

السياسات والآليات الموحدة للكليات التقنية والمعتمدة في الاجتماع الدوري الرابع (٢٠١٦/٤/١٥-٢٠١٦/٤/١٥)

قرار رقم: (٢٠١٥-٢٠١٦/٤/٩)

الموافقة على اعتماد السياسات والآليات الموحدة التالية للتطبيق في كافة الكليات
التقنية:

١. سياسة الوثائق – أشرفت المديرية العامة للتعليم التقني والكلية التقنية العليا على إدارة تطويرها ومراجعتها مع كافة الأطراف ذات العلاقة.
 ٢. آلية توجيه وتوظيف الخريجين - أشرفت الكلية التقنية العليا على إدارة تطويرها ومراجعتها مع كافة الأطراف ذات العلاقة خلال ورشة تبادل الخبرات الثانية بتاريخ ٤ فبراير ٢٠١٦م.
 ٣. سياسة الترفع والاحتفاظ بالطلبة - أشرفت الكلية التقنية بالمصنعة على إدارة تطويرها ومراجعتها مع كافة الأطراف ذات العلاقة خلال ورشة تبادل الخبرات الثانية بتاريخ ٤ فبراير ٢٠١٦م.
 ٤. سياسة انتظام الطلبة- أشرفت الكلية التقنية بصلالة على إدارة تطويرها ومراجعتها مع كافة الأطراف ذات العلاقة خلال ورشة تبادل الخبرات الثانية بتاريخ ٤ فبراير ٢٠١٦م.
- على ان يتم تعميمها بخطاب من سعادة الدكتورة الوكيله لجميع الكليات
التقنية.



MINISTRY OF MANPOWER

Enhancement of Student Discipline Policy

Document No.	MoM-SCT.7.04.001	Version Number	1.0
Date Effective	16/06/2016	Document Author(s)	SCT-QAU, MoM-QO.
Next review Date	15/06/2018	Document Owner	MoM
Approval Authorities	Under-Secretary, MoM	Reviewing Authorities	MoM, CoTs.
Contact ¹	Head of QAU -SCT, ga@sct.edu.om	Year of first issue	2016
To be implemented by	All academic and Management Staff		

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Version Control Table

¹ Implementers and users of this policy /document are kindly requested to send comments and suggested revisions to the assigned contact person as part of the policy review process.



A. Document development details and summary of revisions

Version	Author	Date (dd/mm/yyyy)	Summary of Changes	Contributed by
0.1	SCT QAU	10 March 2012	Student Grievance and Appeals Policy Draft	SCT QAU Staff
0.2	SCT QAU	01/02/2016	Student Discipline and Integrity Policy Draft-1	SCT QAU Staff
0.3	SCT QAU	03/02/2016	Feedback from QACS	SCT QACs
0.4	SCT QAU	22/02/2016	Update after workshop	Feedback from the Participating Colleges
0.5	SCT QAU	29/02/2016	-References to Appendixes were added. --Procedure A: points 2,3,4 rephrased better than before --Appeal related procedure has been added	Feedback from ACT
0.6	SCT QAU	20/03/2016	Title was changed , Introduction was modified in-line with ISAM 7.4, Review procedure was added	Feedback from MOM, and HCT
1.0	SCT QAU	16/06/2016	Final draft approved by the MoM.	Members of regular Dean's meeting

B. Plagiarism verification

Version	Team/committee/person	Date (dd/mm/yyyy)	% Plagiarism	Signature
1.0-Final draft	HCT-QAU (turnitin software)	28/06/2016	15%	

C. Document proof read by:

Version	Team/committee/person	Date (dd/mm/yyyy)	Language quality (Excellent, Good, Fair)	Signature
Final draft	Ms. Salina -ELC Lecturer and QAC	22/06/2016	Good	

Approval Authorities Signature/Date:



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1) INTRODUCTION

Every organization sets out rules and regulations to carry out its functions in an orderly manner to achieve its objectives, goals thereby achieving its mission and vision eventually. HEIs are no



exception to this. Students constitute major elements of any Educational Institutions. They are supposed to abide by the rules and regulations and code of conduct. As *Article 74*, CoTs Bylaw clearly states:

“Once registered, a student must fully abide by the bylaws, and follow college rules and regulations of academic conduct and integrity, observe ethical conduct, and avoid all forms or degrees of infraction whether during lectures, practical training, in laboratories, examination halls or elsewhere; whether individually involved, or in association with others”

Article 76 also states: *“The disciplinary system applies to all college students”*

This document governs^[9]:

- a) The steps to be taken to deal with investigating breaches of student discipline (Covered in Section -3)
- b) The responsibilities of the relevant staff and committees so that there is promptness and appropriate actions are taken, and the documentations to be maintained for future analysis (Covered in Sections 5 and 6)
- c) The penalties which may be imposed on the students breaching discipline.(Section 4 Guidelines)
- d) The mechanism to appeal against student discipline process (Section-7)
- e) Ensuring the policy is effectively communicated to all relevant stockholders .(Section 3 b and Section 8)
- f) The policy is implemented consistently and fairly.(Sections 6,7, 8)
- g) Annual analysis of all disciplinary cases that may results in devising strategies enhancing student discipline. .(Section 8)

2) POLICY STATEMENT

The goal of student discipline is to correct inappropriate behaviors of the students and enhance effective student behaviors by providing them with clear guidelines, expectations, approaches and resources for making necessary changes in their behavior and to impose sanctions on the student for any violations as the case maybe.

Therefore, Student Conduct/Behavior should be addressed in the following manner:

1. CoT should foster effective discipline^[6]
2. All students should be aware of the college rules and regulations they must abide by. These rules and regulations are documented in COTs Bylaws. COTs publish student handbooks and / or conduct induction sessions when students join the college.



3. In case there are violations of these rules, a proper mechanism should be in place to deal with each violation. This may include:
 - a. Efforts should be made to correct student behavior
 - b. Informal disciplinary action is taken.
 - c. Formal disciplinary action is warranted

3) PROCEDURES

A. Approaches to Foster Effective Discipline

Maintaining discipline in any educational institution is essential in order to create an effective learning environment. Following is a list of approaches (but not limited to the stated here) that can help foster discipline among students

1. College Staff should present themselves as role models. E.g. Staff should follow proper dress code, should not smoke in public places, they should switch off mobile-phones while teaching, deal students and any other person with respect and humbleness not only in-campus but out-side campus as well. This sets an example for students.
2. The College should conduct and encourage student participation in extra-curricular activities, engage students in community service thereby improving discipline and social responsibilities. Students shall be given certificates for participations and the first three positions should be awarded with medals. Student societies should be formed and they should be encouraged to conduct some of the activities.
3. Encourage students to work hard at their studies thereby improving student discipline.
4. The Dean's Honors List: College honors students who maintain good CDPA. The list of such students is called the 'Dean's Honor List'. The names are displayed on notice boards and on the web site. These students act as role models for the student community.
5. Student council members should be invited to attend some of the departmental or college council meetings. Such meeting should be highlighted on the college-website. This will give them a feeling of belongings and the possibility of improving student discipline. College should ensure that the student's council members are the best students in the college so that the student community perceives them as role models.
6. The College should implement all procedures related to students consistently including disciplinary process. On the other hand, if they are lax on policies including discipline, through time misbehavior may increase [3].



7. Advisors should endeavor to consistently guide students to be self-disciplined.
8. To ensure that all students are provided with the daily display of student etiquette for greater awareness., The Heads of all College units should prepare a summary of the Dos and Don'ts and post it at strategic locations (in classrooms, labs, and on the college web-sites)
9. Parental Involvement: Parents truly make a difference in student achievement and behavior. Therefore parents should be well informed about the student's attendance and his general behavior from time to time ^[3].

B. Student Rights and Responsibilities ^[8]:

Upon accepting enrollment, SCT students acquire rights and responsibilities to the SCT Community. These rights and responsibilities, embraced by the SCT community in the spirit of the institution's mission, are considered critical to producing graduates inspired to contribute to local, state, national, and international communities and graduates who are prepared to anticipate and respond to an uncertain and changing world

Specific student rights include:

- The right to access technology, classrooms, information resources, and instruction in various active-learning environments which enhance the student learning experience.
- The right to attend classes in an environment which promotes active-learning and student engagement.
- The right to communicate ideas; in written and oral form free of discrimination as defined by federal, state, local, and institutional regulations.
- The right to express diverse opinions, to think creatively and critically, in inter- and multidisciplinary contexts, in ways which do not infringe on the rights of others.
- The right to participate in activities, programs, and leadership opportunities designed to enhance academic, social, and personal development while providing practical opportunities for the application of knowledge.
- The right to access established academic and administrative policies and procedures for presenting, addressing, and resolving student concerns, complaints, and grievances.

As members of the College community, students have the responsibility to:

- Adhere to local, state, and federal laws.
- Act in a manner that demonstrates integrity and respect for others and the campus environment.



- Follow the College conduct regulations contained in the COTs Bylaw and Student Handbooks.
- It is furthermore an expectation of the College Community that students will engage in learning opportunities inside and outside the classroom, participate in on-going assessment of the campus learning environment, utilize the campus mentoring program, and ultimately, contribute to the to the local, state, national, and international community

COT recognizes that every situation a student may encounter may not be anticipated in a written document. In order to provide direction for the expectation that students demonstrate integrity and respect for others and the campus environment, CoTs' Bylaws has clearly stated Articles related to Student Code of Conduct.

C. Procedure to ensure students are well informed about their rights and responsibilities

1. Students' induction takes place at both the Foundation and Specialization levels, during which they are formally informed about the college rules and regulations, student services, their rights and responsibilities.
2. Each Academic department develops its own hand book. The handbook contains information on dress code, admission regulations, advising and counseling facilities and is distributed to all the new students during the induction program.
3. The Academic advisors also keep their advisees well informed.

D. Procedure to deal with violations

Any violation by a student may be dealt with in two ways: either informal for a minor offence or formally for a major or serious offence.

a) Informal Academic Department Level Procedure:

1. Any member of the staff community/student community may report an alleged violation against a student/ or group of students to the staff member (may be in the capacity of advisor/course lecturer or other role).
2. The Staff member meets the student/s involved and inquires about the matter reported to him. If the offence is not serious, the student may be given counseling, oral warning or impose any sanction in proportion to the violation committed. Otherwise staff may report the matter to his/her immediate supervisor (HOS).
3. The immediate supervisor meets the erring student and further investigation of the issue. . He/she should settle the matter by giving an oral warning or imposing any sanction in



proportion to the violation committed. If the violation is beyond his/her scope, then the problem is forwarded to the HOD/HOC.

4. The HOD/HOC will meet the erring student/s and settle the matter by giving an oral warning or imposing any sanction in proportion to the violation committed.

Note: There may be sanctions imposed after the investigation has been conducted orally as per College Bylaws Article-79. These include oral warnings, notifications, barring students from class/place where violations were committed.

b) Formal Academic Department/ Level Procedure:

1. A complaint form is filled and submitted to the department/level coordinator with-in 5 days of the alleged violation. (Appendix 1- Student Complaint Form)
2. HOD/HOC calls for a meeting of department council to discuss the matter. If further investigation is required, the case may be assigned to any one of the department council members. Depending upon the seriousness of the violation/misconduct, the council may:
 - a. Issue a written warning to the student which is noted by the office of ADSA (The SA will use the “Disciplinary Warning Letter”- Appendix 5)
 - b. Refer to counseling department (ADSA)
 - c. Hand over a copy of the completed Form (Appendix 6) to the student conveying the sanction imposed in proportion for the violation committed. Give the original “Notice of Disciplinary Action Form” to the office of the ADSA.
 - d. Forward the Complaint Form with remarks from the ADSA to the Dean’s Office.

c) Formal Procedure at College Level:

Complaints of a serious nature or beyond the authority of HOD/HOC are directly filed with the office of the ADSA.

1. A “Complaint Form” (Appendix 1) is filled and submitted to the office of ADSA with-in 5 days of the alleged violation.
2. ADSA conducts a preliminary investigation and may
 - a. Refer the matter to another department
 - b. Set-up an Investigation Committee to proceed with a formal process.
3. The Investigation Committee chaired by ADSA completes investigation. The ADSA may issue a notification using Notification of Allegation form (Appendix 2) to inform the



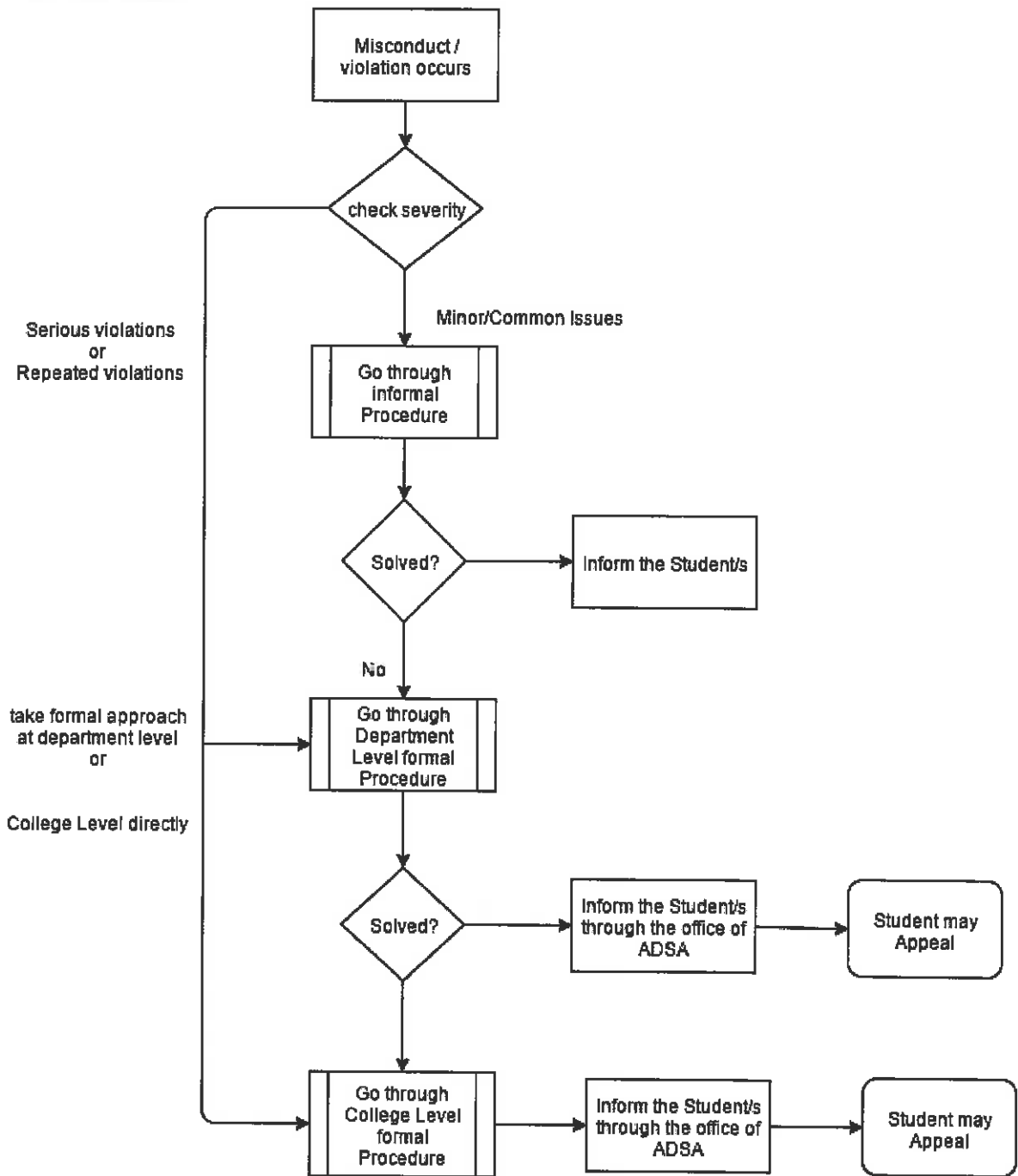
student and his/her parents. Witness statements may be formally recorded using the “Witness Statement Form” (Appendix 3).

The investigation report is submitted to the College Disciplinary Committee chaired by the College Dean. The “Investigation Committee Report-Template” is provided for reference- (Appendix 4)

4. The Disciplinary Committee analyzes the findings and recommendations of the investigation. The committee may decide any one or more of the following recommendations:
 - a) Issue a written warning to the student which is noted by the office of ADSA (SA will use “Disciplinary Warning Letter”) (Appendix 5)
 - b) Refer to Counseling Department (ADSA)
 - c) Hand over a copy of the completed “Notice of Disciplinary Action Form” (Appendix 6) to the student(s) conveying the sanction(s) imposed for the violation committed. Give the original to the office of ADSA.
5. The office of ADSA will inform the student/s in writing the decision of the Discipline Committee. “Notice of Disciplinary Action” form (*Appendix 6*) should be used to inform the student.
6. A student may appeal against the findings and/or the penalty of a disciplinary decision to the College Council using Disciplinary Appeal Form (Appendix-7) through ADSA within 5 working days of the date he/she was informed of the penalty (*Bylaw Article 87*). The decision of the College Council will be final.
7. The discipline measure taken against violator(s) are effective as per *Article-86* Bylaws COTs (Decisions will not be implemented before the elapse of the appeal period. Decisions may be implemented if an appeal was submitted, and rejected).



E. Flow-chart



Student Discipline Process --flow chart



4) GUIDELINES AND PRINCIPLES

1. The Induction Program should be conducted both in English and Arabic so as to ensure that the students understand the rules and regulations clearly. ADSA, Head of Counseling Department, Director of ELC and Academic Department Heads, Student Induction Committee conduct these induction programs.
2. **Code of Conduct:** Bylaw *Articles 73 to 75* clearly states what is expected from the students.
Bylaw *Article 77* lists punishable offences.
3. Resolution may include mediation, arbitration, informal resolution, or disciplinary action ^[4]. In any situation where a party is unsure of whom to call, he/she may contact the Office of Student Affairs.
4. Disciplinary measures that will be inflicted on violators are mentioned in Bylaw Article 78.
5. Violation of a college policy should be governed by the same policy. If this is not the case, Disciplinary Committee has the right to take suitable action. The committee may consult the custodians of the policy to evaluate the severances of violations.
6. SA Counseling Department may play a proactive role to hire a professional counselor to prevent misconduct by students inside and outside the campus by giving students timely advice and counseling.
7. Feedback should be collected from students using a questionnaire to find out the level of awareness about what is expected from them by the college in terms of discipline, and also to know the effectiveness of the channels of communication between them and the SA.
8. Principles for Staff who are members of the Investigation Committee or Disciplinary Committee²:
 - a. Investigation is fair and must be seen to be fair.
 - b. Confidentiality will be respected by all parties, unless the use of the information is authorized by the law.
 - c. Staff involved will act fairly at all times and ensure that conclusions will be based on a fair hearing of each point of view.
 - d. There will be no reprisals or any disadvantage arising as a result of a staff/student making a complaint or reporting a misconduct in good faith.



- e. The complaint is handled in a timely manner with achievable deadlines specified for each stage in the resolution process.

5) Investigation Committee (IC) Composition ^[1]

College IC is chaired by ADSA along with other members as:

- Head of Housing, Student Activities and Graduation
- Three senior teaching staff who are not part of Disciplinary Committee

Procedure:

1. IC member will begin with an opening statement describing the misconduct that has been reported.
2. Evidence and witnesses may then be presented by each party.
3. Witnesses may be questioned by the opposing party.
4. Any member of the IC may question any evidence or witness at any time.
5. Each party may rebut the other's evidence.
6. Closing arguments will be presented by each party.
7. The IC will deliberate in closed session and make recommendations to the Disciplinary Committee within 3 working days.

6) Discipline Committee (DC) Composition ^[1]

College DC is chaired by the college Dean along with other members from senior teaching staff who are not part of the Investigation thereby ensuring consistency and fairness. These members are appointed for a one year term and may be re-appointed for one more year.

Procedure:

1. The CC-Coordinator sends the IC report submitted by IC chairperson (ADSA) to all Members of DC at least 2 days before the meeting of DC. The DC members go through the reports.
2. The Dean calls for meeting of DC.
3. DC ensures that all aspects have been investigated. DC also ensures that the punishment is in accordance with the Bylaws. If there is any aspect that is not considered, the matter will be re-investigated by IC. Otherwise a final decision is taken.
4. ADSA is informed about the decision. The office of ADSA keeps a record of it and provides the student with a copy of the decision taken.



7) College Council dealing with Appeals:

To ensure fairness, there is provision for appealing against the penalties imposed. A student may appeal against the findings and/or the penalty of a disciplinary decision to the College Council by completing the Student Disciplinary Appeal form (Appendix-7) within 5 working days of receiving the notice of disciplinary action.

Procedure:

1. The student(s) submit(s) the completed form to the ADSA who notifies the same to the Dean's Office.
2. The Dean calls for a meeting of the College Council.
3. The College Council will undertake a preliminary review of the case within 5 working days and makes one of the following decisions:
 - Dismiss the appeal and confirm the penalty
 - Modify the penalty with no further hearing
 - Conduct a re-hearing
4. In the event of a re-hearing, additional inputs from the respondent will be sought and relevant documents will be reviewed.
5. After hearing all evidences, the Council will render a final decision within 3 working days that:
 - The original decision be upheld; or
 - The original decision be reversed; or
 - The severity of the sanction may be modified (increased or decreased).
6. The office of ADSA will record the outcome and inform the student(s) about it.

8) EFFECTIVENESS OF THE POLICY

To measure the effectiveness of the Policy we have to ensure:

- a) Annual analysis of all disciplinary cases that may result in devising strategies to enhance student discipline:
 - i) The College should analyze the root causes of these violations and devise strategies to prevent repetition of the violations.
 - ii) Maintain a record of the number of times the student(s) appealed against the penalties imposed and how many times the appeals were successful and the penalties were reduced.
 - iii) Maintain a record of the number of appeals based on inconsistent application of rules?
- b) Review the policy by getting feedback from students and staff on the following criteria (as per Policy Management System):
 - i) Awareness of students in regard to the code of conduct, their rights and responsibilities.
 - ii) Consistency and Fairness of the implementation and students' satisfaction. This would indicate the effectiveness of IC and CDC.



- iii) Promptness and justice in dealing with disciplinary issues in a timely manner.
- iv) Suggestions for further improvement of the process.
- v) The results should be analyzed and the outcomes be addressed and linked with the improvements.

9) APPENDICES

1. Student Complaint Form
2. Notification of Allegation form^[2]
3. Witness statement form^[2]
4. Disciplinary Warning Form
5. Formal Investigation Report -Template^[2]
6. Notice of Disciplinary Action Form
7. Disciplinary Appeal Form
8. Feedback forms (Student and Staff)

10) REFERENCES

1. Colleges of Technology Bylaws
2. <http://www.lacoe.edu/StudentServices/SchoolSafety/StudentDiscipline/SDSampleForms.aspx>
3. <http://712educators.about.com/od/classroomhelpers/tp/Discipline-In-Schools.htm>
4. <https://studentaffairs.duke.edu/conduct/undergraduate-disciplinary-system/types-resolution/arbitration>
5. Feedback from other CoTs
6. Feedback from MoM
7. College QAM
8. Georgia Gwinnett College Student Handbook: Rights, Responsibilities, and General Information 22
9. OAAA-ISAM



Appendix-1²

STUDENT COMPLAINT FORM

Guidelines:

Student violations/misconduct which are minor in nature, are handled by staff/ Head of Sections (HOS) or Head of Departments (HOD)/Centres (HOC).

In case of a formal procedure for a major offence, a written complaint is filed against the student(s) and the decision of the Department Council will be documented.

Serious matters are directly brought to the College level. The ADSA leads the Investigation Committee and the College Dean chairs the Disciplinary Committee.

The involved Student(s) will be provided with a copy of the completed complaint form.

Complainant Information	
Staff/Student Name:	Staff/Student ID Number:
Department:	Section:
Telephone Number:	Email Address:
Defendant Information	
Student Name:	Student ID Number:
Department:	Section:
Complaint Information	
Date of Incident:	Time of Incident:
Name(s) and Contact Number(s) of Witness if any:	Location of Incident:
Describe your complaint in detail (attach additional pages if necessary).	

² All forms in these appendices are samples; CoTs can modify and use their own relevant forms



What steps have you taken to resolve your complaint? Describe the outcome.
What is your desired outcome?
Any additional information you would like to provide?
I hereby certify that the above information is true and complete to the best of my knowledge. I understand that I will be liable to any false statement and it may result in disciplinary action, in accordance with college Bylaws.
Staff/Student Signature: _____ Date: _____
For Office Use Only
Date Received: _____ Department/Section: _____ Complaint Number: _____



Appendix-2

NOTIFICATION OF ALLEGATION

Dear Mr. and Mrs. _____

This letter is to inform you that your son/daughter _____ is charged with a violation of Code of conduct as described below:

Description of alleged violation:

You and your son/daughter are to appear before the Hearing Panel to determine whether the student committed the violation charged above. The time, date and location of the hearing are as follow:

Date:

Time:

Location:

You are hereby notified that you and your son/daughter have the right to:

1. Inspect and obtain copies of all documents to be used at the hearing.
2. Confront and question all witnesses who testify at the hearing.
3. Question all evidence presented at the hearing.
4. Present oral and documentary evidence including witnesses.

A copy of the completed complaint form is attached for your information.

At the conclusion of the hearing, the Investigation Committee will deliberate and present its findings and recommendations to the College Disciplinary Committee.

Sincerely

ADSA



Appendix-4

INVESTIGATION COMMITTEE REPORT

Student's Name:

Date:

Department:

Section:

Allegation:

Investigation Committee Members:

(List names, titles/positions, work location; indicate panel chair)

Witness(es) for the Complainant:(name, title/position or relationship to the student)

Witness(es) for the Respondent: (name, relationship to the student)

Background

Summarize the Allegation.

Findings

Conclusions

Recommendations

Prepared By:



Appendix-5

Disciplinary Warning Letter

Student ID / رقم الطالب /	Student Name / اسم الطالب /
Semester / الفصل الدراسي /	Dept./Specialization / القسم / التخصص :
Date / التاريخ /	Academic Year / السنة الأكاديمية /
<p>تود إدارة الكلية أن تلفت إنتباهك أن ما بدر منك من تصرف غير مقبول والمتمثل فيما يلي :</p> <p>This is to warn you that the following misbehavior is not acceptable, represented in:</p>	
<p>علماً بأن هذا هو الإنذار وسوف يتم إتخاذ إجراءات أخرى في حالة تكرار هذا السلوك</p> <p>You should know that this is the warning and you will be subject to the proper punishment if you repeat such misconduct</p>	
Dept. of Admin. & Registration/	قسم القبول والتسجيل
Assistant Dean for Student Affairs / مساعد العميد لشؤون الطلاب /	
<p>" لقد إستلمت هذا الإنذار وأتعهد بعدم تكرار هذا التصرف "</p> <p>"I have hereby received a copy of this warning and I promise not to repeat this misbehavior "</p>	
Student Signature /	وعليه أوقع
.....	



Appendix-6

NOTICE OF STUDENT DISCIPLINARY ACTION

Student Name:	Student ID Number:
Department:	Section:
Disciplinary Action	
Incident(s) Resulting in This Disciplinary Action	
Required Corrections and Timeline for Corrections	
Consequences of Failure to Make Required Corrections	
Appeal Rights	
Office of ADSA Signature	
ADSA Signature:	Date of Notice:
Student's Acknowledgement	
I acknowledge that I have received this disciplinary letter. I understand that my signature below does not necessarily imply agreement with the statements made in this document or the disciplinary action taken.	
Student Signature:	Date of Notice:

cc: NAME <HoD>
NAME <DEAN>



Appendix-7

DISCIPLINARY APPEAL FORM

Student Name:	Student ID Number:
Department:	Section:
Disciplinary Action Given:	
Specific ground(s) for appeal.	
Explain why you are dissatisfied with the outcome of the investigation; give as much detail as possible.	
Supporting evidence: (please number, attach and list below)	
Student Signature:	Date:
For office use only	
Received by:	Date:



Appendix-8

STUDENT FEEDBACK ON DISCIPLINARY SYSTEM

Student ID/Name (Optional) _____

IT <input type="checkbox"/>	Business <input type="checkbox"/>	Engg. <input type="checkbox"/>	ELC <input type="checkbox"/>
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Complete the evaluation by ticking the appropriate response from the given options. This feedback will help the college to improve college policies and procedures to ensure achieving its Mission and Vision.

Rating Scale (1-5)	Strongly Disagree(1)	Disagree (2)	Neutral(3)	Agree(4)	Strongly Agree(5)
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No.	Statement	1	2	3	4	5
1	I have been provided sufficient information about College code of conduct during Induction.					
2	The Student Handbook provides clear and sufficient information about College code of conduct.					
3	I have been well informed of the penalties which may be imposed on students for breaching discipline.					
4	I am well aware of the penalties which may be imposed on me for breaching discipline.					
5	I am well aware about the mechanism for: "appeal against penalties imposed".					
6	The College uses different ways to foster discipline among students.					
7	The College deals with discipline complaints promptly (timely manner).					
8	The College procedure for dealing with student's misconduct is fair.					
9	The College management implements the Policy for Student Discipline fairly.					
10	The College management implements the policy in a consistent manner					
Mean						
Suggestion to enhance Student Discipline in the College:						



COLLEGE POLICY REVIEW

Feedback Form

IT	Business <input type="checkbox"/>	Engg.	ELC	ETC	SA	Admin	Others
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please complete the evaluation by ticking the appropriate response from the given options. This feedback will help the college to improve college policies and procedures to ensure achieving its Mission and Vision.

Policy Title: _____ Date: _____

Rating Scale (1-5)	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
	1	2	3	4	5

No.	Statement	1	2	3	4	5
1	The purpose and objectives of the policy are clearly stated					
2	The content of the policy is easy to understand					
3	The procedures in the policy are clearly stated					
4	The procedures stated in the policy are implementable					
5	The guidelines are appropriate for the policy implementation					
6	The policy when implemented has met its objectives					
7	The policy when implemented has provided a systematic approach					
8	The policy when implemented has brought consistent results					
9	The policy has met the operational plan of the department					
10	My colleagues have felt the appropriateness of policy					
Mean						

Procedure Details:



Section	No.	Comments / Suggestions
Other Suggestions in the Procedure:		

Guidelines:

Section	No.	Comments / Suggestions
Other Suggestions in the Guidelines:		

Staff Name (optional):

Staff Signature:

Thank you for your feedback!

