

THE OPEN UNIVERSITY OF SRI LANKA
GENERAL BY - LAW FOR STUDENT DISCIPLINE

(Prepared under Section 135 of the Universities Act No. 16 of 1978, as amended read with Paragraph 19 of The Open University of Sri Lanka Ordinance No. 1 of 1990 as amended.)

By-Laws

These By-Laws may be cited as the Student Discipline By-Laws No 02 of 2017, and shall come into operation on 28.07.2017 replacing the Student Discipline By-Laws No. 2 of 1996 and 2008, approved by the Council of The Open University of Sri Lanka at its meetings held on 24.05.1996 and 25.04.2008, respectively.

The Vice-Chancellor shall be responsible for the maintenance of discipline within the University under Section 34 (6) (b) of the Universities Act No. 16 of 1978, as amended. The following By-Laws shall in no way restrict or limit the powers conferred under this Section on the Vice-Chancellor.

PART I – REGISTRATION AND IDENTIFICATION

1. The Registrar shall on receipt of an application from a prospective student on a form provided for the purpose by the University and supported by such information and documentation as may be required by the University issue such a person who has been registered with the University in accordance with the provisions of By-Law No. 1 of 1993, as amended, a student record book bearing the photograph of the person duly embossed with the seal of the University.
2. Every student shall carry in his/her possession, his/her student record book whilst in the University premises and shall produce such record book when called upon to do so by any member of the academic or administrative staff or security staff or any other person of the University authorized by the Vice-Chancellor.

PART II – UNIVERSITY TEMPORARY RESIDENTIAL FACILITY

1. There shall be a Warden in charge of the Temporary Residential Facility, hereinafter referred to as the TRF, who shall be responsible to the Vice-Chancellor for the functioning of such TRF in the University. There shall be Sub-wardens appointed to assist the Warden in the performance of his/her duties.
2. A student seeking admission for TRF shall follow the procedure stated in the rules and regulations of the TRF.
3. Upon admission to the TRF, the student shall be deemed to have accepted the rules and regulations applicable to students of the University which are in force at the time or which may come into force subsequently referred to under Section 2 above.
4. All rules generally applicable to students of the University shall mutatis mutandis apply to students using the TRF.
5. Every student shall conduct himself/herself in such a manner as to maintain the good reputation of the TRF, whilst in occupation.
6. The Warden shall in consultation with the Vice-Chancellor or the Deputy Vice-Chancellor have the authority to recommend to suspend temporary residential facilities given to a student for any contravention of these By- Laws and the rules and regulations of the TRF. In such an event, a report shall be submitted to the Vice-Chancellor by the Warden.

7. i. Each student shall individually be responsible for the furniture and fittings, provided for his /her own use and collectively for all other items in common use in such TRF. A student shall not tamper with or alter any installation/equipment, nor shall he/she make use of such installation/equipment in any part of the TRF building for any purpose other than those authorized by the Warden in writing.
- ii. The cost as determined by the University of any damage caused by a student shall be recovered from that student.
- iii. Where, after due inquiry, it is found that a group of identified students have been responsible for damage to property, such a group shall be responsible collectively to repay the cost as determined by the University.
8. The University shall not be responsible for loss of or damage to the personal property of students within the respective TRF.
9. In the case of interruption or termination of a student's temporary residential facility as a consequence of disciplinary action being taken against the student found guilty, he/she shall not be entitled to any refund or reduction of fees already paid by him/her.
10. Visitors including OUSL students not residing in the TRF shall be strictly prohibited to enter the TRF. If any student residing in the TRF wishes to entertain visitors including OUSL students, he/she may do so outside the TRF such as in the canteen, unless otherwise specific permission has been obtained from the Warden.

PART III — MISCONDUCT/INDISCIPLINE

1. Conduct that amounts to a criminal offence under the Prohibition of Ragging and other forms of Violence in Educational Institutions Act No. 20 of 1998 shall amount to grave misconduct, for which the University may take disciplinary action under this By-Law.
- 2 Any student who:
 - i. refuses or fails to produce his/her student record book when called upon to do so by the Vice-Chancellor, Deputy Vice-Chancellor, any other officer, any member of the academic or administrative or security staff or any other employee or any other person authorized by the Vice-Chancellor;
 - ii. violates the provisions of Part II of these By-Laws on University TRF;
 - iii. willfully destroys, damages, defaces, alienates, misuses or misappropriates any property of the University or any property in the custody of the University or held temporarily by the University;
 - iv. contravenes any By-Law, Regulation or Rule of the University;
 - v. refuses to carry out any lawful order issued by the Vice-Chancellor, Deputy Vice-Chancellor, a member of the academic or administrative or security staff or any other employee or any other person authorized by the Vice-Chancellor;
 - vi. furnishes the University with false information in relation to any matter in respect of which the University is entitled to true particulars and which in the opinion of the Vice-Chancellor is calculated to mislead the authorities of the University;
 - vii. is found to be under the influence of or in possession of an intoxicant, liquor, narcotic or other addictive drug, consuming or supplying liquor, narcotic, addictive drug or gambling within the precincts of the University;

- viii. possesses or stores or carries or uses arms, weapons and / or any other substance with the intention of causing harm to persons or property within the precincts of the University;
- ix. engages in such activities as are likely to disrupt the conduct of registration, teaching, study, research or examinations in the University or in the administration of the University or obstructs an event organized by the University within or outside its premises or obstructs or disrupts an authorized event held within the University premises;
- x. obstructs or harasses any officer, member of the academic or administrative staff or any other employee of the University or any other authorized person in the performance of his/her duties;
- xi. prevents or obstructs any student from carrying out his/her studies or research or disrupts any legitimate activities of any recognized student association/ society / union;
- xii. occupies or uses any property of the University other than in accordance with the rules and regulations made by the University from time to time, or without the authority of the Vice-Chancellor or the relevant member of staff;
- xiii. conducts himself/herself in a manner which in the opinion of the Vice-Chancellor as detrimental to the good name of the University or to the maintenance of order and discipline within the University;
- xiv. abuses/harasses (including any form of ragging/molestation) and/or intimidates whether physically, mentally or verbally any student of the University, the Vice-Chancellor, Deputy Vice-Chancellor, any other officer, member of the academic or administrative staff or any other employee of the University or any other person authorized to be in the premises of the University or at an event organized with the authority of the University, within or outside its premises;
- xv. causes or attempts to cause physical injury or physical harm or threatens to cause same to any student of the University, the Vice-Chancellor, Deputy Vice-Chancellor, any other officer, member of the academic or administrative staff, any other employee of the University or any other authorized person in the premises of the University or at an event organized with the authority of the University, within or outside its premises;
- xvi. holds hostage or attempts or threatens to hold hostage, kidnaps, attempts to kidnap or threatens to kidnap the Vice-Chancellor, Deputy Vice-Chancellor, any other officer, member of the academic or administrative staff, an employee, a student of the University or any other person authorized to be in the premises of the University or at an event organized with the authority of the University, within or outside its premises;
- xvii. incites students to disrupt legitimate activities of the University;
- xviii. commits or attempts to commit theft of property within the University premises or retains stolen property within the University or causes willful damage to the University property or that of an officer, member of the academic or administrative staff, an employee, student of the University or any person authorized to be in the premises of the University or at an event organized with the authority of the University, within or outside its premises;
- xix. violates the time limits for staying within the University premises or enter to the University without authorization of the Vice-Chancellor or any other relevant member of staff authorized by the Vice-Chancellor, before or after the designated times or as specifically notified by the Vice-Chancellor;

- xx. offers any gratification to an officer, a member of the academic or administrative staff, or any other employee of the University, as an inducement or reward for that University employee's performing or abstaining from performing any official act, or expediting, hindering or preventing the performance of any official act whether by that University employee or by any other University employee;
- xxi aids and abets any person to commit any one or more of the offences referred to in (i) to (xx) above,

shall be guilty of misconduct/indiscipline.

- 3. Without prejudice to the generality of the preceding provisions, any student who:
 - i. purports to convene a meeting of a group of students, any society or association or union which has not been recognized by the University or without prior approval of the University or displays or distributes publications/posters at the University without authorization of the Vice-Chancellor or any other person authorized by the Vice-Chancellor;
 - ii. purports to establish, or assist in establishing any society or association or union except as provided for in the relevant Section of the Universities Act No 16 of 1978, as amended and/or without following the authorized procedure of the University in that regard;
 - iii. does not comply with the rules and regulations made by the University on the conduct of affairs of any society/association/union;
 - iv. convenes any meeting or participates in any meeting of students held in the precincts of the University contrary to the constitution of the relevant society/association/union;
 - v. distributes and/or displays and/or publishes material using print/audio/video/electronic media/any other mode of communication, which is defamatory and/or abusive of any recognized society/ association/ union or the Vice-Chancellor, Deputy Vice-Chancellor, any other officer, member of the academic or administrative staff, an employee, a student of the University or any other person authorized to be present within the premises of the University or at an event organized with the authority of the University, within or outside its premises;
 - vi. defaces or mutilates property belonging to the Vice-Chancellor, Deputy Vice-Chancellor, any other officer, member of the academic or administrative staff, an employee, a student of the University or any other person authorized to be present within the premises of the University or at an event organized with the authority of the University, within or outside its premises;
 - vii. invites from outside the University, as a student of or on behalf of or at the request of students of the University, any speaker to address students, or any outside person for any purpose within the University, or displays/distributes publications, without the prior approval in writing of the Vice-Chancellor or other employee designated for this purpose by the Vice-Chancellor;
 - viii. arranges or organizes any collection of money or goods in the name of the University in the precincts or outside the University without the prior approval in writing of the Vice-Chancellor or other employee designated for this purpose by the Vice-Chancellor;
 - ix. reproduces, distributes, sells University publications and / or any application forms of the University without the prior approval in writing of the Vice-Chancellor or other employee designated for this purpose by the Vice-Chancellor;

- x. provides false information to the press or other media that is defamatory or damaging to the University or Vice-Chancellor, Deputy Vice-Chancellor or any officer/member of the academic or administrative staff, an employee, or student of the University;
 - xi. uses the University computer system/ network improperly or without approval;
 - xii. aids or abets any person to commit any one or more offences referred to in (i) to (xi) above,
- shall be guilty of misconduct/indiscipline.

PART IV- BOARD OF DISCIPLINE

- 1. i. There shall be a Board of Discipline, hereinafter referred to as the BOD, which shall become operative on the day the Council has approved these By-Laws.
- ii. The BOD shall consist of the following members appointed by the Vice-Chancellor.
 - a) Four (04) Senior Professors/Professors nominated by the Senate,
 - b) One (01) member from each Faculty nominated by the respective Faculty Board,
 - c) University Medical Officer,
 - d) Head/Legal studies or his/her nominee approved by the Senate,
 - e) Chief Student Counsellor,
 - f) Warden of the TRF,
 - g) Director/Student Welfare,
 - h) Senior Assistant Registrar/Legal and Documentation.

None of the members of the BOD shall serve in the Council of the University.

Each appointed member under Section 1 (ii) (a) and (b) above shall hold office for a period of three years reckoned from the date of his/her appointment. If such an appointed member ceases to be a member of the BOD, the Vice-Chancellor on the recommendation of the Senate shall appoint another member to the BOD who shall serve for a period of three years reckoned from the date of his/her appointment. A member may also be reappointed to the BOD.

The Registrar or his/her nominee as approved by the Vice-Chancellor shall be the Secretary to the BOD.

- iii. a) The Chairperson of the BOD shall be appointed by the Vice-Chancellor on the recommendation of the Senate from among the members of the BOD. The Chairperson shall hold office for a period of two years and this period may be further extended by two more years.
 - b) The Chairperson shall preside at all meetings of the BOD. If the Chairperson is unable to be present at any meeting of the BOD, the members present shall elect a Chairperson from among those at such meeting.
- iv. If however, the Chairperson appointed under Section 1 (iii) a) above ceases to be a member of the BOD, a new Chairperson shall be appointed in accordance with Section 1 (iii) a) above. He/she shall hold office for a period of two years and this period may be further extended by two more years.
- v. The quorum for a meeting of the BOD shall be seven (07).

2. The BOD shall perform and discharge the following duties and functions;
 - i. make recommendations to the Vice-Chancellor on all matters pertaining to the maintenance of student discipline within the University and the TRF.
 - ii. recommend to the Vice-Chancellor the disciplinary action to be taken in respect of any student or students who have been found guilty of acts of indiscipline or of misconduct committed in contravention of the provisions of these By- Laws.
 - iii. review these By-Laws from time to time and make recommendations to the Senate regarding disciplinary procedures and matters connected therewith or incidental thereto.

PART V — DISCIPLINARY PROCEDURE

Reporting of offences

1. Any complaint of misconduct/indiscipline against a student/students shall in the first instance be reported to the Vice-Chancellor.

Initial Inspection

2. Where the Vice-Chancellor receives information relating to misconduct/indiscipline and considers that further particulars should be obtained, he/she may request a member of the staff or any other suitable person/s to proceed to the place in question and to report on the same within 05 working days.

Preliminary Investigation

3. Where the Vice-Chancellor is satisfied on the availability of evidence relating to misconduct/indiscipline, he/she shall, appoint one or more members of the staff of the University or any other suitable person(s) to investigate the matter/facts and submit to him their conclusions in writing thereon including recommendations for charges to be framed, if any, within 28 working days from the date of appointment by the Vice-Chancellor.

Charge Sheet

4. The Vice-Chancellor shall on receipt of the findings in accordance with Section 3 above, cause charges to be framed in writing and sent under registered post to the student or in the case of more than one student, to individual students alleged to have committed the offence/s within 14 working days from the date of receipt of the said Preliminary Investigation Report requesting a reply within 14 working days from the date of the charge sheet. If no communication is received from the student within 14 working days from the date of the charge sheet, a copy of the charge sheet shall be re-issued directing him/her to reply to the charge sheet within 7 working days from the date of the re-issue.
5. If the student respondent/s plead/s guilty to the charges or does/do not reply within the time specified in Section 4 above, the student/s shall be declared guilty of the alleged offence/s and the BOD shall recommend to the Vice-Chancellor the imposition on the student/s of any punishment/s set out in the schedule. On receipt of the determination of the punishments by the BOD, the Vice-Chancellor shall immediately place it before the Council for ratification. Thereafter the decision shall be conveyed to the student/s under registered post and where possible shall be hand delivered.

Formal Inquiry

6. If the student respondent/s plead/s not guilty to the charges, and if the Vice-Chancellor is not satisfied with the answers given, the Vice-Chancellor shall appoint a Disciplinary Committee of Inquiry, hereinafter referred to as the DCI, of up to three (03) staff members or other suitable persons, on the recommendation of the BOD to hold a formal inquiry and submit the report within 42 working days from the date of appointment by the Vice-Chancellor. Under exceptional circumstances, the Vice-Chancellor may extend the time to submit the report for a period not exceeding 72 working days from the date of appointment of the DCI.
7. The student respondent/s shall be notified under registered post of the date of inquiry and where possible, shall be hand delivered, with due acknowledgment of receipt of same, by the Secretary to the DCI appointed by the Vice-Chancellor.
8. At the inquiry, the student respondent/s shall be informed of the evidence and have the right to defend him/herself. He/she may make his/her own defence and call any witnesses for the defence.
9. The DCI may, taking into consideration the special circumstances of the situation, deny a student charged with an offence, giving reasons, the opportunity to question the complainant regarding the complaint made or any witness relating to the evidence given by the witness.

Provided that in such a situation, the student charged with the offence shall have the right to seek in writing, through the DCI, clarification on specific issues relating to the complaint or evidence from the complainant or witness as the case may be. Upon the DCI directing such request to the complainant or the witness, he/she shall give his/her clarifications in writing to the student charged with the offence within the time stipulated by the DCI.

10. The DCI shall have the power to summon any witness required by the prosecution and by the defense.
11. Any DCI appointed by the Vice-Chancellor shall have the power to summon any student of the University to render whatever assistance needed to conduct Inquiries on matters pertaining to provision of any By-Law. A student who does not so comply or willfully attempts to delay the proceedings shall be guilty of a punishable offence.

At a DCI, a respondent/s shall be provided with relevant documents or extracts from the same, which have been used to frame charges against the respondent/s.
12. The DCI after finalizing its recommendations shall submit its report to the Vice-Chancellor giving reasons for such findings and the verdict.

Determination of Punishments

13. If the student/s had been found guilty for the charges, the Vice-Chancellor shall refer the same to the BOD to determine the punishment within the scope of the Schedule.
14. On receipt of the determination of the punishments by the BOD, the Vice-Chancellor shall immediately place it before the Council for ratification. Thereafter, the decision shall be conveyed to the student/s under registered post and where possible shall be hand delivered with due acknowledgement of receipt.

15. The Vice-Chancellor shall have the power to take action on any breach of discipline not covered by this By-Law.

Out of Bounds Declaration

16. i. The Vice-Chancellor may, subject to the provisions in this section, declare the University out of bounds to a student who is reported to have violated any of the provisions of this By-Law or against whom a formal disciplinary inquiry or a criminal case is pending or who is the subject of Police investigation, for a prescribed period of time. The Council of the University shall be kept informed about such decision.
- ii. Declaration of the University out of bounds to a student, (hereinafter called 'Out of Bounds Declaration') under this section shall mean a total prohibition on attendance/access to The Open University of Sri Lanka and participation in any activity of the said University, provided however that the Vice-Chancellor may at his discretion permit such a student to enter the premises for a specific purpose.
- iii. The Out of Bounds Declaration may include such other reasonable conditions as the Vice-Chancellor may think fit.
- iv. The Out of Bounds Declaration under this section shall not be considered as a punishment. The purpose of this declaration under the provisions of this section is to protect the members of the University community in general or a particular member or members and the power shall be used only where the Vice-Chancellor is of the opinion that it is necessary to take such action. Written reasons for the decision shall be recorded and made available to the student/s concerned.
- v. No student shall be subjected to the Out of Bounds Declaration unless he or she has been given an opportunity to make representations in person to the Chief Security Officer in the presence of the Registrar/ a Deputy Registrar. Where for any reason it appears to the Vice-Chancellor that it is not possible for the student to attend in person, he or she shall be entitled to make the above representations in writing. The Chief Security Officer shall forward a written report to the Vice-Chancellor within 24 hours of such representations for making the decision on the Out of Bounds Declaration.
- vi. However, in case of great urgency, the Vice-Chancellor considering the seriousness of the infringement of discipline committed by the student/s, shall be empowered to impose the Out of Bounds Declaration on a student/s with immediate effect upon giving the reasons in writing to the student/s without following the above procedure.
- vii. The Vice-Chancellor shall review the Out of Bounds Declaration every thirty calendar days and shall record the reasons if the validity period of the declaration is extended.

PART VI — APPEALS PROCEDURE

1. Any appeal made by the student/s against the decision to punish the student/s shall be made to the Vice-Chancellor within thirty days from the date of the letter of punishment.
2. The Vice-Chancellor shall place such appeal/s before the next immediate meeting of the Council.
3. The Council shall appoint an Appeals Committee consisting of three of its members who are not employees of the University for this purpose. The Appeals Committee shall elect its Chairman. The Registrar shall be the Secretary to the Appeals Committee

The Appeals Committee of the Council may require the BOD to record further evidence on certain specific matter and forward the record early to the Council Appeals Committee through the Vice-Chancellor.
4. The Appeals Committee of the Council shall submit the report on the appeal, with additional recommendations, if any, to the Council within thirty days of the date of receipt of the appeal by the Committee.
5. The members of the Appeals Committee and the DCI relating to the appeal in question, shall not participate in the proceedings of the Council when it considers the report of the Appeals Committee.
6. The Council shall have the power to vary the decision/s taken on the disciplinary action against the student/s based on the recommendation of the Appeals Committee.

The decision of the Council on the appeal by the student shall be final.
7. The Vice-Chancellor shall communicate to the appellant student/s the decision of the Council under registered post. The decision so communicated shall be final and conclusive.

PART VII - RECORD OF PUNISHMENTS AND OTHER CONDITIONS

1. All punishments and any disciplinary action taken shall be recorded in the student's personal file.
2. The Vice-Chancellor may also order the withholding of the examination results or Certificate as appropriate of a student, pending the holding or completion of an inquiry or investigation.
3. A student who has been punished with a suspension, irrespective of its duration, under the provisions of these By-Laws shall not be entitled to receive any benefits such as a Bursary, Scholarship, Medals or Prizes, for academic performances.
4. A student who has been expelled from the University shall be debarred from registering in the future for any programme/course conducted by the University.

PART VIII -INTERPRETATION

1. The Open University of Sri Lanka shall include the Central Campus at Nawala, Regional Centres, Study Centres and Teaching Centres or any other premises used by the University for any purpose defined in the Open University of Sri Lanka Ordinance No. 1 of 1990 as amended, published under the provisions of the Universities Act No. 16 of 1978 as amended.

The University shall mean the Central Campus at Nawala, Regional Centres and Study Centres or any other premises used by The Open University of Sri Lanka.

2. For the purpose of the Section 2(xiv) of Part III, harassment/intimidation shall include the display of posters in the Campus premises or at an event organized with the authority of the University, within or outside its premises by any student/s, intimidating or bringing into disrepute a registered student, an officer, member of the academic or administrative staff, any other employee of the University or other persons authorized to be in the University.

In the case of notices, posters issued by a University society/association/union, they may be recognized as valid only if that society/association/union has taken action according to the University rules and a majority decision of the society/association/union.

3. For the purpose of these By-Laws, society/association/union shall have the same meaning as defined under the provisions of the Universities Act No. 16 of 1978 Section 115(i) as amended.

GENERAL DISCIPLINARY MATTERS	
SCHEDULE OF PUNISHMENTS	
Offences	Recommended Maximum Punishments
<p>i. Refuses or fails to produce the Student record book when called upon to do so by the Vice-Chancellor, Deputy Vice-Chancellor, any other officer, any member of the Academic or Administrative or Security Staff or any other employee or any other person authorized by the Vice-Chancellor.</p> <p><u>Explanation:</u> Any student who refuses to produce the student record book on request shall be deemed to be a trespasser and dealt with in accordance with the normal Laws of the land.</p>	<p>Considering the gravity of the offence,</p> <p>a. Suspension from the University for a period not exceeding 12 months depending on the gravity of the offence and withholding of examination results or certificate as appropriate</p> <p>or</p> <p>b. Severe warning by the Vice-Chancellor with a record of same in the personal file of the student.</p>
<p>ii. Violates the provisions of Part II of these By-Laws on University TRF.</p>	<p>Recovery of cost incurred by the University as a result of such action, and considering the gravity of the offence,</p> <p>a. Suspension from the University for a period not exceeding 12 months and withholding of examination results or certificate as appropriate</p> <p>and / or</p> <p>b. Denial of TRF in the future</p> <p>or</p> <p>c. Severe warning by the Vice-Chancellor with a record of same in the personal file of the student.</p> <p>The above punishments may be in addition to any other punishments that may be imposed for violation of any other By-Laws of the University.</p>

<p>iii. Willfully destroys, damages, defaces, alienates, misuses or misappropriates any property of the University or any property in the custody of the University or held temporarily by the University.</p>	<p>A fine equivalent to three times of the replacement value or cost of misuse, and considering the gravity of the offence,</p> <p>a. Expulsion from the University</p> <p>or</p> <p>b. Suspension from the University for a period not exceeding 24 months and withholding of examination results or certificate as appropriate.</p> <p>or</p> <p>c. Suspension from the University for a period not exceeding 12 months and withholding of examination results or certificate as appropriate</p> <p>or</p> <p>d. Severe warning by the Vice-Chancellor with a record of same in the personal file of the student.</p>
<p>iv. Contravenes any By-Law, Regulation or Rule.</p>	<p>Considering the gravity of the offence,</p> <p>a. Suspension from the University for a period not exceeding 12 months depending on the gravity of the offence and withholding of examination results or certificate as appropriate</p> <p>or</p> <p>b. Severe warning by the Vice-Chancellor with a record of same in the personal file of the student.</p>
<p>v. Refuses to carry out any lawful order issued by the Vice-Chancellor, Deputy Vice-Chancellor, any other officer, a member of the academic or administrative or security staff or any other employee or any other person authorized by the Vice-Chancellor.</p>	<p>Considering the gravity of the offence,</p> <p>a. Suspension from the University for period not exceeding 12 months depending on the gravity of the offence and withholding of examination results or certificate as appropriate</p> <p>or</p> <p>b. Severe warning by the Vice-Chancellor with a record of same in the personal file of the student.</p>
<p>vi. Furnishes the University with false information in relation to any matter in respect of which the University is entitled to true particulars which in the opinion of the Vice - Chancellor, is calculated to mislead the authorities of the University.</p>	<p>a. Expulsion from the University for falsification of documents</p> <p>or</p> <p>b. Suspension from the University for a period not exceeding 12 months and withholding of examination results or certificate as appropriate, in other instances.</p> <p>or</p>

	c. Severe warning by the Vice-Chancellor with a record of same in the personal file of the student.
vii. Under the influence of or in possession of an intoxicant, liquor, narcotic or other addictive drug, consuming or supplying liquor, narcotic, addictive drug or gambling within the precincts of the University.	Considering the gravity of the offence, a. Expulsion from the University or b. Suspension from the University for a period not exceeding 24 months and/or withholding of examination results or certificate as appropriate or c. Severe warning by the Vice-Chancellor with a record of same in the personal file of the student.
viii. Possessing or storing or carrying or using arms, weapons and/or any other substance with the intention of causing harm to persons or property within the precincts of the University.	a. Expulsion from the University for being in possession or storing or using arms and weapons within the precincts of the University or b. Suspension for a period not exceeding 36 months and withholding of examination results or certificates as appropriate for being in possession or storing or carrying any other substance with the intention of causing harm to persons or property.
ix. Engages in such activities as are likely to disrupt the conduct of registration, teaching study, research or examinations in the University or in the administration of the University or obstructs an event organized by the University within or outside its premises or obstructs or disrupts any other authorized event held within the University premises.	Suspension for a period not exceeding 12 months and withholding of examination results or certificates as appropriate and recovery of monetary damages as a result of obstruction or disruption.
x. Obstructs or harasses any officer member of the academic or administrative staff, any other employee of the University or any other authorized person in the performance of his/her duties.	Suspension for a period not exceeding 24 months and withholding of examination results or certificates as appropriate.
xi. Prevents or obstructs any student in carrying out his/her studies or research or disrupts any legitimate activities of a recognized student society/association/union.	Suspension for a period not exceeding 12 months and withholding of examination results or certificates as appropriate.

<p>xii. Occupies or uses any property of the University otherwise than in accordance with rules and regulations made by the University from time to time, or without the authority of the Vice-Chancellor or the relevant member of staff.</p>	<p>Suspension for a period not exceeding 12 months and withholding of examination results or certificates as appropriate.</p>
<p>xiii. Conducts himself/herself in a manner which, in the opinion of the Vice-Chancellor, is detrimental to the good name of the University or to the maintenance or order and discipline within the University.</p>	<p>Considering the gravity of the offence,</p> <p>a. Suspension from the University for a period not exceeding for a period not exceeding 24 months and withholding of examination results or certificate as appropriate</p> <p>or</p> <p>b. Severe warning by the Vice-Chancellor with a record of same in the personal file of the student.</p>
<p>xiv. a. Abuse/harassment (including any form of ragging/molestation), sexual harassment and/or intimidation whether physical, verbal or mental of any student of the University, Vice-Chancellor, Deputy Vice-Chancellor, any other officer member of the academic or administrative staff, any other employee or any other person authorized to be within or outside the premises of the University or at an event organized by the University.</p>	<p>Considering the gravity of the offence,</p> <p>a. Expulsion from the University</p> <p>or</p> <p>b. Suspension for a period not exceeding 24 months and withholding of examination results or certificates as appropriate.</p> <p>or</p> <p>c. Suspension for a period not exceeding for a period not exceeding 12 months and withholding of examination results or certificate as appropriate</p> <p>or</p> <p>d. Severe warning by the Vice-Chancellor with a record of same in student's personal file.</p>
<p>b. Display of posters in the University premises by any student or students, which are intimidating or defamatory of the University, Vice-Chancellor, Deputy Vice-Chancellor, other officer, member of the Academic or Administrative staff or any other employee of the University within or outside its premises.</p>	<p>Considering the gravity of the offence,</p> <p>a. Expulsion from the University</p> <p>or</p> <p>b. Suspension for a period not exceeding 24 months and withholding of examination results or certificates as appropriate.</p> <p>or</p> <p>c. Suspension for a period not exceeding one calendar year and withholding of examination results or certificate as appropriate</p> <p>or</p> <p>d. Severe warning by the Vice-Chancellor with a record of same in student's personal file.</p>

<p>c. Communicating with higher authorities, media or any individual by a student or students which are intimidating or defamatory of the University, Vice-Chancellor, Deputy Vice-Chancellor, other officer, member of the Academic or Administrative staff or any other employee of the University.</p>	<p>Considering the gravity of the offence,</p> <p>a. Expulsion from the University</p> <p>or</p> <p>b. Suspension for a period not exceeding 24 months and withholding of examination results or certificates as appropriate.</p> <p>or</p> <p>c. Suspension for a period not exceeding 12 months and withholding of examination results or certificate as appropriate</p> <p>or</p> <p>d. Severe warning by the Vice-Chancellor with a record of same in student’s personal file.</p>
<p>xv. Cause or attempt to cause physical injury or physical harm or threatens to cause same to any student of the University, Vice-Chancellor, any other officer, member of the academic or administrative staff, any other employee of the University or any other person authorized to be in the premises of the University or at an event organized by the University within or outside its premises.</p>	<p>Considering the gravity of the offence,</p> <p>a. Expulsion from the University</p> <p>or</p> <p>b. Suspension for a period not exceeding 24 months and withholding of examination results or certificates as appropriate.</p> <p>or</p> <p>c. Suspension for a period not exceeding 12 months and withholding of examination results or certificate as appropriate</p> <p>or</p> <p>d. Severe warning by the Vice-Chancellor with a record of same in student’s personal file.</p>
<p>xvi. Kidnapping, Hostage taking or attempt to kidnap, or threatening to take hostage or kidnap Vice-Chancellor, Deputy Vice-Chancellor, other Officer, member of the academic or administrative staff, any student of the University, an employee, or any other person authorized to be in the premises of the University or at an event organized with the authority of the University within or outside its premises.</p>	<p>Considering the gravity of the offence,</p> <p>a. Expulsion from the University</p> <p>or</p> <p>b. Suspension for a period not exceeding 24 months and withholding of examination results or certificates as appropriate.</p> <p>or</p> <p>c. Suspension for a period not exceeding 12 months and withholdings of examination results or certificate as appropriate</p> <p>or</p> <p>d. Severe warning by the Vice-Chancellor with a record of same in student’s personal file.</p>

<p>xvii. Inciting of students to disrupt legitimate activities of the University.</p>	<p>Considering the gravity of the offence,</p> <p>a. Expulsion from the University</p> <p>or</p> <p>b. Suspension for a period not exceeding 24 months and withholding of examination results or certificates as appropriate.</p> <p>or</p> <p>c. Suspension for a period not exceeding 12 months and withholding of examination results or certificate as appropriate</p> <p>or</p> <p>d. Severe warning by the Vice-Chancellor with a record of same in student's personal file.</p>
<p>xviii. Any student who has stolen or attempted the theft of property within the University premises or has retained stolen property belonging to the University or has caused willful damage to University property or to property of an officer, member, of the academic or administrative staff, an employee or a student of the University or any other person authorized to be in the premises of the University or at an event organized with the authority of the University within or outside its premises.</p>	
<p>(1). Theft.</p>	<p>Considering the gravity of the offence, a fine equivalent to three times the replacement value and,</p> <p>a. Expulsion from the University</p> <p>or</p> <p>b. Suspension for a period not exceeding 24 months and withholding of examination results or certificates as appropriate.</p> <p>or</p> <p>c. Suspension for a period not exceeding 12 months and withholding of examination results or certificate as appropriate</p> <p>or</p> <p>d. Severe warning by the Vice-Chancellor with a record of same in student's personal file.</p>
<p>(2). Willful damage</p>	<p>Considering the gravity of the offence, a fine equivalent to three times the replacement value and,</p> <p>a. Expulsion from the University</p>

	<p>or</p> <p>b. Suspension for a period not exceeding 24 months and withholding of examination results or certificates as appropriate.</p> <p>or</p> <p>c. Suspension for a period not exceeding 12 months and withholding of examination results or certificate as appropriate</p> <p>or</p> <p>d. Severe warning by the Vice-Chancellor with a record of same in student's personal file.</p>
(3). Attempted theft	<p>Fine to be determined by the BOD on the recommendation of the DCI.</p> <p>a. Suspension for a period not exceeding 12 months and withholding of examination results or certificate as appropriate</p> <p>or</p> <p>b. Severe warning by the Vice-Chancellor with a record of same in student's personal file.</p>
(4). Retaining stolen property	<p>Return the property and a fine to be determined by the BOD on the recommendation of the DCI.</p>
xix. Violation of time limits for staying within the University premises or enters to the University without authorization of the Vice -Chancellor or any other relevant member of staff authorized by the Vice-Chancellor, before or after the designated times or as specially notified by the Vice-Chancellor.	<p>Severe warning by the Vice-Chancellor with a record of same in student's personal file.</p>
xx. Offers any gratification to any employee of the University as inducement or reward for that University employee's performing or abstaining from performing any official act, or expediting, hindering or preventing the performance of any official act by that University employee or by any other University employee.	<p>Considering the gravity of the offence,</p> <p>a. Expulsion from the University</p> <p>or</p> <p>b. Suspension for a period not less than six months and not exceeding 24 months and withholding of examination results or certificate as appropriate.</p>
xxi. Convening of meeting/s of a group of students, any society or association or union which has not been recognized by the University or without prior approval of the University or displaying or distributing publications/posters at the University without authorization of the Vice -Chancellor or any other person authorized by the Vice-Chancellor.	<p>Considering the gravity of the offence,</p> <p>a. Suspension for a period not exceeding 12 months and withholding of examination results or certificate as appropriate</p> <p>or</p> <p>b. Severe warning by the Vice-Chancellor with a record of same in student's personal file.</p>

<p>xxii. Establishing or assisting in establishing any society or association or union except as provided for in the relevant Section of the Universities Act No 16 of 1978 as amended and/or without following the authorized procedure in that regard.</p>	<p>Considering the gravity of the offence, a. Suspension for a period not exceeding 12 months and withholding of examination results or certificate as appropriate or b. Severe warning by the Vice-Chancellor with a record of same in student’s personal file.</p>
<p>xxiii. Failure to comply with the rules and regulations made by the University on the conduct of affairs of any society/ association/ union.</p>	<p>Considering the gravity of the offence, a. Suspension for a period not exceeding 12 months and withholding of examination results or certificate as appropriate or b. Severe warning by the Vice-Chancellor with a record of same in student’s personal file.</p>
<p>xxiv. Convening any meeting or participating in any meeting of students held in the precincts of the University contrary to the constitution of the relevant society/association/union.</p>	<p>Considering the gravity of the offence, a. Suspension for a period not exceeding 12 months and withholding of examination results or certificate as appropriate or b. Severe warning by the Vice-Chancellor with a record of same in student’s personal file.</p>
<p>xxv. Distributing and/or displaying and/or publishing materials using print/ audio/ video/ electronic media/ any other mode of communication, which are defamatory and/or abusive of any recognized society/ association/ union or Vice-Chancellor, Deputy Vice-Chancellor or any officer/member of the academic or administrative staff, an employee, student of the University or any other person authorized to be present within the premises of the University or at an event organized with the authority of the University within or outside its premises.</p>	<p>Considering the gravity of the offence, a. Expulsion from the University. or b. Suspension for a period not exceeding 24 months and withholding of examination results or certificates as appropriate. or c. Suspension for a period not exceeding 12 months and withholding of examination results or certificate as appropriate or d. Severe warning by the Vice-Chancellor with a record of same in student’s personal file.</p>
<p>xxvi. Defacing or mutilating property belonging to the Vice-Chancellor, Deputy Vice-Chancellor any other officer, member of the academic or administrative staff, an employee, student of the University or any other person authorized to be present within the premises of the University or at an event organized with the authority of the University within or outside its premises.</p>	<p>Considering the gravity of the offence, a. Expulsion from the University or b. Suspension for a period not exceeding 24 months and withholding of examination results or certificates as appropriate.</p>

	<p>or</p> <p>c. Suspension for a period not exceeding 12 months and withholding of examination results or certificate as appropriate</p> <p>or</p> <p>d. Severe warning by the Vice-Chancellor with a record of same in student's personal file.</p>
<p>xxvii. Inviting from outside the University, as a student of or on behalf of or at the request of students of the University, any speaker to address students, or any outside person for any purpose within the University, without the prior approval in writing of the Vice-Chancellor or other employee designated for this purpose by the Vice-Chancellor.</p>	<p>Considering the gravity of the offence,</p> <p>a. Suspension for a period not exceeding 24 months and withholding of examination results or certificate as appropriate</p> <p>or</p> <p>b. Suspension for a period not exceeding 12 months and withholding of examination results or certificate as appropriate</p> <p>c. Severe warning by the Vice-Chancellor with a record of same in student's personal file.</p>
<p>xxviii. Arranging or organizing any collection of money or goods in the name of the University in the precincts or outside the University without the prior approval in writing of the Vice - Chancellor or other employee designated for this purpose by the Vice-Chancellor.</p>	<p>Considering the gravity of the offence,</p> <p>a. Suspension for a period not exceeding 24 months and withholding of examination results or certificates as appropriate.</p> <p>or</p> <p>b. Suspension for a period not exceeding 12 months and withholding of examination results or certificate as appropriate</p> <p>or</p> <p>c. Severe warning by the Vice-Chancellor with a record of same in student's personal file.</p>
<p>xxix. Reproduction, Distribution, or selling of University publications and / or any application forms of the University without the prior approval in writing of the Vice-Chancellor or other employee designated for this purpose by the Vice-Chancellor.</p>	<p>Considering the gravity of the offence,</p> <p>a. Suspension for a period not exceeding 24 months and withholding of examination results or certificate as appropriate</p> <p>or</p> <p>b. suspension for a period not exceeding 12 months and withholding of examination results or certificate as appropriate</p> <p>or</p> <p>c. severe warning by the Vice-Chancellor with record of same in the student's personal file.</p>

xxx Providing false information to the press or other media that is defamatory or damaging to the University or Vice-Chancellor, Deputy Vice-Chancellor or any officer/member of the academic or administrative staff, an employee, or student of the University	Suspension for a period not exceeding 12 months, or Severe warning by the Vice-Chancellor.
xxxi. Unauthorized or improper use of University computer system/ network	Considering the gravity of the offence, a. Expulsion from the University, or b. Suspension for a period not exceeding 24 months and withholding of examination results or certificates as appropriate. or c. Suspension for a period not exceeding 12 months and withholding of examination results or certificate as appropriate, or d. Severe warning by the Vice-Chancellor with a record of same in student's personal file.
xxxii. A student who has received three warnings within a period of 12 months.	Suspension for a period not exceeding 12 months from the date of the last warning.
xxxiii. Non compliance of obligation to attend a disciplinary inquiry or willfully delaying the proceedings of the inquiry, by student respondent or a witness called by the University without a valid reason.	Severe warning by the Vice-Chancellor with a record of the same in the student's personal file
xxxiv. Failure to adhere to a severe warning by the Vice-Chancellor	Suspension for a period not exceeding 12 months
xxxv. A student under suspension committing a further offence	Considering the gravity of the offence, a . Expulsion from the University, or b. Further period of suspension and withholding of examination results or certificate as appropriate
xxxvi. Any other offence or act of indiscipline not explicitly stated in this schedule	Considering the gravity of the offence, a. Expulsion from the University, or b. Suspension for a period not exceeding 24 months and withholding of examination results or certificates as appropriate,

	<p>or</p> <p>c. Suspension for a period not exceeding 12 months and withholding of examination results or certificate as appropriate,</p> <p>or</p> <p>d. Severe warning by the Vice-Chancellor with a record of same in student's personal file.</p>
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