



IJN COLLEGE

POLICY & PROCEDURE

TITLE: **ACADEMIC MISCONDUCT**

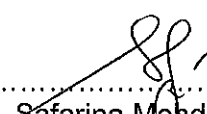
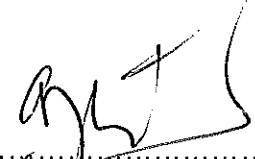
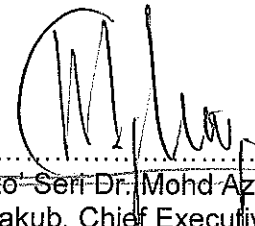
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Prepared by	Reviewed by	Approved by
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Date: 12/7/2017	Date: 12/7/2017	Date: 20/7/2017

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Amendment List

Date	Description of changes	Requested by	Approved by
		Name and designation	Name and designation

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1.0 Objective

- 1.1 To inform the students the types of misconduct.
- 1.2 To inform the students of their rights to appeal.

2.0 Scope

- 2.1 All students.

3.0 Definition / Abbreviation

- 3.1 Board of Academics – The highest body responsible to oversee and monitor the development of all academic activities.
- 3.2 Penalty – Punishment imposed on students found guilty of academic misconduct.
- 3.3 Examination Committee – A committee that evaluates matters pertaining to academic examinations or assessments.
- 3.4 Student Handbook – A printed document which contains rules and regulations to be observed by students.

4.0 Policy and Procedure

4.1 General

- a) The College shall impose penalty based on the gravity of academic misconduct.
- b) Students found guilty shall be penalized, barred from college for a period of time, barred from final assessment, barred from all future examinations of college, expelled or whichever deem appropriate.
- c) Types of academic misconduct are as described in Student Handbook (Part E & Part F).
- d) Without prejudice, the expression of academic misconduct may also cover:
 - i. Disrupting or obstructing any teaching activity, examination or official meeting or proceeding within college;
 - ii. Refusing to leave the building or any part of the site upon being reasonably instructed by College staff;

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- iii. Knowingly entering any place within the site which the student is forbidden by College staff or by a regulation to enter (this shall include abiding any signage, notice or warning);
- iv. Knowingly divulging confidential information relating to any college matter in which the student has no right;
- v. Obstructing and interfering or attempting to obstruct and interfere with lawful performance by any employee or staff of college;
- vi. Intentionally damaging or wrongfully dealing with any property in or upon college premises or any part of its site;
- vii. Assaulting a person at college premise;
- viii. Failing to comply with any rules and regulations gazetted in Student Handbook;
- ix. Committing a breach of rules and regulation of college, breach of good order or breach of which it is declared to be academic misconduct as stipulated Student Handbook;
- x. Making false representation as to the matter affecting him/her as a student of college.

4.2 Penalties

4.2.1 Refer Document - IJNC/ACA/PP/CAP

4.3 Rights of Appeal

- 4.3.1 Students are allowed to appeal for against of decision of Chief Executive within two (2) weeks after the decision have been announced.
- 4.3.2 College shall review the appeal to re-evaluate the decision made.
- 4.3.3 College shall advise Chief Executive based on the student appeal
- 4.3.4 The Chief Executive's decision is final.

5.0 Reference NIL

6.0 Responsibility 5.1 All Staff

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7.0 Related Documents

7.1 Student Handbook