations	3.1.1 Follow the rules, regulations, policies, and procedures of the University(pg.55); and 3.1.8 Use University premises and resources in a lawful and ethical manner and for study purposes only. (pg.56).	High	<ol style="list-style-type: none"> <li>1. Fine of \$200 to the resident student (room owner that accommodates);</li> <li>2. Final warning for suspension from halls of residence;</li> <li>3. Matter to be reported to the Police for Trespassing (for the outsider);</li> <li>4. Sponsor to be notified; and</li> <li>5. Refer to University Counsellor.</li> </ol>	<ol style="list-style-type: none"> <li>1. Suspension from the University for an academic term;</li> <li>2. Refer to University Counsellor (<i>minimum of 3 compulsory sessions</i>);</li> <li>3. A fine ranging from a minimum of \$200 but not exceeding \$500 to the resident student (room owner); and</li> <li>4. Matter to be reported to the Police for Trespassing (for the outsider).</li> </ol>
15. Spitting on another student or staff	UASR; Crimes Act 2009	3.1.1 Follow the rules, regulations, policies, and procedures of the University(pg.55); and 3.1.8 Use University premises and resources in a lawful and ethical manner and for study purposes only. (pg.56). 3.1.3 Treat all employees, honorary appointees, consultants, contractors, volunteers, University's learning partners, other students, and members of the public with respect, dignity, impartiality, courtesy and sensitivity	High	<ol style="list-style-type: none"> <li>1. Student to be suspended for one academic term from the University;</li> <li>2. Matter to report to the Police for non-students. (The complainant's/victim's consent is needed for the case to be officially reported to the Police); and</li> <li>3. Sponsor to be notified.</li> </ol>	<ol style="list-style-type: none"> <li>1. Matter to be reported to the Police by the Office of the Registrar. (The complainant's/victim's consent is needed for the case to be officially reported to the Police);</li> <li>2. Termination from the University; and</li> <li>3. Sponsor to be notified.</li> </ol>

## **Part B: Student Academic Disciplinary Committee**

The following tables are arranged in descending order from severe to low risk of offenses.

### **Category of offences: Severe**

<b>Nature of Offence</b>	<b>Policy Document/ Regulation</b>	<b>UASR – clauses that are deemed to have been violated</b>	<b>Category of Offence</b>	<b>Penalty</b>
1. Forgery of Official documents	UASR Crimes Act 2009	5.3 The University reserves the right to report the matter to the Police for any breach of National Law. The Registrar may immediately suspend the student pending police investigations and determination of the case, which shall be final. (pg. 56)  This includes alteration of Certificates/ Academic transcripts, forgery of someone's signature without their consent, etc.)	Severe	1. Sponsor to be notified; 2. Refer to Academic counselling; 3. Matter to be reported to the Police by the Office of the Registrar and Suspension from the University pending police investigation; Termination from University if convicted; and 4. Decision of the Committee based on the section 7.1.9 of the UASR (pg. 61)

\* For cases pending police investigation, students will not be allowed to access the University premises. However, the College may assist these students by providing online educational services, enabling them to complete the current enrolled academic term.

### **Category of Offence: High**

<b>Nature of Offence</b>	<b>Policy Document/ Regulation</b>	<b>UASR – clauses that are deemed to have been violated</b>	<b>Category of Offence</b>	<b>First offence</b>	<b>Second Offence</b>
1. Fraudulent act of in regards to official documentations/ Falsifying or fabrication of clinical reports and/or any other unethical practices	UASR Crimes Act 2009; Medical and Dental Practitioner Act 2010;	5.2.3.4 Falsification or fabrication of clinical or Laboratory or workshop reports. (pg. 58)  5.2.3.6 Fraudulent authorization or use of official documents (e.g. Sick sheets; etc.) (pg. 58)	High	1. Suspension from the University for one academic term; 2. Sponsor to be notified; and 3. Refer to Academic counselling.	1. Termination from the University; and 2. Sponsor to be notified;

	Nursing Act 2011 Maritime Transport Act	5.2.3.7 Impersonates or causes to be impersonated. (pg.58)  This includes alteration in the Patients file, Sick sheet, Hospitals records, prescription, clinical records, medical records, attendance record, etc.)			
2. Tampering class work or class record	UASR	4.2.3.2 Tampering or attempting to tamper, with examination scripts, class work, grades or class records. (pg. 57)	High	<ol style="list-style-type: none"> <li>1. Final warning that any repetition of such behavior may result in repeating of that particular course/unit;</li> <li>2. Academic counselling; and</li> <li>3. Sponsor to be notified.</li> </ol>	<ol style="list-style-type: none"> <li>1. The grade for that course to be null and void;</li> <li>2. Redo the course/unit when offered next term;</li> <li>3. Refer to University Counsellor (<i>minimum of 3 compulsory session</i>); and</li> <li>4. Sponsor to be notified.</li> </ol>
3. Plagiarizing someone else's work as one's own for that particular course / Presenting the same work for one course that has already been submitted for another course without acknowledging and/or Failure to abide by the instructor's instruction.	UASR;	<p>3.2.2.1 The work submitted was done in part or whole by an individual other than the one submitting or presenting the work. (pg. 57)</p> <p>5.2.2.2 Failure to abide by directions of an instructor regarding the individuality of work handed in, or collaborates with others in the preparation of material, except where this has been approved as an assessment requirement. (pg.57)</p> <p>5.2.2.3 A student submits, in one Course, work which has already been submitted in another Course, without prior arrangement with both Course lecturers. (pg. 57)</p>	High	<ol style="list-style-type: none"> <li>1. The assessment mark for that particular course/unit to be null and void or Re submission of assessments with penalties upon the discretion of the Instructors;</li> <li>2. Final warning that any repetition of such behavior may result in Suspension from University for one academic term;</li> <li>3. Academic counselling; and</li> <li>4. Sponsor to be notified.</li> </ol>	<ol style="list-style-type: none"> <li>1. Suspension from University for one academic term;</li> <li>2. Refer to University Counsellor (<i>minimum of 3 compulsory session</i>); and</li> <li>3. Sponsor to be notified.</li> </ol>

4. Tampering examination answer scripts and/or Cheating during Examination	UASR	5.2.3.1 Tampering or attempting to tamper, with examination scripts, class work, grades or class records. (pg. 57)	High	<ol style="list-style-type: none"> <li>1. The grade for that course to be null and void;</li> <li>2. Redo the course when offered next term;</li> <li>3. Final warning that any repetition of such behavior may result in Suspension from the programme for one academic term;</li> <li>4. Academic counselling; and</li> <li>5. Sponsor to be notified.</li> </ol>	<ol style="list-style-type: none"> <li>1. Suspension from programme for one academic term;</li> <li>2. Refer to University Counsellor (<i>minimum of 3 compulsory session</i>); and</li> <li>3. Sponsor to be notified.</li> </ol>
5. Possession of written materials and/or any form of electronic device during examination	UASR; Examination Rules	<p>17.8 No student is to bring with him/her into the examination room any written or printed matter except as authorized by the examiner, or where such written or printed material has been authorized for use in an approved open book examination (pg.52)</p> <p>17.10 Unless authorized by examiners, students are not allowed to have in their possession, while in an examination hall, any written or printed material, any electronic or computing device capable of storing material, or any device that is capable of transmitting, storing or receiving messages. (pg.53)</p>	High	<ol style="list-style-type: none"> <li>1. That the grade for that particular course to be null and void;</li> <li>2. Redo the course when next offered by the college;</li> <li>3. Academic counselling;</li> <li>4. Final warning that any repetition of such behavior may result in suspension for one Academic term; and</li> <li>5. Sponsor to be notified.</li> </ol>	<ol style="list-style-type: none"> <li>1. Suspension for one Academic term;</li> <li>2. Refer to University Counsellor (<i>minimum of 3 compulsory session</i>); and</li> <li>3. Sponsor to be notified.</li> </ol>

Appendix 2(b)

Case Analysis Memo Template



I N T E R N A L M E M O R A N D U M

**From:** Officer Student Grievance

**Ext No:** #####

**To:** Manager Compliance and Assessment

**Date:** / /

**Subject:** \_\_\_\_\_  
 \*1. Registrar's Appointment of Students' General Disciplinary Committee (SGDC)  
 \*2. Registrar's Appointment of Students' Academic Disciplinary Committee (SADC)  
 \*3. Registrar's Appointment of Students' Appeals Committee (SAC)  
 \*4. Registrar's Appointment of College Academic Appeals Committee (CAAC)

**Case Analysis:**

Case No.	College	Student Name /ID	Allegation	Risk Analysis	Statement from student	Programme Enrolled	Residential Address/ Address as per Banner	Sponsorship Details
1	XXX	Student Name Student ID	Student alleged to have harboured an outsider in the Halls of Residence and had consumed alcohol which later resulted in a brawl in the Halls of Residence.	Harboring – 1  Consumption of alcohol – 2  Assault - 4  Total – 7 (which is critical)	Student has been emailed to submit the statement	XXX	XXX	XXX



**As per UASR, Page 61:** Membership of the Students' General Disciplinary Committee (SGDC) shall comprise:

A member of staff at or above the rank of HOS/HOS, appointed by the Registrar for the specific purpose.

**1. Chair:** XXXXX

One nominee of the Vice Chancellor

**2. VC's Nominee:** XXXXXXXX

One nominee of FNUSA

**3. FNU SA Rep:** XXXX

**Prepared by:**

XXXXXX

Officer- Student Grievance

Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Approved by:**

XXXXXX

Manager Compliance and Assessment

Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_