

# Student Disciplinary Procedure



**The Cyprus Institute of Marketing**

**1978 - 2010 32 Years of Excellence**

Cyprus' Premier Business School



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## **Scope and Introduction**

The Student Disciplinary Procedure is intended to establish the framework for dealing with student disciplinary matters within a reasonable time and with the utmost regard to justice for all parties involved in a fair and impartial manner.

As members of the Institute, each student is expected to abide by the Institute's rules and regulations in order to ensure the smooth functioning of the Institute, to uphold the Institute's academic and societal reputation, to maintain its standards and to maintain a safe and productive learning environment.

In all of its dealings, including the Disciplinary proceedings, the Institute is committed to the fair and equal treatment of all its students and staff, regardless of gender, age, disability, colour, race, nationality, socio-economic group, sexual orientation, marital status, family responsibilities, religious or political beliefs. If at any time a student or staff member feels discriminated against, he/she may lodge a complaint using the Complaints procedure.

This set of procedures is meant for serious breaches of conduct; minor offenses will be dealt with at an informal level between a member of the staff and the student, if possible.

## **Code of Conduct (In Brief)**

Below is a brief list of the principles that govern acceptable student conduct:

1. Students are expected to observe the rules and regulations of the Institute and use peer guidance to assist their classmates in observing these rules.
2. Students should conduct themselves in a respectful manner when engaged in any activities, whether academic or otherwise, related to the Institute.
3. Students should respect the rights of other members of the Institute, including staff members and fellow students.
4. Students should report, confidentially, any conduct that breaches the principles of acceptable conduct to their designated mentor or programme leader.

## **Definition of Misconduct**

In the eyes of the Institute, misconduct is defined as anything that improperly interferes with the smooth and efficient running of any activities related to the Institute or to any person(s) who study, work at or visit the Institute. Misconduct also includes activities that are linked in any way to the Institute or its reputation.

Examples of misconduct may include, but are not limited to, the following:

1. Academic misconduct (e.g. plagiarism, cheating during examination)
2. Failure to follow staff member instructions
3. Conduct which constitutes a criminal offense
4. Obstruction of any activities of the Institute
5. Interference with the duties or activities of any member of staff or a student
6. Sexual harassment
7. Any violent, threatening or offensive behaviour or language
8. Eating, drinking or smoking in any areas where it is not permissible
9. Public drunkenness on Institute property
10. Any breach of the Student Code of Conduct
11. Any attempt to deceive or fraud any member of the staff or student body
12. Vandalism, theft or misuse of Institute property or the property of its staff or other students
13. Actions likely to cause injury or bodily harm to staff or students
14. Failure to respect the right and beliefs of others, including freedom of speech and religion
15. Possession of narcotics
16. Failure to disclose or to alter any pertinent personal information, including past criminal offenses

### **General Information**

1. All matters related to the disciplinary process will be kept confidential.
2. Recognizing that most occurrences involve minor infractions, the appropriate officer or programme leader will attempt to resolve the matter informally. Under these circumstances, the student will be issued a verbal or written warning which may be added to the student's file and kept for one year. The formal process and hearing will not be initiated.
3. If the department head or programme leader determines that the infraction needs to go under formal review, the student will be notified of the action and the allegations against him/her and milestones of the procedure.
4. Discipline will not be administered until the hearing and any appeals have been concluded.
5. Minor infractions will not result in expulsion.
6. Students will be notified in writing of the disciplinary action being taken and the guidelines for adhering to the action.
7. After a certain period of time (to be determined during the hearing), the record of the infraction will be removed from the student's file.
8. Most importantly, the process is meant to uncover the truth behind the incident and during the entire process, all parties involved will receive fair and equitable treatment.

### **Procedure Summary**

1. In cases regarding minor infractions, the student's programme leader will attempt to resolve the matter informally. A meeting will be scheduled with the student within five days of reporting of the alleged misconduct. A family member, friend or representative may be present during the interview. A committee of first instance comprising the two programme leaders and the Academic Registrar will then issue the findings, complete with judgment, evidence considered in the decision, and the grounds for finding guilt/innocence and the penalty administered.
2. If the student is found guilty of the infraction, a penalty will be administered and he or she will be issued a warning; a note will be entered into the student's file. This note will remain for six months, at which point the infraction will be removed, provided that no other disciplinary action has been taken against the student within that time period.
3. If any party is not satisfied with the outcome, they may request that the matter be escalated and an investigation carried out by the Director of Academic Programs.
4. The Director will then issue the findings. The student may request that these findings be reviewed by the Deputy Director.
5. The student has the right to appeal the findings and decisions of any of the reviews during the process. This is done by appealing to the Appeals, Grievances, Complaints and Disciplinary Committee of the Institute.

### **Disciplinary Hearing**

1. In cases of serious misconduct or a series of minor acts of misconduct, the Student Affairs officer will refer the matter to the Appeals, Grievances and Disciplinary Committee.
2. The Body Responsible for maintaining the Discipline is the Appeals, Grievances, Complaints and Disciplinary Committee. Any Lecturer, Student or Member of Staff is entitled to raise a disciplinary issue with the Disciplinary Committee. In case of serious Disciplinary issues, the Disciplinary Committee may consult the Institute's Council.

The AGCD Committee is responsible for maintaining order and ensuring that students' social conduct is the appropriate one expected from an Institute like CIM. This Committee ensures that the student makes every effort during his/her studies to exercise high degree of responsibility, integrity and diligence.

3. When the decision is made to forward the matter to the AGCD Committee, the Student Affairs officer will notify student in writing, stating the following:
  - That the matter has been forwarded to the Committee and the rationale for doing so
  - The date and venue of the hearing
  - The details of the allegation(s)
  - The right of the student to be accompanied by a friend or relative
  - The person who reported the misconduct will be present to present the case to the Committee

- Support mechanisms available to the student (e.g., mentor, Student Affairs, etc.)
4. The hearing shall be held within 10 working days of the submission to the Disciplinary Committee
  5. If the student fails to appear before the Committee, the Student Affairs officer will decide whether to go forward with the hearing or postpone the hearing to a later date, but within 10 working days.
  6. Confidentiality of the proceedings will be strictly observed by all parties. Any punishment related to a breach of confidentiality will be immediately rendered by the Committee and will not be subject to appeals.
  7. The proceedings of the hearing are set out below:
    - The administrative officer shall serve as the secretary of the proceedings and begin by asking the Student Affairs officer to explain the purpose of the hearing and set out the allegation(s) against the student.
    - The Committee will then invite the student to present his/her case and call on any witnesses to support that case.
    - The floor will be opened for the Committee to ask the Student Affairs officer, student and witnesses questions for further clarification or details.
    - The Student Affairs officer will then sum up the allegations.
    - The student will sum up his/her defence.
    - The Student Affairs officer and student will then be asked to leave the proceedings for the Committee to deliberate.
  8. At the discretion of the Committee, further enquiries may be requested and a second hearing held.
  9. The student shall be found guilty only if the evidence presented during the hearing proves with a high degree of probability the student's guilt.
  10. Guilt and the punishment to be administered are determined by a majority vote of the Committee members.
  11. The decision of the Committee shall be communicated to the Student Affairs officer and the student verbally within two hours. When longer deliberation is necessary, they will be notified in writing within five working days of the hearing.

### **Penalties**

When determining penalties, consideration shall be given to the seriousness of the misconduct, the circumstances of the situation and the student and whether this is a first time offense. The penalties that may be imposed include, but are not limited to, the following:

- A written warning. This gives the details of the allegations, the actions required by the student and the timeframe for the actions to be completed. The timeframe will be between three and six months. It will also warn that further disciplinary action may be undertaken if no improvement is made within the allotted timeframe. It will inform the student of his/her right to appeal. This warning will be kept in the student's file permanently.
- A final written warning. This warning is issued if the student fails to display an improvement in conduct, or commits further offenses, or if the misconduct is

especially serious. The final written warning will give details about the rationale of its issuance. It will also state that expulsion may result if the student does not show sufficient improvement. It will advise the student about his/her right to appeal. This warning will be kept in the student's file permanently.

- A fine up to 500 euros.
- Compensation for any loss related to the infraction.
- Performance of unpaid service to the Institute, usually in the form of office hours.
- Temporary suspension from the Institute for a period of up to six months. During the suspension, the student will be prohibited from entering any premises or participate in any activity of the Institute. The only exception will be to take an exam with prior approval by the Committee or Student Affairs officer.
- Exclusion degree awards for a stated period (administered in those cases involving academic misconduct).
- Permanent suspension from the Institute.

### **Appeals**

A student who wishes to appeal may inform the Student Affairs officer within five working days of receipt of the Committee's decision. Appeals may be based on procedural errors that had a significant effect on the outcome, the belief that sanctions applied to the student do not fit the allegations or are different from similar cases that have been brought before the committee or new evidence that may fundamentally alter the Committee's original conclusion. If the student has been suspended from the Institute or forcibly withdrawn from the programme based on failure to maintain the required attendance rate (80%), the student may request reconsideration for resuming studies through this appeals process.

In the written request for appeal, the student must state the basis for his/her appeal and provide sufficient detail to warrant a new hearing. A member of the Institute's Council will arrange a meeting with the student to review the student's appeal. If a new hearing is granted, the Council will appoint a new panel with no previous involvement in the case.

The procedures will be similar to the Disciplinary Hearing, with the addition of any new evidence and the written or verbal statements of the Appeals, Grievances, Complaints and Disciplinary Committee.

The new panel will review the sanctions originally imposed and notify the student in writing of their decision within five working days of the hearing. This final decision will be final and binding.

NOTE: If the student is appealing permanent expulsion from the Institute, the Deputy Director and the Academic Director hear the appeal.

## **Monitoring**

Annually, a report will be produced by the Administrative Committee (or an administrative officer) that summarises the volume and types of disciplinary actions and identifies areas that may require further investigation or procedural modifications. The report should also summarise complaints by gender, ethnicity, disability, etc. to identify any potential signs of discrimination. This report is then reviewed by the Institute's Council to identify areas for improvement in the policies and procedures for Equal Opportunity, Appeals, Grievances and Student Complaints. Amendments to the policies and procedures will be considered, and then enacted for the upcoming academic year.

## **Getting Help**

The Institute has several individuals who can help with the process in person, via phone or email.

The Student Affairs Officer is the primary means of support and assistance for the student during his/her time at the Institute. The officer provides assistance with anything that affects student life, including complaints, appeals and disciplinary actions.

Administrative officers at both branches are also available to assist the student with answers and advice regarding processes and the student's rights.

Lastly, the student's mentor is not just for seeking advice on academic matters; often your mentor should be your first contact for support and he/she can guide you through the process.

