

REPUBLIC POLYTECHNIC

STUDENT CONDUCT AND DISCIPLINE REGULATIONS 2007

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REPUBLIC POLYTECHNIC

STUDENT CONDUCT AND DISCIPLINE REGULATIONS 2007 ("THE REGULATIONS")

Pursuant to Section 10(1) of the Act and in the exercise of the powers conferred by Section 6(3) of the Constitution of Republic Polytechnic set out in the Schedule of the Act, the Board of Governors of Republic Polytechnic hereby makes the following regulations:

1 Citation and Commencement

- 1.1 These regulations may be cited as the Republic Polytechnic Student Conduct and Discipline Regulations 2007 and shall come into effect on 1 April 2007 and supercede Student Conduct and Discipline Regulations 2003.

2 Definitions

2.1 In these Regulations, unless the context otherwise requires,

- (a) "Constitution" means the Constitution set out in the Schedule of the Act.
- (b) "Polytechnic" means the Republic Polytechnic;
- (c) "Board" means the Board of Governors of the Polytechnic;
- (d) "Principal" means the Principal of the Polytechnic;
- (e) "Authorised Person" means any person duly appointed by the Board to receive a report of the commission of a Disciplinary Offence and to deal with it and act in accordance with the Regulations. Such a person appointed may include the Secretary, any Head of a School constituted by the Board or any other person the Board may appoint from time to time;
- (f) "Secretary" means the Secretary of the Polytechnic;
- (g) "Office of Finance" means the Finance Office of the Polytechnic;
- (h) "Student" means a student designated as such by the Polytechnic but does not include a member of the staff of the Polytechnic who is pursuing a course of study at the Polytechnic;
- (i) "Disciplinary Offence" includes, but is not restricted to, smoking within the Polytechnic, littering, improper and indecent dressing, acts of disturbance, cheating or dishonesty in examinations, fighting, vandalism, destruction or damage to the Polytechnic's property or other property within the

Polytechnic's premises, theft, disrespectful behaviour and insubordination to lecturers and other officers of the Polytechnic, non-compliance with or disobedience of orders made by the Principal or such other officer as may be authorised by or acting on behalf of the Principal, the possession of dangerous weapons, the possession or consumption of drugs or alcohol or intoxicating substances (as defined by the Intoxicating Substances Act), immoral or indecent behaviour, forging of documents or possession of forged documents, unauthorised use and illegal copying of copyright materials including printed and/or non-printed matters and computer software, the disclosure of computer passwords to others, the breach of or non-compliance with or non-observance of such rules and regulations as may be made from time to time by the Polytechnic or the Republic Polytechnic Students' Union or any of its constituent bodies and such other acts, conduct or neglect that is prejudicial to good order and discipline of the Polytechnic or likely to bring the Polytechnic into disrepute as the Principal or the Authorised Person or the Disciplinary Committee may determine.

- 2.2 Words denoting the masculine gender shall include the feminine gender and vice-versa.
- 2.3 All such words and expressions as are used in these Regulations which are specifically defined in the Constitution shall have the same meaning as defined in the Constitution.

3 Administration of Disciplinary Matters

- 3.1 The Board is empowered by Section 9(4) of the Act to appoint an Authorised Person to receive a report of Disciplinary Offence and deal with it in accordance with the Regulations.
- 3.2 Notwithstanding any other provision contained herein, Polytechnic officers who are likely to be prejudiced or biased for any reason in connection with the disciplinary offence under consideration shall not be appointed pursuant to Regulation 3.1.

4 Disciplinary Offences

- 4.1 Where a report of smoking in and around the Polytechnic (including but not limited to Admiralty Park and any roads, sidewalks, bus stops and overhead bridges around the Polytechnic), possession of tobacco products by a student below the age of 18 years (whether for his own use or not), wearing long hair by a male Student (unless required under medical grounds), littering, improper or indecent dressing, committing any act of disturbance, or any minor misconduct by a Student has been made to the Principal or an Authorised Person, he may after considering the report and any evidence that may be available:-

- (a) Acquit the Student; or
 - (b) Appoint one or more members of the staff of Polytechnic as investigating officer(s) pursuant to Regulation 4.3; or
 - (c) Make an offer of composition not exceeding \$100 and close the case if the student pays the composition fine; or
 - (d) Impose an appropriate penalty according to item 1 in the Schedule of Penalties after hearing such explanation as the student may tender; or
 - (e) Refer the case to the Disciplinary Committee for consideration if deemed necessary.
- 4.2 The Principal or the Authorised Person shall forward a report of a Disciplinary Offence dealt with pursuant to the Regulations and a report of the Disciplinary Committee (if applicable) to the Secretary for record purposes.
- 4.3 Where a Student is reported to have committed a disciplinary offence other than a disciplinary offence mentioned in Regulation 4.1, the Principal or an Authorised Person may appoint one or more members of the staff of the Polytechnic as investigating officer(s) to investigate into the allegation and to submit a report to the Principal or the Authorised Person.
- 4.4 Upon receipt of the report, the Principal or an Authorised Person may refer the report to the Disciplinary Committee for consideration.
- 4.5 Notwithstanding Regulation 4.3, the Principal or an Authorised Person may, in his absolute discretion, decide to deal with any Disciplinary Offence in accordance with the Regulations without reference to the Disciplinary Committee.
- 4.6 Where a Student has been convicted of a criminal offence or has been proved to have misconducted himself or has committed any act outside the Polytechnic premises that will or is likely to bring disrepute to the Polytechnic, the Principal or an Authorised Person may:
- (a) Consider the investigation report of the Police and/or any law enforcement authority and/or record of the proceedings of the court, and impose any of the penalties described in the Schedule of Penalties as he may deem appropriate; or
 - (b) Refer the investigation report of the Police and/or any law enforcement authority and/or record of the proceedings of the court to the Disciplinary Committee for consideration.

- 4.7 Where it is deemed necessary and appropriate, the Principal or an Authorised Person may exclude a Student from the Polytechnic pending the outcome of investigations into the case by the Polytechnic or a law enforcement authority.
- 4.8 Without prejudice to the generality of the foregoing, the Principal or such Authorised Person may require the Student to compensate the Polytechnic for the costs of repair, replacement and/or make good the damage and/or loss caused by the Student to any property situated in the Polytechnic's premises.

5 Disciplinary Committee

- 5.1 There shall be a Disciplinary Committee consisting of:
- (a) The Principal or the Authorised Person as Chairman; and
 - (b) At least two (2) but not more than six (6) other members of the staff appointed by the Principal.

6 Proceedings of the Disciplinary Committee

- 6.1 In the event that the case is referred to the Disciplinary Committee for consideration either under Regulation 4.1(d) or Regulation 4.4 hereof, the Student shall be notified in writing either by hardcopy or email of the allegation or complaint made against him and the Student may submit within seven (7) days thereof, an exculpatory statement, if he so wishes, to the Disciplinary Committee. The Disciplinary Committee may if it so wishes require the Student to appear before it.
- 6.2 The Disciplinary Committee shall meet at such time and place as it shall determine.
- 6.3 The proceedings of the Disciplinary Committee shall be informal and its procedures shall be determined by it. The Disciplinary Committee shall not be bound by the provisions of the Evidence Act and may inform itself in such manner as it thinks fit.
- 6.4 The Disciplinary Committee in the performance of its functions shall not be deemed to be a judicial or quasi-judicial body.
- 6.5 After examining the report of the investigating officer(s) and such exculpatory statement as the Student may have submitted and such facts, if any, as may be presented to the Disciplinary Committee, the Disciplinary Committee may decide to:-
- (a) Acquit the Student; or
 - (b) Impose an appropriate penalty according to the Schedule of Penalties; or

- (c) Order an inquiry to be conducted by a Committee of Inquiry if deemed necessary.
- 6.6 Without prejudice to the generality of the foregoing, the Disciplinary Committee may require the Student to compensate the Polytechnic the costs of repair, replacement and/or making good the damage and/or loss caused by the Student to any property situated in the Polytechnic's premises.
- 6.7 The Disciplinary Committee shall submit a report of the case to the Secretary for its records.

7 Committee of Inquiry

- 7.1 The Committee of Inquiry shall comprise the following members appointed by the Principal:
- (a) A Chairman; and
 - (b) Two other members of the staff.
- 7.2 The Committee of Inquiry shall be an ad-hoc committee and shall be dissolved after the case has been closed.

8 Proceedings of the Committee of Inquiry

- 8.1 The proceedings of the Committee of Inquiry shall be informal and its procedures shall be determined by it. The Committee of Inquiry shall not be bound by the provisions of the Evidence Act and may inform itself in such manner as it thinks fit.
- 8.2 The Committee of Inquiry in the performance of its functions shall not be deemed to be a judicial or quasi-judicial body.
- 8.3 Before the Committee of Inquiry begins an inquiry into the alleged offence or offences, the Principal or an Authorised Person shall give the Student a notice in writing requiring him to appear at a hearing of the Committee of Inquiry.
- 8.4 The Student may within seven (7) days from the date of the notice inform the Committee of Inquiry whether he wishes to appear at the hearing.
- 8.5 If the Student fails to attend the hearing of the Committee of Inquiry, the Committee of Inquiry may nonetheless proceed with the inquiry in the absence of the Student as it deems fit and may derive at its findings through the use of such evidence as may be available.
- 8.6 The Committee of Inquiry shall keep a record of its proceedings and findings.

- 8.7 The Committee of Inquiry shall submit to the Disciplinary Committee a report consisting of the notes of evidence taken at the inquiry, any relevant information obtained, a record of its proceedings and findings, and its recommendations.
- 8.8 After examining the report of the Committee of Inquiry, the Disciplinary Committee may decide to:-
- (a) Acquit the Student; or
 - (b) Impose an appropriate penalty according to the Schedule of Penalties; or
 - (c) Order further inquiry to be conducted by the Committee of Inquiry if deemed necessary.
- 8.9 Without prejudice to the generality of the foregoing, the Disciplinary Committee may require the Student to compensate the Polytechnic the costs of repair, replacement and/or making good the damage and/or loss caused by the Student to any property situated in the Polytechnic's premises.

9 Appeals

- 9.1 All decisions of the Principal, the Authorised Person and the Disciplinary Committee shall be final save in the case of a Student who has been dismissed by the Disciplinary Committee or suspended for more than 21 days.
- 9.2 If a Student is dismissed from the Polytechnic or suspended for more than 21 days by the Disciplinary Committee, he may appeal to the Chairman of the Board of Governors for review within seven (7) days from the date of notification of the Disciplinary Committee's decision.
- 9.3 Upon receipt of the appeal, the Chairman of the Board or the person authorised by the Chairman of the Board may determine the appeal in such manner as he may deem fit or appoint an Appeals Committee, chaired by a member of the Board, and comprising such persons as may be deemed appropriate to determine the appeal.
- 9.4 The decision of the Chairman of the Board or the person authorised by the Chairman of the Board or the Appeals Committee shall be final.

10 Payment of Fines

- 10.1 Unless the Principal otherwise directs, any fine imposed shall be paid to the Office of Finance at the One-Stop Centre of the Polytechnic within seven (7) days after it is imposed.
- 10.2 Any failure to pay a fine within seven (7) days shall be reported to the Secretary who may take such action as he thinks fit.

- 10.3 The Office of Finance shall keep a record of all fines collected under Regulation 10.1.

SCHEDULE OF PENALTIES

1. In the case of any of the following Disciplinary Offences:-
 - (a) Smoking in and around the Polytechnic (including but not limited to Admiralty Park and any roads, sidewalks, bus stops and overhead bridges around the Polytechnic);
 - (b) Possession of tobacco products by a student below the age of 18 years (whether for his own use or not);
 - (c) Improper grooming, including hairstyle and body piercing;
 - (d) Improper and indecent dressing;
 - (e) Littering;
 - (f) Committing acts of disturbance;
 - (g) Any other act which the Principal or the Authorised Person determines is a misconduct,

The Principal or the Authorised Person may impose one or more of the following penalties on a Student:-

- (i) Any physical work which the Principal or the Authorised Person deems to be appropriate;
 - (ii) Any course-related work;
 - (iii) Verbal and/or written warning (either by hardcopy or email);
 - (iv) Inform student's parents/guardian of the misconduct;
 - (v) Fine not exceeding \$100.00.
2. Where a Student has on a separate or similar occasion committed a second disciplinary offence referred to in paragraph 1 above, whether it is the same offence or different offences, he may be fined in an amount not exceeding \$200.00.
3. Where a Student has on a separate or similar occasion committed three or more disciplinary offences referred to in paragraph 1 above, whether they are the same offence or different offences, or he has committed one or more of the following Disciplinary Offences:-
 - (a) Cheating or dishonesty in examinations;

- (b) Fighting;
- (c) Vandalism, destruction or damage to the Polytechnic's property or other property within the Polytechnic's premises;
- (d) Theft;
- (e) Disrespectful behaviour and insubordination to lecturers and other officers of the Polytechnic;
- (f) Possession of dangerous weapons;
- (g) Non-compliance with or disobedience of orders made by the Principal or such officer as may be authorised by or acting on behalf of the Principal;
- (h) Possession and/or consumption of drugs or alcohol or intoxicating substances;
- (i) Immoral or indecent behaviour;
- (j) Male students intruding into Ladies Toilet;
- (k) Gambling;
- (l) Forging of documents or possession of forged documents;
- (m) Unauthorised use and illegal copying of copyrighted materials including printed and/or non-printed matters and computer software, the disclosure of computer passwords to others;
- (n) Breach of or non-compliance with or non-observance of such rules and regulations as may be made from time to time by the Polytechnic;
- (o) Any other act, conduct or neglect, which is prejudicial to good order or discipline in the Polytechnic or is likely to bring the Polytechnic into disrepute;
- (p) Any other Disciplinary Offence not mentioned in paragraph 1 herein,

One or more of the following penalties may be imposed:-

- (i) Any physical work which the Principal or the Authorised Person deems to be appropriate;
- (ii) Any course-related work;
- (iii) Verbal and/or written warning;

- (iv) Inform student's parents/guardian of the misconduct;
- (v) A fine not exceeding \$200.00;
- (vi) Deemed failure in part of or the whole course module/subject;
- (vii) Deemed failure in part of or the whole semestral examination;
- (viii) Exclusion from any examination;
- (ix) Temporary suspension from classes for not more than 1 academic year;
- (x) Dismissal from Polytechnic.