



STUDENT CODE OF CONDUCT AND DISCIPLINARY PROCEDURES

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GENERAL CODE INFORMATION

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1.0 DEFINITION OF TERMS

Unless the context indicates otherwise, the terms used in this Student Code of Conduct and Disciplinary Procedures shall have the following meaning:

1.1 Academic Misconduct

Any act or omission by a student that violates the principles of academic integrity, including but not limited to plagiarism, collusion, cheating, fabrication or falsification of data, impersonation, and examination malpractice, as further defined in the Examination Management Policy and Procedures and Procedures for the Management of Plagiarism.

1.2 Authorised Officer

An officer designated by the Deputy Vice-Chancellor (Academic) to administer the Summary Disciplinary Procedure. This may include a Dean of School, the Dean of Students, or any other appropriately appointed University official.

1.3 Disciplinary Action

Any formal process undertaken by the University to address alleged student misconduct under this Code, including warnings, sanctions, suspension, or expulsion.

1.4 Disciplinary Committee (Student Disciplinary Committee)

A committee constituted by the Deputy Vice-Chancellor (Academic) to hear and determine serious or disputed cases of student misconduct under the Full Disciplinary Procedure.

1.5 Misconduct

Any behaviour by a student that contravenes this Code, other University policies, regulations, or applicable Zambian law.

1.6 Prohibited Conduct

Any act or behaviour expressly forbidden under this Code or related University policies, including conduct that threatens safety, disrupts University operations, or undermines academic integrity.

1.7 Riot / Riotous Behaviour

Conduct meeting the definition of riot or riotous assembly under Section 74(2) of the Penal Code Act, Chapter 87 of the Laws of Zambia, or any violent or disorderly group behaviour that disrupts University activities or endangers persons or property.

1.8 Sexual Misconduct

Any unwelcome behaviour of a sexual nature, including verbal, non-verbal, physical, or digital conduct, that violates a person's dignity, autonomy, or safety, as defined in the University's Anti-Harassment Policy and relevant laws.

1.9 Sexual Offence

Any sexual offence as defined under Part XV of the Penal Code Act, Chapter 87 of the Laws of Zambia.

1.10 Student

Any person registered or enrolled in any programme of study at ZCAS University, including students on attachment, exchange, research, fieldwork, or any other University-approved academic activity.

1.11 University

ZCAS University, including all its campuses, centres, institutes, facilities, and authorised activities conducted on or off campus.

2.0 PURPOSE AND OBJECTIVES

2.1 Purpose

The purpose of this Student Code of Conduct and Disciplinary Procedures is to establish a clear framework of behavioural standards, rights, responsibilities, disciplinary processes, and sanctions that promote a safe, respectful, lawful, and academically honest environment at ZCAS University. This Code provides the basis upon which student misconduct is defined, investigated, and addressed in a manner that is fair, transparent, consistent, and aligned with the University's mission and statutory obligations.

2.2 Objectives

This Student Code of Conduct and Disciplinary Procedures aims to achieve the following objectives:

- i. Provide clear definitions of misconduct and corresponding disciplinary consequences;
- ii. Promote responsible and respectful behaviour within the University and in activities connected to the University;
- iii. uphold academic integrity and ethical behaviour;
- iv. protect the rights, dignity, and safety of all members of the University community;
- v. ensure fairness, consistency, and due process in disciplinary proceedings;
- vi. Safeguard University property, reputation, and operations from conduct that may cause harm or disruption;
- vii. align student conduct management with national laws and University regulations;
and
- viii. foster personal responsibility and accountability among students.

3.0 SCOPE

This Student Code of Conduct and Disciplinary Procedure applies to all registered students of the University and governs conduct occurring:

- i. on ZCAS University premises;
- ii. during off-campus academic activities (placements, fieldwork, study tours, research);

- iii. during University-sponsored or authorised activities; and
- iv. where off-campus conduct poses a substantial risk to the University community or reputation.

Students at regional centres shall also comply with centre-specific rules, provided such rules are consistent with this Student Code of Conduct and Disciplinary Procedure.

4.0 PRINCIPLES

This Policy is guided by the following principles:

- 4.1 Adherence to natural justice and procedural fairness:** All disciplinary processes shall be conducted in a fair, transparent, and impartial manner. Students shall be informed of allegations against them, afforded a reasonable opportunity to respond, and have their cases determined without bias, in accordance with the principles of natural justice.
- 4.2 Proportionality of sanctions to the severity of misconduct:** Disciplinary sanctions shall be proportionate to the nature, gravity, and impact of misconduct, taking into account aggravating and mitigating factors, including intent, repetition, and prior disciplinary history.
- 4.3 Confidentiality of disciplinary proceedings:** Disciplinary proceedings and records shall be treated as confidential and disclosed only to people with a legitimate institutional role, except where disclosure is required by law or authorised by the student.
- 4.4 Independence of University disciplinary action from criminal proceedings:** University disciplinary processes shall operate independently of criminal or civil proceedings. The University may initiate, continue, or conclude disciplinary action regardless of the status or outcome of external legal processes.
- 4.5 Continued applicability of this Code:** This Code remains applicable notwithstanding a student's withdrawal, suspension, exclusion, or completion of studies, where the alleged misconduct occurred during the period of registration or affiliation with the University.

5.0 ROLES AND RESPONSIBILITIES

5.1 Senate

- i. Approves this Student Code of Conduct and Disciplinary Procedures and any amendments thereto.

- ii. Provides academic oversight on policy, standards and trends of the Code of Conduct and Disciplinary Procedures relating to student discipline and academic integrity.
- iii. Receives periodic reports on the implementation and effectiveness of this Conduct and Disciplinary Procedure.

5.2 Vice-Chancellor

- i. Serves as the final internal appellate authority in student disciplinary matters.
- ii. Ensures that disciplinary decisions of the University are implemented.
- iii. Safeguards institutional discipline, order, and governance in line with the University statutes and national law

5.3 Deputy Vice-Chancellor – Academic

- i. Oversees the implementation of this Policy across the University as the overall custodian of this Code.
- ii. Appoints and constitutes Student Disciplinary Committees.
- iii. Designates Authorised Officers for the Summary Disciplinary Procedure.
- iv. Ensures that disciplinary processes are conducted fairly, consistently, and in accordance with due process.
- v. Maintain official records of disciplinary proceedings.

5.4 Deans of School / Heads of Department

- i. Promote awareness of this Code among students and staff within their Schools.
- ii. Report and document alleged academic misconduct within their Schools.
- iii. Conduct preliminary inquiries into academic-related misconduct where appropriate.
- iv. Refer cases to the Authorised Officer or the Student Disciplinary Committee as required.
- v. Present academic misconduct cases before the Disciplinary Committee when designated.

5.5 Authorised officers (Dean or any other)

- i. Administer the Summary Disciplinary Procedure for minor or straightforward cases.
- ii. Notify students of allegations and receive their responses.
- iii. Conduct summary meetings and determine appropriate sanctions within their delegated authority.

- iv. Keep proper records of summary proceedings and submit them to the Office of the Deputy Vice-Chancellor (Academic).
- v. Refer cases to the Student Disciplinary Committee where the matter is serious, disputed, or unsuitable for summary disposal.

5.6 Deans of Students

- i. Receives and manages reports of non-academic student misconduct.
- ii. Provides guidance and welfare support to students involved in disciplinary processes.
- iii. Coordinates non-academic disciplinary matters at the university level.
- iv. Works with Security, Halls of Residence, and other units on student conduct issues.
- v. Refer serious matters to the Deputy Vice-Chancellor (Academic) for formal disciplinary action.

5.7 Student Disciplinary Committee

- i. Hears and determines cases of serious or disputed student misconduct.
- ii. Ensures disciplinary hearings are conducted fairly and in accordance with this Code.
- iii. Makes findings of disciplinary cases.
- iv. Imposes sanctions in line with Section 7.0 of this Code of Conduct and Disciplinary Procedure, and other applicable regulations.
- v. Provides written reasons for its decisions.

5.8 Students

- i. Comply with this Code and all related University policies and regulations.
- ii. Conduct themselves responsibly and respectfully within and outside the University where this Code applies.
- iii. Cooperate fully with lawful disciplinary processes.
- iv. Provide truthful information during disciplinary proceedings.
- v. Refrain from interfering with witnesses, evidence, or disciplinary procedures.

6.0 EXPECTED BEHAVIOUR OF STUDENTS

ZCAS University expects all students to conduct themselves in a manner that reflects the values of the institution and upholds the standards of academic integrity, personal responsibility, and

respect for others. The following standards of conduct describe expected student behaviour during their time at the University. These expectations are illustrative and not exhaustive.

No.	Standard of Expected Conduct	Description of Expected Behaviour
1	Maintain Academic Integrity	Complete all academic work independently, avoid plagiarism, and respect the confidentiality of examination materials.
2	Respect University Property	Treat University facilities, resources, and materials with care, ensuring their safety and proper use.
3	Demonstrate Professional Conduct	Interact respectfully with faculty, staff, and fellow students, and manage academic responsibilities diligently.
4	Follow University Regulations	Abide by all University policies and guidelines, including those related to registration, attendance, and submission of work.
5	Foster Inclusion	Respect all individuals, embracing diversity and promoting a harassment-free environment.
6	Ensure Personal Responsibility	Conduct themselves in a manner that does not disrupt the University community or negatively impact the safety and well-being of others.
7	Engage in Positive Online Behavior	Follow appropriate conduct in online environments, including during virtual classes and examinations.
8	Adhere to Substance Use Policies	Refrain from using illegal substances or alcohol in prohibited contexts on campus or during University events.

By adhering to these behaviors, students contribute to a safe, respectful, and positive learning environment at ZCAS University.

7.0 STUDENT OFFENCES, DEFINITIONS AND PENALTIES

7.1 Registration Offences

	OFFENCE	DEFINITION OF OFFENCE	PENALTY
1	Late Registration	Failure to register for courses within the registration period specified in the Academic Calendar, including the inability to register due to outstanding fees.	Payment of the prescribed late registration fee
2	Non-Registration	Failure to register for courses	Student barred from accessing University services and facilities
3	Unauthorised Programme/Course Change	Changing programme or course without written permission from the relevant Dean.	Change reversed, written warning
4	Withdrawal Without Permission	Withdrawing from studies without the approval of the Dean.	Fees forfeited, grade LT, course(s) to be repeated.
5	Multiple Programme Registration	Registering for more than one ZCAS University programme in the same academic year without Senate approval.	Forfeiture of fees, recall of unauthorised credits.
6	Supervisor Engagement Without Registration	Receiving supervision for research/dissertation/thesis without registering for the course.	Suspension of supervisory services for one semester.
7	Registration Under Different Names	Registering under names different from those used at admission without formal name-change approval.	Suspension for one academic semester, forfeiture of fees.

8	Registration with Outstanding Fees	Registering without clearing the previous semester's fees.	Nullification of registration, severe written warning, and fees applied to arrears.
9	Unauthorised Resumption After Withdrawal/Appeal	Resuming studies without written Senate authority after withdrawal or exclusion appeal.	Severe written warning.
10	Failure to Sit Examinations Without Permission	Withdrawing or failing to write examinations without permission.	Fees forfeited, grade LT applied.

7.2 Class Attendance and Participation

	OFFENCE	DEFINITION OF OFFENCE	PENALTY
1	Absence from Mandatory Face-to-Face Sessions	Missing compulsory face-to-face sessions without permission.	Suspension from studies for one semester unless the Senate grants an exemption.
2	Attendance Without Registration	Attending sessions without course registration.	Barred from sessions.
3	Disruptive Behaviour in Classes	Persistent disruptive conduct in lectures or residential sessions.	Suspension for a Semester.
4	Failure to Submit CA	Failure to submit prescribed tests or assignments on time.	No make-up opportunity; loss of CA marks.
5	Failure to Sign Attendance Register	Failure to sign the attendance register resulting in attendance below 80%.	Barred from writing an examination for the course.

7.3 Course Materials

	OFFENCE	DEFINITION OF OFFENCE	PENALTY
1	Obtaining Materials Without Registration	Obtaining course materials without registering.	Written warning
2	Commercial Reproduction of Materials	Reproducing University course materials for commercial or personal gain.	Suspension for one academic year.
3	Sharing of University Materials	Sharing materials with students who have not paid fees or registered and non-students.	Written warning and suspension for one semester.
4	Obtaining Materials for Unregistered Courses	Accessing materials for courses not registered.	Suspension for one semester.
5	Theft of Course Materials	Stealing course materials.	Expulsion

7.4 Assignments and Work Submitted for Marking

	OFFENCE	DEFINITION OF OFFENCE	PENALTY
1	Submission Without Fee Payment	Submitting work without paying the prescribed course fees.	Written warning
2	Submission for Unregistered Courses	Submitting work for courses not registered.	Written warning
3	False Claim of Submission	Claiming submission when none was made.	Mark 0% and a severe written warning.
4	Late Submission	Submitting work after the due date without permission.	Assignment rejected.
5	Writing for Another Student	Writing assignments for another student.	Mark 0% and a severe written warning.

6	Using a Third-Party Writer	Engaging another person to write work.	Mark 0% and a severe written warning.
7	Plagiarism	Using others' work without proper acknowledgment.	Handled under the Procedures for Plagiarism Management
8	Internet/Other Source Submission	Submitting downloaded or third-party work as own.	Handled under the Procedures for Plagiarism Management.
9	Collusion	Submitting identical or substantially similar work.	Mark 0% and a severe written warning.
10	Fabrication/Falsification of Data	Inventing or falsifying research or laboratory data.	Suspension for one semester
11	False Referencing	Providing false references or sources.	Handled under the Procedures for Plagiarism Management.
12	Grade Alteration	Altering marks on assessed work.	Expulsion

7.5 Examinations

	OFFENCE	DEFINITION OF OFFENCE	PENALTY
1	Writing Without Registration	Sitting examinations without course registration.	Barred from examination; results nullified if written.
2	Writing Without Fee Clearance	Sitting examinations without full fee payment.	Barred from examinations.
3	Writing Without CA Completion	Sitting examinations without completing the CA (continuous assessment).	Barred from examination; grade NE entered.
4	Missing Required Documents	Failure to present the examination docket or ID.	Barred from examination; grade NE (Not Examined) entered.

5	Writing Names on Scripts	Writing names instead of ID numbers.	DQ (disqualified) entered.
6	Incorrect/ Missing ID on the script	Deliberately writing incorrect or not writing ID number.	DQ (disqualified) entered.
7	Forged Documents	Presenting forged registration or ID documents.	Expulsion and results nullified.
8	Examination During Suspension	Sitting exams while suspended or expelled.	Expulsion and results nullified.
9	Examination Malpractice	Defined as under the Examination Management Policy and Procedure	Disqualified and referred to the Examinations Irregularities Committee
10	Examination Paper Leakage	Obtaining or sharing exam papers in advance.	Expulsion
11	Student Information System Result Tampering	Meddling with examination systems.	Expulsion and criminal prosecution.

7.6 Library

	OFFENCE	DEFINITION OF OFFENCE	PENALTY
1	Disturbance in Library	Noise, phone use, or disruptive behaviour.	Library ban for one semester.
2	Theft of Library Materials	Stealing library books or resources.	Expulsion
3	Mutilation of Materials	Damaging or removing library resources.	Replacement
4	Overdue Materials	Failure to return materials on time.	Fine as prescribed by the University.
5	Refusal to Vacate Library	Failure to leave after closing time.	Written warning

7.7 Sexual Misconduct

	OFFENCE	DEFINITION OF OFFENCE	PENALTY
1	Sexual Harassment	Any unwelcome sexual advance, request for sexual favours, sexual solicitation, or other verbal, non-verbal, or physical conduct of a sexual nature, as defined under the ZCAS University Anti-Harassment Policy, that interferes with a person's dignity, academic participation, or work environment.	Suspension for one semester or expulsion, depending on severity.
2	Sexual Abuse	Any non-consensual sexual act, exploitation, coercion, or abuse of authority for sexual purposes.	Expulsion
3	Rape / Attempted Rape	Forced or coerced sexual intercourse or attempted sexual intercourse, as defined under the Penal Code Act, Chapter 87 of the Laws of Zambia.	Expulsion
4	Indecent Assault	Any indecent or sexually offensive physical contact without consent, as defined under the Penal Code Act, Chapter 87.	Expulsion
5	Indecent Exposure	Intentional exposure of private or intimate body parts in a place where such conduct offends generally accepted standards of decency.	Suspension for one semester or expulsion.
6	Recording Images without Knowledge	Recording, storing, sharing, or distributing images or videos of a person in a setting where privacy is reasonably expected, without consent, including residence rooms, bathrooms, or locker rooms.	Expulsion

7.8 Violence, Assault, And Endangering Behaviour

	OFFENCE	DEFINITION OF OFFENCE	PENALTY
1	Endangering Behaviour	Any act or threat that endangers the physical or mental health, safety, or life of any person, or	Suspension for one semester or expulsion.

		creates a reasonable fear of such harm, including intimate partner violence.	
2	Common Assault	Any unlawful physical attack or threat of violence as defined under the Penal Code Act, Chapter 87.	Suspension for one semester or expulsion.
3	Assault Causing Bodily Harm	Assault resulting in physical injury, as defined under the Penal Code Act, Chapter 87.	Expulsion.
4	Fighting or Violence	Participation in physical fights, violent confrontations, or aggressive conduct for any reason.	Suspension for one semester or expulsion.
5	Stalking	A repeated pattern of unwanted conduct that causes fear, distress, or threat to safety, health, life, or property.	Suspension for one semester or expulsion.

7.9 Weapons, Drugs, and Alcohol Use

	OFFENCE	DEFINITION OF OFFENCE	PENALTY
1	Dangerous Weapons or Devices	Possession, storage, or use of firearms, ammunition, fireworks, explosives, or any dangerous weapons or devices on University premises.	Suspension for one semester or expulsion
2	Drugs	Use, possession, production, sale, or distribution of prohibited or prescription drugs in a manner contrary to Zambian law.	Expulsion
3	Alcohol	Use, possession, production, or sale of alcohol on University premises without authorization.	Written warning; suspension for one semester

7.10 Property, Theft, and Dishonest Conduct

	OFFENCE	DEFINITION OF OFFENCE	PENALTY
1	Theft	Theft of University or personal property, as defined under the Penal Code Act, Chapter 87.	Expulsion
2	Fraud	Deception, misrepresentation, or dishonest conduct intended to obtain unlawful benefit.	Expulsion
3	Destruction of Property	Intentional or reckless damage or destruction of University or private property.	Expulsion
4	Dishonest Conduct	False reporting, false accusations, misuse, falsification, forgery, or improper alteration of University documents or records.	Expulsion

7.11 Public Order, Incitement, and Riotous Behaviour

	OFFENCE	DEFINITION OF OFFENCE	PENALTY
1	Incitement and conspiracy	Encouraging, provoking, or stirring others to engage in violent, unlawful, or prohibited conduct.	Suspension for one (1) semester or expulsion
2	Riotous Behaviour	Participation in riots, demonstrations, or disturbances that threaten safety, obstruct officials, damage property, or disrupt University operations, including political or sectarian activism on campus.	Expulsion
3	Disorderly or Disruptive Conduct	Behaviour that unreasonably interferes with teaching, learning, administration, or the rights of others.	Suspension or expulsion

7.12 Authority, Compliance, and Governance

	OFFENCE	DEFINITION OF OFFENCE	PENALTY
1	Failure to Comply with University Authority	Failure to obey lawful instructions of University officials or security officers, including refusal to identify oneself.	Suspension for one semester
2	Failure to Comply with Sanctions	Failure to observe or comply with penalties imposed by the Disciplinary Committee.	Expulsion
3	Abuse of Student Code of Conduct	Interference with disciplinary processes, intimidation of participants, false testimony, non-compliance with sanctions, or influencing proceedings.	Suspension or expulsion.

7.13 Defamation and Unauthorised Communication

	OFFENCE	DEFINITION OF OFFENCE	PENALTY
1	Defamation	Publication or utterance of false statements damaging another person's reputation, as defined under the Penal Code Act, Chapter 87.	Suspension for one semester
2	Unauthorised Publication	Publishing or causing to publish unauthorised information or materials relating to the University.	Suspension for one semester or expulsion

7.14 Halls of Residence, University Buildings, and General Conduct

	OFFENCE	DEFINITION OF OFFENCE	PENALTY
1.	Class Boycotts and Unauthorised Demonstrations	Organising or participating in class boycotts, unauthorised demonstrations, picketing, or disruption of lectures, tests, or examinations.	Expulsion

2.	Smoking or Alcohol Consumption on Campus	Smoking tobacco or consuming alcoholic beverages on University premises.	Written warning or Suspension for one semester.
3.	Unauthorised Publication of Information	Publishing or causing to publish unauthorised information on campus or through any media platform.	Written warning or Suspension for one semester.
4.	Ringleading Violent Riots or Demonstrations	Being identified as a ringleader in violent riots or demonstrations on University premises.	Expulsion.
5.	Failure to Return Sports Equipment	Failure to return sports kits or equipment after sporting events.	Replacement of item or payment of current replacement value.
6.	Alcohol During Sports Events or Trips	Consumption or sale of alcohol during University sporting events or trips.	Barred from sporting activities and trips for one semester.
7.	Drugs During Sports Events or Trips	Use or possession of prohibited drugs during sporting events or trips.	Expulsion
8.	Hooliganism or Abuse at Sporting Events	Striking, threatening violence, or abusing officials, coaches, spectators, or athletes.	Suspension for one (1) academic semester.
9.	Unauthorised Collection of Money	Collecting money without approval, other than approved club subscriptions.	Written warning or Suspension for one semester.
10.	Interference with Mechanical/Electrical Installations	Unauthorised use of or interference with University mechanical or electrical systems.	Written warning or Suspension for one semester.
11.	Unregistered Publications	Operating an unregistered magazine, newsletter, or journal within the University.	Written warning or Suspension for one semester.

12.	Unauthorised Movement of Furniture	Moving furniture between residences and classrooms without authorisation.	Written warning.
13.	Driving / Parking	Driving motor vehicles across University lawns or restricted areas.	Penalty determined by the Disciplinary Committee.
13.	Parking on Reserved or Unauthorized Areas	Parking or leaving motor vehicles in areas that are reserved, restricted, or otherwise not authorised for parking.	Fine K1000
14.	Possession of Confidential Information	Obtaining or possessing confidential University information without authority.	Suspension for one semester or expulsion.

8.0 STUDENT DISCIPLINARY PROCEDURE

8.1 SUMMARY DISCIPLINARY PROCEDURE

8.1.1 Purpose and application of the Summary Procedure

8.1.1.1 The Summary Disciplinary Procedure provides a simplified and expeditious mechanism for addressing minor or uncontested breaches of the Student Code of Conduct or related academic regulations, where the material facts are reasonably clear, and the matter does not warrant determination under the Full Disciplinary Procedure.

8.1.1.2 The Summary Disciplinary Procedure shall be administered by an Authorised Officer as defined in Section 1.2, which may include:

- i. The Dean of the School;
- ii. The Dean of Students; or
- iii. Any other officer designated by the Deputy Vice-Chancellor (Academic).

8.1.1.3 The Summary Disciplinary Procedure shall not be used where:

- i. The alleged misconduct may reasonably result in expulsion;
- ii. The matter is serious, complex, or disputed;

- iii. The student denies the allegation, and the dispute cannot fairly be resolved summarily; or
- iv. The Authorised Officer considers that a full hearing is required in the interests of fairness.

8.1.2 Procedure

8.1.2.1 Report and preliminary review

Where alleged misconduct is reported, the Authorised Officer shall make a preliminary review to determine whether the matter is suitable for summary disposal or should be referred under Section 8.1.3.

8.1.2.2 Notice of allegation

If the matter is suitable for summary disposal, the Authorised Officer shall notify the student in writing of:

- i. the allegation(s);
- ii. the relevant provision(s) of this Code allegedly breached;
- iii. a summary of the evidence available; and
- iv. the possible sanction(s) that may be imposed under summary disposal.

8.1.2.3 Student response

The student shall submit a written response to the Authorised Officer within five (5) working days of receiving the notice.

8.1.2.4 Summary meeting

Within ten (10) working days after the deadline for the student's written response has lapsed (or earlier where practicable), the Authorised Officer shall convene a summary meeting at which:

- i. The student shall be given a reasonable opportunity to be heard; and
- ii. The Authorised Officer may be accompanied by another member of staff appointed by the Deputy Vice-Chancellor (Academic) in an advisory capacity.

8.1.2.5 Determination and standard of proof

The Authorised Officer shall determine the matter on the balance of probabilities, guided by the principles in Section 4.0.

8.1.2.6 Record of proceedings

A brief record of the summary process shall be kept and shall include:

- i. the allegation(s) and the student's response;
- ii. the evidence considered;
- iii. any questions asked and answers given;
- iv. the finding and reasons; and
- v. the sanction (if any).

8.1.2.7 Communication of decision

The decision and sanction (if any) shall be communicated to the student in writing **within** five (5) working days after the summary meeting. Where misconduct is established, the written decision shall include:

- i. the allegation(s) determined;
- ii. a summary of the evidence considered;
- iii. reasons for the finding; and
- iv. The sanction imposed with reference to the relevant section of this Code.

8.1.2.8 Filing of outcome

A copy of the written decision and the record of proceedings shall be lodged with the Office of the Deputy Vice-Chancellor (Academic) for official record-keeping.

8.1.3 Escalation and referral to the Student Disciplinary Committee

The Authorised Officer shall refer the matter to the Student Disciplinary Committee for determination under the Full Disciplinary Procedure where:

- i. The Authorised Officer does not consider the matter suitable for summary disposal;
- ii. The matter is more serious than initially assessed;
- iii. The student does not consent to summary disposal;
- iv. The student fails, without good cause, to attend the summary meeting; or
- v. The evidence indicates that a more serious penalty may be appropriate.

8.2 FULL DISCIPLINARY PROCEDURE

8.2.1 Purpose of the Full Disciplinary Procedure

8.2.1.1 The Full Disciplinary Procedure is the University's formal process for investigating and adjudicating serious, complex or disputed cases of student misconduct.

8.2.2 Constitution of the Disciplinary Committee

8.2.2.1 Where a matter is referred for full determination, the Authorised Officer shall notify the Deputy Vice-Chancellor (Academic), who shall constitute the Student Disciplinary Committee.

8.2.2.2 The Committee shall comprise:

- i. Five (5) members of staff, one of whom shall act as Chairperson; and
- ii. One (1) student representative.

8.2.2.3 Committee members shall be drawn from outside the student's School, whenever reasonably practicable, to enhance independence.

8.2.2.4 A Secretary for the Committee shall be appointed from the Office of the Deputy Vice Chancellor (Academic) and shall be non-voting.

8.2.2.5 Conflict of interest/impartiality

- i. Any Committee member with a real or perceived conflict of interest shall recuse themselves.
- ii. The Deputy Vice-Chancellor (Academic) shall appoint an alternate member where a recusal occurs.
- iii. The student may raise a written objection to a Committee member on reasonable grounds of bias before the hearing, and the Chairperson shall determine the objection or refer it to the Deputy Vice-Chancellor (Academic) where necessary.

8.2.3 Notice of allegations

8.2.3.1 The student shall be served with a written notice of allegations that includes:

- i. the allegation(s) and the specific provisions of this Code alleged to have been breached;
- ii. a summary of the evidence to be relied upon;
- iii. the date, time, and venue (or online link) of the hearing; and

iv. the student's rights and obligations under this procedure.

8.2.3.2 The notice shall be served at least ten (10) working days before the hearing.

8.2.3.3 The University shall provide the student with copies of the documents it intends to rely upon at least five (5) working days before the hearing, unless exceptional circumstances justify later disclosure (which must be recorded and explained).

8.2.4 Submission of defence

8.2.4.1 The student shall submit a written response and any supporting documents at least five (5) working days before the hearing.

8.2.4.2 The student may submit a list of intended witnesses (if any) within the same timeframe.

8.2.5 Hearing Procedure

The Disciplinary Committee will schedule a hearing for the cases of misconduct at which the accused student is expected to attend.

Attendance at Hearings

- i. Students are required to attend their hearing:
 - a) Where, for good reason, a student is unable to attend a meeting or hearing under this procedure, the student shall provide evidence of good cause, and the hearing may be postponed at the discretion of the Chairperson.
 - b) Where a student fails to attend without good cause, the Committee may proceed and determine the matter in the student's absence.
- ii. The student shall be responsible for any costs associated with their attendance, and the University shall not reimburse such costs.
- iii. Hearings may sometimes be conducted online, as deemed appropriate by the Committee.

8.2.5.2 Order of proceedings

During the hearing of disciplinary cases by the Committee, the proceedings shall ordinarily follow this sequence:

- i. Introductions of participants, confirmation of quorum, and explanation of procedure;
- ii. confirmation of the allegation(s) and the student's plea/position;

- iii. presentation of the case by the Authorised Officer (or presenter), including evidence and witnesses;
- iv. opportunity for the student to respond, present evidence, and call witnesses;
- v. questions by the Committee to either party and witnesses;
- vi. closing statements (University presenter, then student);
- vii. private deliberation by the Committee; and
- viii. decision.

8.2.5.3 Standard of proof and decision-making

The Committee shall hear the case and determine the outcome thereof on the balance of probabilities, in accordance with the principles of this Code outlined in Section 4.0 (natural justice, proportionality, confidentiality, and consistency).

8.2.5.4 Record of proceedings

The Secretary shall keep an official record of the hearing, including evidence considered, key submissions, findings, reasons, and the sanction imposed (if any).

8.2.6 Penalties

8.2.6.1 Where misconduct is proven, the Committee may impose one or more sanctions provided under this Code in section 7.0 and applicable University regulations.

8.2.6.2 In determining sanctions, the Committee shall consider:

- i. seriousness and impact of the misconduct;
- ii. intent and circumstances;
- iii. whether it is a first or repeat offence;
- iv. aggravating and mitigating factors; and
- v. proportionality and consistency with similar cases.

8.2.7 Communication of Decision

8.2.7.1 The decision of the Disciplinary Committee, including reasons and sanctions imposed, shall be communicated to the student in writing within five (5) working days after the hearing.

8.2.7.2 The Office of the Deputy Vice-Chancellor (Academic) shall communicate the outcome to relevant stakeholders on a need-to-know basis for implementation.

8.2.8 Right of Appeal

8.2.8.1 A student aggrieved by the decision of the Student Disciplinary Committee may appeal to the Vice-Chancellor within ten (10) working days of receipt of the written decision, stating the grounds of appeal.

8.2.8.2 Appeals shall be limited to:

- i. Procedural irregularity;
- ii. New evidence not reasonably available at the time of the hearing; or
- iii. Disproportionate sanction.

8.2.8.3 If the appeal is based on new evidence (ii above), the student's appeal request must include a clear explanation of why the evidence was not available earlier and how it could potentially change the decision.

8.2.8.4 The Vice-Chancellor may, in reviewing an appeal:

- i. Uphold the original decision without modification;
- ii. Modify the penalty imposed;
- iii. Dismiss one or more charges if there is sufficient reason, such as new evidence or procedural error;
- iv. Remit the matter back to the Disciplinary Panel for further proceedings if a procedural irregularity is found.

8.2.8.5 Where expulsion is imposed, the student may pursue any further right of appeal available under applicable law, including the Higher Education Act, 2013 (as applicable).

8.2.9 Confidentiality

8.2.9.1 Confidentiality shall be maintained for all documents, proceedings, and communications related to the disciplinary process, except for the decision and penalty imposed.

8.2.9.2 Disclosure of any details may only occur if:

- i. The student provides written consent to share specific information.
- ii. Disclosure is required by law or an authorized body.
- iii. The student has been informed about the scope of any permitted disclosures in the process.

9.0 REVIEW PERIOD

This policy shall be reviewed every 3 years or as soon as practicable after there has been a material change in any matter to which this policy refers.

10.0 RELATED DOCUMENTS

Students are encouraged to read this Code together with other documents applicable to the University, including the following:

- 1) Student Admission Policy and Procedures
- 2) Examination Management Policy and Procedures
- 3) Policy and Procedures for Extenuating Circumstances
- 4) Intellectual Property Policy
- 5) Course Briefs and Programme Guides
- 6) ZCAS Rules and Regulations on Halls of Residence
- 7) Procedures for the Management of Plagiarism in ZCAS University
- 8) Student Welfare Policy
- 9) Student Anti- Harassment Policy