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| 01 | 12 th July 2022 | | | First draft approved in the Operations Meeting of UCSI University Springhill Campus |

Responsibility

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| Policy Owner: | STUDENT AFFAIRS AND ALUMNI DIVISION |

a. SDB-SH Student Disciplinary Board UCSI University Springhill Campus
b. UEB University Examination Board
c. SAA Student Affairs & Alumni

premises.

- 4.2.22 Violating any provision of any written laws of the country.
- 4.2.23 Being engaged in any undesirable occupation, employment, business, trade or activity.
- 4.2.24 Any other misconduct which the University will establish from time to time whether written or otherwise.

Membership of the SDB-SH:

- The Pro Vice-Chancellor of UCSI University Springhill Campus shall be the Chairperson of the SDB-SH.
- b) Voting member from Division/Office respectively: A member each from the Group Legal Office, Pro Vice-Chancellor Office respectively, and four members from the Academic Division (Academic sta

- i) The hearing will not be open to the public, and all matters discussed within the hearing are to be treated as Private and Confidential to be disclosed only to the relevant authorities subject to the approval of the Chairperson of the SDB-SH.
- j) The accused student(s) will have the opportunity to hear and challenge accusations and to present rebuttals.
- k) The accused student(s) may bring with him/her/them witness(es) who has(have) direct knowledge of the situations under discussion with prior permission from the Chairperson of the SDB-SH.
- After all information has been presented, the SDB-SH will deliberate privately and may take one or several actions. They may take no corrective action if there is insufficient evidence to warrant action or they may take corrective action that could include suspending/expelling the student(s) from the University.
- m) The Secretariat of the SDB-SH, with the permission of the Chairperson, willinform the student(s), in writing, the decision of the SDB-SH.
- n) Notification of this must be provided to the

votewill be decided by a simple majority.

6.2.6 When there are an equal number of votes in favour and against, the chairperson will cast the deciding vote.

Penalties vary according to the seriousness of the offence. A student found guilty of misconduct may be liable to any one or a combination of the following punishments:

A written reprimand from the Chairperson of SDB-SH to the student.

Further violations will result in severe disciplinary action and can include conditions related to the misconduct, such as counselling, educational seminars, or unpaid work assignments. Failure to meet the condition(s) shall be considered as an additional violation.

Student is required to comply with specified terms and conditions that include not engaging in further conduct in violation of these clauses, and can include conditions related to the misconduct, such as to attend counselling, educational seminars, or unpaid work assignments. Failure to meet the condition(s) shall be considered as an additional violation.

May be imposed for scholastic dishonesty.

May be imposed when the violation involves scholastic dishonesty or otherwise calls into question the integrity of the work required for the Degree.

May be imposed for breach of Examination Rules.

May be imposed for furnishing false or misleading information for purposes or enrolment or proposed enrolment as student.

In the event of multiple instances of misconduct, multiple fines may be applied; the fine for each instance shall not exceed RM500.00; in addition, in the event of a misconduct relating to a breach of the constitution, the student may be fined not exceeding RM1, 000.000.

The student may be charged for the costs incurred in replacing or repairing the property or in redressing any other results

Suspension of rights and privileges, including participation in athletic or extracurricular activities for a limited period, or suspension from the University for a Specified Period of time.

The student may be expelled from the University.