



THE UNIVERSITY  
OF THE  
WEST INDIES

# The Code of Principles and Responsibilities for Students



August 2018





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## I. PREAMBLE

Rights operate within a system of fundamental values. Rights and privileges go hand in hand with their corresponding duties, obligations and responsibilities. Such are the principles that bind student membership in The University of the West Indies community with the fundamental values, rights and responsibilities of the University as a community.

This Code sets out the ground rules, considered consistent with the goals and well-being of the University, for the conduct of all students who belong to the University community. This Code of Principles and Responsibilities has been written to define and explain rights, obligations and responsibilities of students while they are members of the University community. It has been written cooperatively by students, faculty and staff. In addition it seeks to set out the procedures in place to review incidents of misconduct.

This Code is subject to and limited by the Laws of the individual Campus Countries and the Charter, Statutes, Ordinances and Regulations of the University.

## II. THE UNIVERSITY'S COMMUNITY PRINCIPLES

The University's mission is to advance learning, create knowledge and foster innovation for the positive transformation of the Caribbean and the wider world.

The University recognises that as a regional university supported by the West Indian peoples, and as the sole local institution equipped to meet local requirements and to relate its own developmental programmes to them, it should give priority to regional needs.

These overall goals commit the University to three central values which we share as students, faculty and staff:

- The development of all members of the University community. This value implies and affirms the dignity, worth and freedom of the individual.
- A focus on teaching, learning, research and knowledge. It upholds and sustains the fundamental importance of reasoned critical and analytical debate and inquiry in all of the University's academic functions.
- Societal enhancement that extends the commitment to individual development beyond the walls of the University to service to the broader community.

As a student of the University, you are a member of the University community. Your University experience should include achieving learning objectives, discovering new values and points of view of the world, and its deepening relationships. The high energy and close proximity characteristic of student life require extra care in a wide range of areas of daily living and contact which include relationships, respect for the dignity and worth of the individual and respect for the privacy, property and personal safety of others.

All members of staff are also part of this educational community. They cooperate to promote student learning, to disseminate and impart knowledge, to develop new knowledge and ideas. The University's responsibility includes providing, for the student, the resources and opportunities for

self-improvement and for the development of the potential necessary for success within and beyond the portals of the University.

The values identified serve as the foundation for the policies and regulations governing the conduct of students and of staff. Membership in the University presumes, on the part of the student, a preparedness to help shape and support a community based on these values.

### III. THE RIGHTS AND RESPONSIBILITIES OF STUDENTS

This Code is applicable to all registered students of The University of the West Indies, including those registered in joint programmes with other institutions.

The University accepts you as a responsible individual and accordingly requires that you make responsible decisions regarding your own moral, social, and spiritual behaviour and the success of the University as an educational institution. That is the basis of your membership of the University Community. This Code is thus intended to help ensure mutual respect for your rights and the rights of others and to support an environment conducive to personal and intellectual growth. In furtherance of those objectives, you are required to accept the responsibilities indicated below.

1. NATIONAL LAWS – You retain your RIGHTS as an individual when you become a member of the University, including the right of freedom of conscience and of lawful assembly and association. You have the corresponding RESPONSIBILITY to abide by the laws of the land in addition to the University's own laws and norms. Action by civil authorities with regard to misconduct may not satisfy the University's disciplinary procedures, in which case the University reserves the right to take further action, in the interest of the University Community.

**Disciplinary action on the part of the University does not preclude or supersede criminal or civil action arising from misconduct.**

2. ACADEMIC RESPONSIBILITY – You have a RIGHT to the resources necessary for the attainment of your learning objectives, including, but

not limited to, timely, accurate and reliable information on all academic matters affecting students; to access information on campus services and facilities without undue difficulty; to adequate instruction; to express opinion on the performance of lecturers and the quality of teaching; to receive accurate information about examination procedures; to be fairly examined; to receive timely examination review and results; and to receive as far as is practicable explanations of reasons for failure in order to be able to plan and accomplish your educational and career objectives. You are equally RESPONSIBLE for your own learning throughout your academic career, for seeking academic advising, and for adhering to the schedule of dates in the Academic Diary and academic and non-academic regulations as stated in the University Regulations for Undergraduate Students, the Regulations for Graduate Diplomas and Degrees, Intellectual Property Management Policy and Communication Policy and other policies or regulations that may be required from time to time.

3. SECURITY – You have a RIGHT to adequate and reasonable security. You have the corresponding RESPONSIBILITY to engage in behaviour which will not compromise your own safety or that of other persons, and to ensure that your activity or behaviour will not disturb other persons in the enjoyment of their rights or in their pursuit of knowledge.
4. SAFETY – You have a RIGHT to be informed of the potential dangers of chemicals, equipment and other materials which are in use as part of your course of study, and to be advised of methods to protect yourself from these dangers. You have a RESPONSIBILITY to implement action to protect yourself from these potential dangers.
5. FACILITIES AND PROPERTY – You have a RIGHT to the use of University facilities for lawful assembly and association. You have the corresponding RESPONSIBILITY:
  - a) to respect posted hours and limits on unauthorised entry where such conditions exist;
  - b) not to destroy, tamper with, deface, monopolise University property or unlawfully gain access to buildings and other facilities of



the University, or remove or possess property not your own, including Library materials, equipment, computing facilities, and telephones;

- c) not to tamper with fire protection equipment; and
  - d) to confine smoking only to areas designated for that purpose.
6. (a) **ACCESS TO SERVICES** – You have a **RIGHT** of access to certain special services as a member of the University community, upon payment of the required fees. You have a corresponding **RESPONSIBILITY** to pay the required fees in order to access services and/or facilities.
- (b) **IDENTIFICATION** – You have a **RIGHT** to be issued with an identification card that will facilitate access to certain services/facilities on the Campus, after paying the required fees. You have the corresponding **RESPONSIBILITY**, as far as possible, to prevent the unlawful use of your ID number or ID card by a third party and to use only your own identification card/number to access services/facilities on Campus.
7. **GROUND**S – You have a **RIGHT** to the use of the University grounds. You have the corresponding **RESPONSIBILITY** to observe the following limitations:
- a) **Transportation** – All forms of transportation are subject to the posted rules on the Campus and other University property. The University reserves the right to impose fines and/or other penalties if rules regarding the use of the roadways, walkways or other sections of the grounds are not strictly observed.
  - b) **Littering** – All garbage must be disposed of in the appropriate receptacles to preserve and maintain a clean environment and in observance of the approved protocols with respect to recycling.
8. **FREEDOM OF CONSCIENCE AND EXPRESSION** – You have a **RIGHT** to freedom of conscience and of expression. You have the corresponding **RESPONSIBILITY** not to engage in an activity or a

behaviour which shows disrespect for the rights of others or is likely to deprive others of their freedoms.

9. **DISCRIMINATION** – You have a **RIGHT** to be treated without discrimination on the basis of race, ethnicity, ancestry, place of origin, colour, ethnic origin, religion, nationality, sex, sexual orientation, marital status, family status or disability. You have a corresponding **RESPONSIBILITY** to treat all members of the University community with respect.
10. **INTERFERENCE, HARASSMENT, DISRUPTIONS** – You have a **RIGHT** to an environment that is safe and free from harassment. You have the corresponding **RESPONSIBILITY** to avoid engaging in any activity, such as fighting, which is likely to cause personal injury, in interference in any class or function, in intimidation and in harassment of any nature including, but not limited to sexual harassment. The use of University equipment, computing facilities, telephone, mail, poster displays, and other internal communications systems or other facility to convey nuisance, obscene, or otherwise objectionable messages, is prohibited.
11. **ALCOHOL, WEAPONS AND DRUGS** – You have a **DUTY** to abide by the laws of the land and the regulations of the University as well as any University/Campus regulations in force governing the possession and /or use of alcohol, weapons and illegal drugs.
12. **VISITORS** – You have a **RIGHT** to have visitors in accordance with the existing University Rules and Regulations. You have the corresponding **RESPONSIBILITY** to ensure that your guests abide by the University’s laws and norms, and in all other respects comply with or obey any request or direction given by a duly authorised officer of the University. You are **RESPONSIBLE** for any misbehaviour of a guest of yours, and for any damage that a guest of yours causes to University property.
13. **UNIVERSITY’S INFORMATION TECHNOLOGY SYSTEM** – You have a **RIGHT** to use the University’s information technology system as prescribed for students. You have a corresponding **RESPONSIBIL-**

ITY to ensure that you do so in accordance with the University's stated ICT policy.

14. These rights are WITHOUT PREJUDICE to the University's right to determine fees and entry requirements.

#### **IV. DISCIPLINARY PROCESS**

Behaviour contrary to the accepted norms is subject to disciplinary action with appropriate steps for appeal if the student disagrees with the action taken by the appropriate authorities. Disciplinary matters may be dealt with by the relevant Campus Principal or other authority designated by the Principal, or at the Hall level.

In cases considered to be serious violations of conduct, infringement of regulations or any other conduct unbecoming the status of a student each campus will establish a Disciplinary Committee to hear and determine the complaints made against the student. A legal adviser will be available to the Committee. A student is entitled to legal representation of the student's choice, but the student is responsible for the expenses of that legal representation, and may have up to two observers at the proceedings of the Disciplinary Committee.

Decisions of the Disciplinary Committee are subject to appeal within twenty-one (21) calendar days to the relevant Campus Academic Board in cases involving penalties other than suspension or dismissal. Recommendations of the Disciplinary Committee for suspension or dismissal will be considered by the relevant Campus Academic Board, and a decision of the Campus Academic Board in such cases are subject to appeal within twenty-one (21) calendar days to an Appeal Committee of the Senate.

#### **V. DISCIPLINARY COMMITTEES**

- 1.1 The composition of a Disciplinary Committee and the procedures of the Committee are as specified in **Appendix A**.

The Disciplinary Committee is a University Committee and not a court of law. It is charged with investigating complaints made against a student or students, under procedures regulated only by the rules of natural justice, the terms of this Code, and the Committee's own discretion.

- 1.2 A Disciplinary Committee, in the conduct of its proceedings, therefore:
  - a) shall afford equal and reasonable opportunity to all who appear before it to present their case;
  - b) shall hear all sides in a matter before it in a fair and dispassionate manner;
  - c) shall be fair and open in its deliberations;
  - d) shall not show bias in any form towards any of the parties before it; and
  - e) shall give reasons for its decisions.
- 1.3 Proceedings before a Disciplinary Committee shall commence and be conducted in accordance with the procedures outlined in **Appendix B**.
- 1.4 The kinds of misconduct in respect of which a complaint may be made or a student is liable to appear before a Disciplinary Committee are set out in **Appendix C**.
- 1.5 A student may be represented by a person of his or her choice or by a legal practitioner whose expenses are the responsibility of the student and may have up to two observers at the proceedings.
- 1.6 A student against whom an adverse finding is made by a Disciplinary Committee is subject to the penalties specified in **Appendix D**.
- 1.7 A Disciplinary Committee does not have the right to impose a fine that is greater in amount than the fine for an offence of a similar nature under the laws of the country where the Campus is situated.
- 1.8 Where a Disciplinary Committee recommends the dismissal or suspension of a student the Campus Registrar will expeditiously forward the relevant documents to the Campus Academic Board so that there

is no undue delay in dealing with any representations made by the student to the Campus Academic Board.

- 1.9 Appeals to the Campus Academic Board or to the Senate will be lodged in accordance with **Appendix E**.

## **APPENDIX A**

# **DISCIPLINARY COMMITTEES**

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### **COMPOSITION OF THE COMMITTEE**

- 1.1 Whenever there is cause to refer a matter to a Disciplinary Committee, the Campus Registrar, in consultation with the Director of Student Services and the President of the Guild of Students, will constitute, from the panels of members set out below, a Disciplinary Committee consisting of:
- i) a chairman,
  - ii) two members of staff, and
  - iii) two students.

### **PANELS OF MEMBERS**

- 1.2 The Academic Board on each Campus will establish each academic year:
- a) a panel of four members of Academic Board, nominated by the Campus Academic Board from which the Campus Registrar will, in consultation with the President of the Guild of Students, when the occasion requires, appoint a chairman of a Disciplinary Committee;
  - b) a panel of six members of staff nominated by the Campus Academic Board from which the Campus Registrar will, in consultation with the President of the Guild of Students when the occasion requires, appoint the two members of staff to the Disciplinary Committee;

- c) a panel of six students nominated by the Guild of Students from which the Registrar, in consultation with the President of the Guild of Students when the occasion requires, appoint two student members to the Disciplinary Committee;
- 1.3 The panels will be established within six weeks of the commencement of the First Semester.
  - 1.4 Where the Guild of Students does not nominate a panel of students the Campus Registrar in consultation with the Director of Student Services may establish the student panel.

## **QUORUM AND PROCEDURE**

- 1.5 The Quorum for a Disciplinary Committee shall consist of three persons: the Chairman, a staff member and a student member. Where a quorum is not constituted at the first sitting, the meeting of the Disciplinary Committee shall be rescheduled, at which time the quorum shall be the Chairman and any two members.
- 1.6 The Chairman shall not have an original vote but shall have a casting vote.

## **CLERK OF THE COMMITTEE**

- 1.7 There shall be a person appointed as Clerk of each Disciplinary Committee.
- 1.8 The Clerk shall attend meetings of the Disciplinary Committee and shall be available to give advice to the Committee and to any person involved in the proceedings who wishes advice, but particularly to any student against whom a complaint is made for having committed a breach of these Regulations.
- 1.9 The Clerk may be a member of staff of the University but in the exercise of his/her duties as Clerk he/she shall not be subject to the

direction or control of the Disciplinary Committee or any other University body or person.

- 1.10 The Clerk will be chosen by the Campus Registrar from a panel of persons drawn up by the Academic Board for the purpose, which panel may include any persons, qualified as above, nominated by the Guild of Students.



## **APPENDIX B**

# **INSTITUTION AND CONDUCT OF PROCEEDINGS**

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### **LODGING A COMPLAINT**

- 1.1 Any person whether or not he/she is a member of the University community, may make a complaint in writing against a student to the Principal at the Campus at which the student is registered.

### **PRINCIPAL'S RESPONSIBILITY**

- 1.2 The Principal will consider the merits of the complaint, and/or if deemed desirable, a report from the Director of Student Services based on his/her preliminary investigation of the complaint, and inform the President of the Guild of Students whether or not the complaint is a matter for a formal hearing.
- 1.3 When the Principal determines that a formal hearing will be convened, the Principal may, depending on the nature of the offence, the merits of the complaint, and in the interest of the preservation of good order and following consultation with the Director of Student Services and the President of the Guild of Students, suspend the student against whom the complaint has been made with immediate effect. This suspension, which may include one or more of the following: exclusion from the Halls of Residence, prohibition of access to lectures, as well as other forms of teaching, examinations, and University facilities, and exclusion from the Campus, should be for no longer

than twenty-one (21) calendar days, during which time procedures for hearing the matter will be put in place.

- 1.4 As soon as a complaint is made which warrants a formal hearing, the Principal shall refer the matter to the Campus Registrar or his/her nominee.
- 1.5 Where no complaint has been made but nevertheless it has come to the notice of the Principal that a student has committed an offence against the criminal law of the country where the Campus is situated, the Principal may, after consulting with the Director of Student Services and the President of the Guild of Students, refer the matter to the Campus Registrar who would proceed as indicated at 1.8 below. The Principal may, depending on the nature of the offence, and in accordance with the procedure stated at 1.3 above, suspend a student with immediate effect and the suspension may take one or more of the forms specified at 1.3.
- 1.6 The result of any legal proceedings, civil or criminal, does not preclude the Principal from referring the subject-matter of the legal proceedings to the Campus Registrar.
- 1.7 Where a complaint is made by one student against another student, and the Principal does not refer the complaint as indicated at 1.4, and so informs the student, the student complaining may, in writing, request the Principal to consult with the President of the Guild of Students with a view to determining whether or not the complaint should be referred to the Campus Registrar.

## **NOTICE OF COMPLAINT**

- 1.8 As soon as a complaint has been referred by the Principal to the Campus Registrar, he/she shall serve a notice of complaint on the student.
- 1.9 The notice of complaint will set out the nature of the complaint and the day, time and place of the commission of the alleged offence and

require the student to state in writing within three (3) days of the receipt of the notice of complaint:

- a) whether the complaint should be dealt with summarily by the Principal or his/her nominee; or
- b) whether the complaint should be dealt with by the Disciplinary Committee.

1.10 The procedures, rights and responsibilities, and effects of each choice should be clearly explained to the student by the Campus Registrar. The student should be informed of his/her right to be represented by a person of his/her own choice, or by a legal practitioner whose expenses will be borne by the student.

## SUMMARY HEARING

1.11 The Principal or his/her nominee will determine whether the student is guilty or not of the misconduct complained of and, in his/her discretion, impose any one or more of the penalties specified in **Appendix D**, or recommend to the Campus Academic Board the suspension or dismissal of the student.

1.12 Where the student does not attend the summary hearing, the Principal or his/her nominee may proceed to hear the complaint and make a determination in the absence of the student or may adjourn the proceedings. On the adjourned date, the Principal or his/her nominee may hear the complaint and make a determination in the absence of the student.

1.13 The decision of the Principal or his/her nominee shall be final.

## HEARING BY DISCIPLINARY COMMITTEE

1.14 Where the student complained against elects to have the complaint heard by a Disciplinary Committee, or the Principal does not accept the election of the student to have the complaint dealt with by the

Principal, or the student does not respond as indicated at 1.9 above, the matter shall be dealt with before a Disciplinary Committee.

- 1.15 The Campus Registrar or his/her nominee, in consultation with the Director of Student Services and the President of the Guild of Students shall appoint the Disciplinary Committee from the panels established by the relevant Academic Board and Guild of Students. The Disciplinary Committee will be required to hold a hearing within twenty-one (21) calendar days of its appointment if the student has been suspended pending the disciplinary hearing, or in other cases, within twenty-eight (28) calendar days.
- 1.16 The student complained against must be advised in writing of the day, time and place of the sitting of the Disciplinary Committee at least seven (7) days before the hearing.
- 1.17 At the hearing of a complaint a student may be represented by a person of his/her own choice or by a legal practitioner whose expenses will be borne by the student.

## **FAILURE OF ACCUSED STUDENT TO RESPOND/APPEAR**

- 1.18 Where a student does not give a response in writing as required at 1.9 above and does not attend the sitting of the Disciplinary Committee after being advised in writing of the day, time and place of the sitting, the Disciplinary Committee may proceed to hear the complaint in the absence of the student or may adjourn the proceedings.
- 1.19 On the re-convened date, the Disciplinary Committee may proceed to hear and determine the complaint in the absence of the student.

## **FUNCTIONS OF THE DISCIPLINARY COMMITTEE AND ACADEMIC BOARD**

- 1.20 The Disciplinary Committee will, after it has heard all the evidence, make a finding as to whether the student is guilty or not guilty of the misconduct complained of, and in its discretion impose any one or

more of the penalties specified in **Appendix D**, or recommend to the Campus Academic Board the suspension or dismissal of the student.

- 1.21 In forwarding its recommendations to the Campus Academic Board, the Disciplinary Committee will attach to the recommendations a summary of the proceedings prepared by the Chairman and signed by members of the Committee. The student is entitled to receive a copy of this summary report at the time when he/she is informed of the decision of the Committee and /or Academic Board.
- 1.22 A Campus Academic Board may accept the recommendation of the Principal or his/her nominee or the Disciplinary Committee regarding the suspension or dismissal of the student or may request the Principal or his/her nominee or the Disciplinary Committee to review the recommendations in light of particular points which the Board would like he/she/it to consider.
- 1.23 The Principal or his/her nominee, or the Disciplinary Committee, having reviewed the recommendations, will submit to the Campus Academic Board final recommendations for noting, or formal approval in the case of a recommendation for suspension or dismissal.

## GENERAL

- 1.24 The Principal and the Disciplinary Committee are charged with investigating complaints made against a student or students, under procedures regulated only by the rules of natural justice, the terms of this Code, and the Principal or his/her nominee and the Committee's own discretion.

The Principal and the Disciplinary Committee in hearing complaints, therefore:

- a) shall afford equal and reasonable opportunities to all who appear before them to present their case;
- b) shall hear all sides in a fair and dispassionate manner;
- c) shall be fair and open in their deliberations;

- d) shall not show bias in any form towards any of the parties before them;
  - e) shall give reasons for their decisions.
- 1.25 The proceedings at the summary hearing or Disciplinary Committee may be tape-recorded and a copy of the tape retained by the Campus Registrar or his/her nominee.

## **APPENDIX C**

# **MISCONDUCT IN RESPECT OF WHICH A STUDENT MAY APPEAR BEFORE A DISCIPLINARY COMMITTEE**

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- (1) Knowingly furnishing false information to the University.
- (2) Forgery.
- (3) Falsification or unauthorised alteration of University documents, and identification cards, records or assisting or being a party thereto. Unauthorised accessing of documents or records or assisting or being a party thereto.
- (4) Dishonest use of University documents, records or tampering with identification cards, or assisting or being a party thereto.
- (5) Commission of an offence under the Criminal Law.
- (6) Commission of a breach of the University Regulations for Undergraduate Students, Library Regulations, Hall Regulations, Guild of Students Regulations or other Regulations.
- (7) Deliberate destruction of University property.
- (8) Misuse of Information Technology: Theft or abuse of information technology e.g. computer, electronic mail, voice mail, telephone, fax including but not limited to:
  - a) unauthorised entry into a file to use, read or change the contents, or for any other purpose;
  - b) unauthorised transfer or distribution of a file;
  - c) unauthorised use of another individual's identification and password;

- d) use of information technology to interfere with the work of another student, faculty member or University official;
  - e) use of information technology to send obscene or threatening messages;
  - f) use of information technology to interfere with normal operations of the University's systems.
- (9) Engaging in conduct which substantially disrupts teaching, study, examinations, research or administration of the University.
  - (10) Interfering with the proceedings of a Disciplinary Committee of the University, the Campus Academic Board or an Appeal Committee of the Campus Academic Board or of Senate.
  - (11) Using or threatening violence to a person or that person's property or assisting or being a party thereto.
  - (12) Threatening to and/or doing damage to University property.
  - (13) Obstructing or causing to be obstructed the lawful use of access to or egress from, University premises or a part thereof.
  - (14) Entering or remaining on University premises, buildings or facilities when that is not permitted.
  - (15) Obstructing or restraining the lawful movement of another person within the University.
  - (16) Preventing the participation of another person in an authorised activity or event.
  - (17) Falsely claiming to represent the University or University-recognised student organisation.
  - (18) Sexually harassing any member of the University Community.
  - (19) Removal of an item from a Campus or other University Library marked in a manner which indicates that it is not to be removed from the Library on any account.
  - (20) Removal of an item from a Campus or other University Library without complying with the procedures in force for the loan of publications.



- (21) Refusal, after due notice, to return materials borrowed from a Campus or other University Library or to pay the appropriate fine or replacement cost for non-return.
- (22) Use of Campus or other University Library in violation of an instruction by the Librarian in charge suspending any or all of the student's privileges in relation to the use of that Library.
- (23) Marking, defacing or damaging a book or other Library material or furnishings.
- (24) Deliberate and/or persistent infringement of the library's Regulations.
- (25) Deliberate and/or persistent infringement of Hall Regulations.
- (26) Transferring any fittings, furnishings or furniture from any part of the University buildings, including rooms in Halls of Residence, without the prior written permission from the appropriate authorities.
- (27) Interfering with the layout of the University grounds without the prior written permission of the appropriate authorities.
- (28) Refusal to pay for any loss of, or damage to fittings, furnishings, furniture or equipment for which the student is liable.
- (29) Contravening prescribed traffic or parking regulations of the University.
- (30) Organising initiation or any other ceremony in any form, organising noisy or disorderly conduct, which is carried on in defiance of authority or involving any risk of injury to person or damage to University property.
- (31) Keeping, using or threatening to use a dangerous weapon on University premises. Keeping a licensed firearm on University premises, except pursuant to and in conformity with the terms of the written permission of the Campus Registrar.
- (32) Firing squibs or fireworks on University premises.
- (33) Refusal to pay any fee or other charge in the manner prescribed.
- (34) Making a duplicate key without authorisation for any building in the University.

- (35) Ragging or hazing of University students in any form whether on University premises or not.
- (36) Gross or repeated insolence to a member of staff of the University.
- (37) Engaging in any activity on the University Campus which frustrates the stated policies of the University. This includes trading in goods and/or services with persons not authorised by the University;
- (38) Having in his/her possession, selling, distributing, or otherwise dealing in any illegal drugs on the Campus and using illegal drugs or substance.
- (39) Smoking in any Campus building or any vehicle where such activity is illegal.
- (40) Operating or permitting or causing to be operated on the Campus any musical or noisy instrument, loudspeaker, or any other device at a volume that disturbs persons in the immediate environs without express authority.
- (41) Use of cell phones to communicate/organise unlawful activity.
- (42) Use of motor vehicle to cause damage to persons or property.
- (43) Engaging the services of persons to do harm to other persons.
- (44) Engaging in conduct that could bring the University into disrepute.
- (45) Contravening codes of conduct/ethics in professional disciplines that would be applicable to the student given his/her course of study.
- (46) Any other conduct considered by the Principal (See Appendix B, 1.2) as being unbecoming of the status of a student of the University.

**NB:** Plagiarism also constitutes misconduct in respect of which a student may appear before a Disciplinary Committee. However, Plagiarism has its own regulations and procedures. Plagiarism includes plagiarism from unpublished and/or electronic sources.

## **APPENDIX D**

# **PENALTIES**

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### **LIST OF PENALTIES**

The following penalties may be imposed by the Principal or his/her nominee or the Disciplinary Committee.

1. Apology in writing from the student.
2. Warning in writing addressed to the student.
3. Reprimand in writing to the student.
4. Fine of a sum not exceeding the equivalent of EC\$400. The Disciplinary Committee will in all cases state the time within which a fine shall be paid and the appropriate penalty to be imposed in a case where the fine is not paid within the period specified by the Disciplinary Committee.
5. Disciplinary probation to be imposed for a specific period which debars the student from representing the University in any sports and/or other activities and/or from membership on University Boards and/or any recognised student society or club.

### **PENALTIES IMPOSED BY CAMPUS ACADEMIC BOARD**

The following penalties may be imposed by the Campus Academic Board on the recommendation of the Principal or his/her nominee or the Disciplinary Committee.

1. Suspension of the student which may include one or more of the following: exclusion from the Halls of Residence, prohibition of access

to lectures as well as other forms of teaching and examinations, and University facilities, and exclusion from the Campus.

2. Dismissal of the student, which involves his or her exclusion from all courses in the University indefinitely, and may be accompanied by his or her exclusion from the precincts of the Campus indefinitely or for a specified period; subject however, to the right of the student to petition the Campus Academic Board to return to the University after a certain period of time. The Committee may recommend a specific period of time before which the petition may not be heard.
3. When penalties are imposed, the Guild Council, the Deans, the Director of Student Services and other relevant persons should be informed.

## APPENDIX E

# APPEALS

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1.
  - (a) A student aggrieved by a decision of a Disciplinary Committee may, within twenty-one (21) days of the decision complained of, appeal in writing to the Campus Academic Board, in cases involving penalties other than suspension or dismissal.
  - (b) A student aggrieved by a decision of the Campus Academic Board may, within twenty-one (21) days of the decision complained of, appeal in writing to an Appeal Committee of the Senate, in cases involving suspension or dismissal.
2. Where a student appeals to:
  - (a) the Campus Academic Board, the Board will appoint an Appeal Committee of not less than three persons from among its members;
  - (b) an Appeal Committee of the Senate, the Senate will appoint an Appeal Committee of not less than three persons from among its members, two of whom shall be members of a Campus other than the Campus of the appellant. The student representative on Senate should also be a member of the Appeal Committee.
3. An Appeal Committee whether of the Senate or of the Campus Academic Board has all the duties, powers and responsibilities of the Disciplinary Committee, or of the Campus Academic Board from which the appeal is brought and in addition may:
  - (a) increase or decrease a penalty imposed by the Disciplinary Committee, or the Campus Academic Board; or
  - (b) refer the appeal to the Disciplinary Committee or the Campus Academic Board with such directions as it sees fit for a further or other enquiry.



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