

OPEN UNIVERSITY OF CYPRUS

INTERNAL STUDENT DISCIPLINARY REGULATIONS

1. GENERAL

1.1 DISCIPLINARY POWERS

The competent Body for the disciplinary control of students (both undergraduate and postgraduate) is the Senate.

In the exercise of its disciplinary powers, the Senate appoints a Student Disciplinary Committee (SDC).

1.2 DISCIPLINARY OFFENCES

Student disciplinary offences are distinguished into major and minor.

Major offences are examined by the SDC; minor offences are examined by the Board of the Faculty concerned.

1.3 REFERRAL OF A DISCIPLINARY OFFENCE

A disciplinary offence is referred to the competent body only following charges submitted in writing to the Student Disciplinary Committee through the officers or collective bodies of the University listed in the order shown below or following personal ascertainment of such persons, :

- (i) Director of Administration and Finance or Heads of Administrative Units
- (ii) Academic Coordinator or Academic Board of the Programme of Study concerned
- (iii) Dean of the Faculty concerned or Board of the Faculty concerned
- (iv) Rector or Vice-Rectors.

The University officer or body whom the charges have been submitted to or the person having ascertained the offence determines whether the offence must be referred for examination or not and takes appropriate action.

2. DISCIPLINARY COMMITTEE

2.1 POWERS

The SDC hears major offences, on a first-instance level, and appeals against decisions of the Faculty Boards concerning minor offences, on a second-instance level.

The SDC notifies its decisions to the Senate. The Senate's approval is required in cases where the decision of the SDC is the dismissal of a student.

2.2 COMPOSITION

2.2.1 The SDC is composed of:

- (i) Three (3) members of the Academic Research Personnel (Faculty Members) (one from each Faculty), who are not members of the Senate. In case the complainant is a member of the SDC, he/she is replaced by a substitute member.
- (ii) The Head of the Students and Programmes' Support Unit, who acts as Secretary of the Committee, without voting rights.
- (iii) A representative of the Students and Programmes' Support Unit, without voting rights.
- (iv) A representative of the students, provided that the University has a Student Union.

2.2.2 The SDC elects its Chair and Vice-Chair from among the three members of the Academic Research Personnel (Faculty Members). The SDC serves a two-year term.

The Chair of the Committee must be a Professor or Associate Professor.

2.3 OPERATION

2.3.1 The SDC meets only to hear cases referred to it and is convened by its Chair.

2.3.2 The Decisions of the Committee are taken by secret ballot and by absolute majority of the votes of all its members.

3. DISCIPLINARY OFFENCES

Appendix I sets out in detail the Disciplinary Offences and indicative penalties.

3.1 MAJOR OFFENCES

The following are deemed to be major offences:

- (i) Cases of plagiarism related to assignments or examinations (including a breach of the Examination Regulations).
- (ii) Forgery of degrees, diplomas, certificates and University documents in general or falsification of records.
- (iii) Theft, embezzlement or gross negligence in the management of University Funds or property of any kind or of the premises leased by the University (in Cyprus and abroad) for its teaching needs.
- (iv) Instigation of unrest or inappropriate conduct resulting in serious damage to University buildings, facilities or property or to the premises where Group Advisory Meetings (Tutorials), examinations and other University events are being held.

- (v) Insulting or other illegal conduct within the University areas, in the premises where Group Advisory Meetings (Tutorials), examinations and/or other University events are being held or on the University's electronic communication platforms.
- (vi) Criminal offences, when these are directly related to the University.
- (vii) Breaches of security rules within the University or in the premises where Group Advisory Meetings (Tutorials), examinations and other University events are being held.
- (viii) Breaches of security rules regarding the University's electronic equipment or obstruction of its smooth operation.
- (ix) Breaches of the personal data protection legislation.
- (x) Photocopying beyond the limits permitted by law.

3.2 MAJOR OR MINOR OFFENCES

Any breaches of Laws, Regulations, Internal Regulations, Decisions and Circulars of the University, and of University ethics in general, may, at the discretion of the competent bodies, constitute major or minor offences.

3.3. MINOR OFFENCES

Minor offences may include (in addition to those listed in Paragraph 3.2) offences that do not fall within the meaning of major offences.

4. PENALTIES FOR DISCIPLINARY OFFENCES

4.1 PENALTIES FOR MAJOR OFFENCES:

These are as follows:

- i. Written reprimand.
- ii. Grade penalties for offences related to examinations or assignments.
- iii. Suspension of rights/privileges other than those affecting learning.
- iv. Imposition of a fine towards partial or full compensation, for offences related to damages caused to University buildings or equipment or to the premises where the Group Advisory Meetings (Tutorials) and/or other University events are being held.
- v. Expulsion from the University for a period of one or two semesters for Programmes of Study with semester-long Thematic Units (Modules) or one year for Programmes of Study with year-long Thematic Units (Modules). The period of expulsion shall not be counted towards the semesters/years of study.
- vi. Dismissal from the Thematic Unit (Module).
- vii. Dismissal from the Open University of Cyprus.
- viii. Any combination of the above penalties.

Any breach of these Regulations constitutes an offence. Non-compliance with a penalty constitutes a disciplinary offence. Students who fail to comply with any penalty imposed on them shall not receive a degree.

4.2 PENALTIES FOR MINOR OFFENCES

These are as follows:

- (i) Oral reprimand.
- (ii) Written reprimand.

5. PROCEDURE FOR EXAMINATION OF DISCIPLINARY OFFENCES

5.1 PROCEDURE FOR MINOR OFFENCES

5.1.1 The student subject to disciplinary control is informed in writing of the offence for which he/she is investigated and has the right of defence before the Student Disciplinary Committee.

5.1.2 In case the student subject to disciplinary control pleads guilty or if his/her guilt is established by the proceedings, a penalty is imposed.

The penalty is communicated in writing to the Head of the Students and Programmes' Support Unit, in order to update the student's record accordingly.

5.1.3 The Head of the Students and Programmes' Support unit notifies the student of the decision within seven working days. The student has the right to submit a reasoned appeal to the SDC within ten working days of notification of the penalty to the student.

5.2 PROCEDURE FOR MAJOR OFFENCES

5.2.1 The student subject to disciplinary control is informed in writing of the offence for which he/she is investigated and has the right of defence before the SDC. He/she also has a right of full access to the case file.

The notification letter is communicated to the Academic Coordinator of the Programme of Study concerned and the Dean of the Faculty concerned.

5.2.2 After gathering the evidence, the SDC calls the student subject to disciplinary sanctions to defend himself/herself within a reasonable period of time, but not earlier than 15 working days and not later than 30 working days.

5.2.3 The student subject to disciplinary control reserves the right to seek the replacement of a member or members of the Committee, by written letter addressed to the Senate, setting out the relevant reasons. The Senate's decision on the student's request is final.

5.2.4 During his/her defence before the SDC, the student subject to disciplinary control reserves the right to be accompanied by another student who may come to his/her defence.

The accused student also reserves the right to call witnesses in his/her defence, whose names must have been communicated to the Chair of the SDC prior to the commencement of the hearing.

5.2.5 Both parties (the SDC and the student subject to disciplinary control) reserve the right to use Legal Advisors, who may attend the hearing. The student subject to disciplinary control must notify to the SDC, at least five (5) working days prior to the hearing, the name and capacity of the person who shall accompany him/her at the meeting.

5.2.6 The Committee notifies its decisions to the student subject to disciplinary control in writing within seven working days. The decisions are also communicated to the Academic Coordinator of the Programme of Study concerned and the Dean of the Faculty concerned.

The penalty is also communicated in writing to the Head of the Students and Programmes' Support Unit, in order to update the student's record accordingly.

5.2.7 The student subject to disciplinary control is entitled to submit an appeal to the Senate against the decision of the SDC.

The reasoned appeal is submitted in writing within ten working days of the notification of the decision to the student.

5.2.8 The SDC communicates its Minutes to the Senate.

6. APPEALS AGAINST DECISIONS OF DISCIPLINARY BODIES

6.1 APPEALS AGAINST DECISIONS OF THE DISCIPLINARY COMMITTEE

6.1.1 The Rector sets a date for the hearing of the case by the Senate. This date is communicated to the student subject to disciplinary control in writing at least five working days in advance.

6.1.2 The minutes of the meeting of the SDC, as well as any additional comments or remarks which the SDC wishes to submit to the Senate, are communicated to the student.

6.1.3 The Senate may allow the student subject to disciplinary control or the SDC to present new additional evidence. The names of the new witnesses must have been communicated to the Senate at least five (5) working days prior to the commencement of the hearing.

6.1.4 The entire hearing procedure before the Senate is the same as that before the SDC.

6.1.5 The Senate makes a final decision on the appeal and immediately notifies such decision to all involved and interested parties.

7. MISCELLANEOUS

7.1 Students have the obligation to know the Laws, Regulations, Internal Regulations and official Circulars, directives and announcements of the University that concern them.

7.2 Responsibility for the submission of suggestions to the Senate on amendments to the Student

Disciplinary Internal Regulations rests with the Studies Committee.

7.3 The University reserves the right to bring a disciplinary case against a student subject to the provisions of these Regulations.

Appendix I

Disciplinary offences

Breach of academic integrity

In the academic community, we respect the work of others and demonstrate our professionalism through our integrity, credibility, impartiality and responsibility. Acts and practices that breach academic integrity are unacceptable and persons whose involvement in such acts or practices is established are subject to disciplinary sanctions.

Such acts/practices include, but are not limited to, the following:

- Submission of the work of others as if it were one's own, regardless of whether such work was produced on commission or in exchange for payment.
- Purchase or commissioning of work from/to others.
- Submission of the same or similar work in more than one cases.
- Falsification of research results, data, interviews or other material relating to the research process.
- Provision of false information in order to acquire a certain right.

Any person who breaches academic integrity is punished with expulsion from the University for a period of one or two semesters or with dismissal from a Thematic Unit or with dismissal from the University.

Plagiarism

The acquisition and use of the work of another person and the presentation of such work as if it were one's own without providing appropriate acknowledgement or reference constitutes plagiarism. Acts/practices which constitute plagiarism and are subject to disciplinary sanctions include, but are not limited to, the following:

- Use/copying of verbatim texts/extracts/phrases from various sources (books, articles, internet, etc.) without using quotation marks and without reference-citation.
- Editing of texts/extracts/phrases presented in various sources without reference-citation or with partial reference-citation.
- Paraphrasing (expression of ideas of third parties using other words) of texts/extracts/phrases presented in other sources without reference-citation.
- Use/copying of parts/extracts from assignments of other students without reference-citation.
- Use/copying of parts/extracts from assignments of the student himself/herself without reference-citation.
- Inclusion of falsified reference-citation.
- Submission of the same assignment or large parts/extracts thereof in the context of two different Thematic Units.
- Unauthorized collaboration between a group of students with the aim of producing/presenting an entire assignment/examination or part thereof where such collaboration is explicitly prohibited in the description of the assignment/examination.

Any person who uses another person's intellectual property work in assignments or examinations and presents it as his/her own, is punished with expulsion from the University for a period of one or two semesters or with dismissal from a Thematic Unit (Module) or with dismissal from the University.

Minor offences may result in grade penalties, at the discretion of the Tutors and the Academic Coordinator.

In the case of similarities between written assignments, pointing to unauthorized collaboration or copying, an oral examination on the subject of the assignment may be conducted at the discretion of the Tutors and the Academic Coordinator, in order to establish whether copying has occurred.

Breach of examination regulations

Any person who breaches the examination regulations is punished with a written reprimand or a grade penalty or with suspension of his/her rights or with dismissal from the Thematic Unit (Module) or with a combination of the above penalties.

Forgery

Any person who fabricates or forges a degree, diploma, certificate or a University document in general with the aim of misleading another person, is punished with expulsion from the University for a period of one or two semesters or with dismissal from a Thematic Unit (Module) or with dismissal from the University.

Theft

Any person who illegally obtains or misappropriates any property of the University is punished with expulsion from the University for a period of one or two semesters or with dismissal from a Thematic Unit (Module) or with dismissal from the University.

Mismanagement

Any person who abuses or negligently manages University funds or property or the premises leased by the University (in Cyprus and abroad) for its teaching needs, is punished with the imposition of a fine towards partial or total compensation.

Causing serious damage

Any person who commits acts or behaves in a manner that causes unrest and serious damage to University buildings, facilities or property or to the premises where Group Advisory Meetings (Tutorials), examinations and other University events are being held, is punished with the imposition of a fine towards partial or total compensation or with expulsion from the University for a period of one or two semesters or with dismissal from a Thematic Unit or with dismissal from the University or with a combination of these penalties.

Insult

Any person who insults another person with acts or words or in any manner within the University premises, the premises where Group Advisory Meetings (Tutorials), examinations and/or other University events are being held or on the University's electronic communication platforms, is punished with a written reprimand or with expulsion from the University for a period of one or two semesters.

Inappropriate conduct

Any person who behaves in a manner that prejudices the reputation and credibility of the University within the University premises, the premises where Group Advisory Meetings (Tutorials), examinations and/or other University events are being held or on the University's electronic communication platforms, is punished with a written reprimand or with expulsion from the University for a period of one or two

semesters.

Breach of security rules

Any person who breaches the University's security rules within the University premises or in the premises where Group Advisory Meetings (Tutorials), examinations and other University events are being held, is punished with a written reprimand or with expulsion from the University for a period of one or two semesters.

Breach of rules regarding electronic equipment

Any person who breaches the security rules regarding electronic equipment or obstructs the smooth operation thereof is punished with expulsion from the University for a period of one or two semesters or with dismissal from a Thematic Unit (Module) or with dismissal from the University.

Criminal offences

Any person who commits an offence under Common Criminal Law directly related to the University is punished with the imposition of a fine or with expulsion from the University for a period of one or two semesters or with dismissal from a Thematic Unit (Module) or with dismissal from the University or with a combination of these penalties.

Photocopying beyond permitted limits

Any person who photocopies documents beyond the limits permitted by the relevant Laws is punished with a written reprimand or with the imposition of a fine towards partial or total compensation or with a combination of these penalties.

All penalties may be suspended.