



STUDENT BOOK OF REGULATIONS

for the programmes validated by the University of
Buckingham, United Kingdom

Pursuant to Article 126, Paragraph 2, Indent c) and in accordance with the Article 92 of the Law on Higher Education (*The Official Gazette of the Sarajevo Canton*, 22/2010) and SSST Statute, the Senate of the University Sarajevo School of Science and Technology adopted a:

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CHAPTER I: GENERAL PROVISIONS

Article 1

- 1.1 This Book of Regulations is binding to all students for the duration of their enrolment at the University Sarajevo School of Science and Technology (hereafter, the University), as defined by the Law and University Statute.
- 1.2 General rules regarding criminal and property liability currently valid in the Federation of Bosnia and Herzegovina apply to all persons holding student status at the University, and where these provisions fall outside the scope of this Book of Regulations. In case of breaches of above cited Law, the University will file a report to the relevant authority against any person who falls under Article 1 of this Book of Regulations.

CHAPTER II: VIOLATION OF OBLIGATIONS

Article 1

This chapter regulates students' violations of obligations (discipline); disciplinary measures and financial compensation; rules of initiation and conduct of proceedings for liability determination; deadlines, records and other relevant issues.

Liability, according to this Book of Regulations, may be:

- a. disciplinary, resulting from a student's violation of obligations (discipline), and
- b. financial (compensation for damages), resulting from damages caused

Article 2

- 2.1 A student may be held liable for the violation (breach) of regulations established by the BiH Framework Law on Higher Education, the Sarajevo Canton Law on Higher Education, the University Statute, the Student Book of Regulations and other general decisions adopted by the University Senate, even in the cases when the offense is not specifically identified as either a minor or a major breach of the students' obligations under this document.
- 2.2 A decision of the University Senate is considered as binding and an integral part of this Book of Regulations following its official communication (hard-copy or e-mail notification) in form of an SSST memorandum to the entire student body and staff, effective from the start of the following semester. A copy of any such decision shall be placed as annex to the Student Book of Regulations at the start of the next academic year.

Article 3

The following constitute major disciplinary violations:

- a. Attempted cheating or cheating during an examination;
- b. The use of unauthorised methods or materials during an examination including for the purpose of assisting other candidates to cheat in any manner during an examination;
- c. Plagiarism (see Annex A of this Book of Regulations);
- d. Modifying or adding information to an identification document, record or other document issued or maintained by the University, or the falsification of any such document;
- e. Giving out false information about oneself, or forging documents for the purpose of deception or profit;
- f. Theft, intentional destruction or severe negligence resulting in loss of property belonging to the University, employees or other students;
- g. Attending University under the influence of alcohol and/or narcotics, use of illegal substances on University grounds, sale or distribution of such substances on University grounds;

- h. Preventing University employees and/or students from carrying out their duties and obligations and/or realizing their rights under Law and University Statute (especially in cases of verbal and other forms of violence towards others);
- i. Severe and repeated obstruction of classes, examinations and/or other formal University activities;
- j. Physically attacking a member of staff or a student, provoking and participating in fights on University premises or campus;
- k. Harassment, as the act of systematic and/or continued unwanted and annoying actions of one party or a group, including hate speech, bullying or threats aiming to engage a student or a staff member in unwanted and unwarranted conduct which has the purpose or effect of: violating his/her dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for that other. Harassment related to the following protected characteristics: age, disability, race, colour, nationality, ethnic or national origin, religion or belief, gender reassignment, marital or civil partner status, pregnancy or maternity, sex or sexual orientation constitute a major disciplinary violation;
- l. Engaging in libellous activities or making false and defamatory statements against the University through mass media;
- m. Executing any criminal act or misdemeanour on University premises which would make the student unfit to continue university education in accordance with the Criminal Law of BiH;
- n. Failure to comply with contractual financial obligations, as determined by the enrolment requirements (University fees) and/or other financial obligations defined by this Book of Regulations;
- o. Repeating a minor violation two or more times may constitute a major violation.

Article 4

The following constitute minor disciplinary violations:

- a. Plagiarism (see Annex A of this Book of Regulations);
- b. Encouraging or aiding members of staff or student body to violate provisions of this Book of Regulations in ways not provided for by Law or University Statute;
- c. Negligence towards or loss of University property;
- d. Obstruction of classes and/or other formal University activities;
- e. Making derogatory statements or other inappropriate behaviour towards University employees and/or students in violation of University Ethical Codex;
- f. Using the mobile phones or other electronic devices during classes/labs without the permission of the course instructor
- g. Recording a staff member (video or audio recording) and sharing or publishing the content on social media or elsewhere without the consent of the staff member (even if a staff member agrees initially to be recorded, the further consent to use or publish those recordings is still needed).

Article 5

- 5.1 A student is considered to have committed a violation of obligations/discipline if s/he is:
- a. The perpetrator or part of the group of perpetrators,
 - b. Someone who encouraged a violation of obligations,
 - c. Someone who assisted a violation of obligations,
 - d. Someone who concealed the perpetrator(s).
- 5.2 The type and degree of liability in the violation of obligations is determined in the proceedings that follow the offence.

CHAPTER III: PROCEDURES ON DISCIPLINARY AND FINANCIAL LIABILITY

Article 1

- 1.1 The proceedings for liability determination are treated as urgent and will be processed within six (6) months from the initiation of the Disciplinary and Financial Liability procedure. The statute of limitations for initiating a Disciplinary and Financial Liability procedure is twelve (12) months from the occurrence of the violation.
- 1.2 Where the committed violation of obligations/discipline has the characteristics of a criminal offense (e.g. falsifying a public identification document), the statute of limitations for processing the offence is established under the relevant criminal laws.

Article 2

- 2.1 Any breach of University obligations/discipline as defined by Chapter II, Article 2 of this Book of Regulations, is to be immediately reported by any member of University staff or student body witness to the violation to the Dean of the Department and/or to the University Legal and Personnel Office.
- 2.2 The report on breach of University obligations/discipline as defined by Chapter II, Article 2 of this Book of Regulations, must be submitted in writing and must contain the following:
 - Name/names and, where known to witness, University status of student(s) in breach of above
 - A clear description of the violation, with time, place and manner in which the violation took place
 - List of any corroborating witnesses and/or any available evidence enclosed (e.g. cheat-sheet or other prohibited materials)

Article 3

- 3.1 Technical and administrative tasks related to disciplinary liability and/or damages caused by a student are handled by the University's Legal and Personnel Office.
- 3.2 In cases of a reported disciplinary violation, the University's Legal and Personnel Office or the dean of relevant department shall call for the convening of an Academic and Disciplinary Commission (hereafter, the Commission) to make a ruling in accordance with the Student Book of Regulations and University Statute.
- 3.3 A student suspected of a breach of obligations/discipline shall be informed of the initiation of the proceedings. The written notification for the scheduled hearing is to be delivered personally to the student in question through the University protocol or registered mail. A student may request from the Dean of Students a separate hearing prior to the convening of the Commission to voice his/hers views on the incident in question. The Dean of Students shall report to the Commission in writing or in person during the proceedings any relevant observations or findings resulting from this meeting.
- 3.4 The student will be requested to present a written statement to the Commission for consideration at the proceedings.
- 3.5 The Commission shall have a minimum of three (3) members including:
 - a. A representative of the student's academic department (the dean or a faculty member appointed by the Dean)
 - b. Dean of Students (or student requested representative from the academic staff, subject to availability)
 - c. A member of the University Management

3.6 In reaching its decision, the Commission shall consider:

- a. University Statute and Student Book of Regulations
- b. The report and additional documentation presented by the complainant or witness as stipulated in Article 2.2 of this Chapter
- c. The written statement from the student
- d. Student file
- e. Any other relevant materials

3.7 The Commission shall present both the minutes of the meeting and its written Decision to the University Legal and Personnel Office, within three working days of the hearing. After protocolling the Decision, the University Legal and Personnel Office shall deliver the Decision personally to the student in question through the University protocol or registered mail. A copy of the Decision will be delivered to the dean of the relevant department and to the Registry.

3.8 A student may file an appeal, either individually or by virtue of an authorized attorney, against the ruling of the Commission to the University Senate, within eight (8) days from the reception of the Commission's Decision. The Senate has the authority to confirm, amend or revoke a primary decision, either completely or partially. The decision reached by the Senate is final.

Article 4

The Registrar archives the decision on the disciplinary measure in the student official files.

CHAPTER IV: DISCIPLINARY MEASURES AND COMPENSATION OF DAMAGE

Article 1

Disciplinary measures foreseen for violations determined by Chapter II, Articles 3 and 4:

- a. A warning, issued to a student and filed in student records (first instance minor violation);
- b. A warning prior to expulsion issued to a student separately or as part of a Decision of an Academic and Disciplinary Commission, and filed in student records (repeated instances of minor violations, first instance major violation);
- c. Placement on a period of Academic and Disciplinary Probation, ranging in duration from one semester (two or more minor violations), one academic year (repeated instances of minor violations or a major violation), the entire course of study (repeated instances of minor violations or a major violation). Placing a student on Academic and Disciplinary probation may be used in conjunction with other disciplinary measures;
- d. Ban from participating in official University extracurricular programs and clubs (repeated minor violations, first or second major violation);
- e. Ban on sitting examinations (failure to comply with financial obligations, first or second major violation);
- f. Immediate failing (zero credit) of a given course without the possibility of taking Final Examination (cheating, first instance, coursework components);
- g. Annulment of a diet of examinations with the possibility of taking Remedial Examinations, as defined by a Decision of an Academic and Disciplinary Commission (cheating, first instance; plagiarism; failed viva voce examination and severe suspicion of cheating). This does not apply to breaches of examination procedure for a final or remedial exam; see point h and i of this article;
- h. In case of cheating during the Final Examination, the penalties must include either the immediate failing of all courses within the given diet of examinations (zero credit), without the possibility of taking remedial examinations, or expulsion from the University;
- i. In case of cheating during the Remedial Examination when a student is required to sit two or more remedial examinations, the penalties must include either the immediate failing of all courses within the given diet of examinations (zero credit for all remedial examinations) with the possibility of repeating the study year, or expulsion from the University;

- j. In case of cheating during the Remedial Examination when a student is required to sit only one remedial examination, the penalties must include immediate failing of the module (zero credit) with either the possibility of repeating the study year, or expulsion from the University.
 - a. This module may not be transferred to the next year of the programme.
 - b. If the student is already repeating a study year, his/her student status will be terminated from the programme as third re-registration in the same study year is impermissible.
- k. Viva voce examination (suspicion of cheating; suspicion of plagiarism);
- l. Loss of Academic Scholarship (minor violation, first or repeated instances; major violation). This provision stands in conjunction with requirements on maintaining an Academic Scholarship, defined by the Call for Granting Academic Scholarship, issued by the University;
- m. Expulsion from the University and loss of all privileges (minor or major violation committed while on period of Academic and Disciplinary Probation, first or second instance of major violation);
- n. The University retains the right to place additional bans or requirements, subject to a Decision by the Academic and Disciplinary Commission, where appropriate (e.g. the setting of additional academic tasks, compensation for damages or lost of University property, public reprimands).

Article 2

In the process of deciding on the measure to be issued, the following circumstances are taken into particular account: the motive for committing the violation of obligations/discipline, the consequences of this violation, the manner in which the violation was committed, the student's previous conduct, as well as his or her conduct after committing the said violation.

Article 3

Compensation of damages:

- 3.1 Liability for causing damages is applied if the damage was caused either deliberately or through extreme negligence.
- 3.2 Compensation for the damages caused encompasses the ordinary (actual) damages, in the amount of the actual damage, as well as any additional costs incurred in the process of replacing or repairing the damaged or lost property/materials.
- 3.3 The amount of compensation due by the student for damages or loss of University property is determined either by a document issued jointly by the University Legal and Personnel Office and Financial Office (with a stipulation of any additional sanctions or penalties as provided by Law, University Statute and this Book of Regulations) or as part of a Decision of an Academic and Disciplinary Commission.

Article 4

The University is not liable for any damages resulting from a student's actions against the property or personal items of another student nor can it act as a mediator in such instances.

CHAPTER V: UNIVERSITY FEES

Article 1

All registered students are under obligation to pay tuition fees to one of the SSST University accounts, at the latest by the start of each academic calendar (see SSST Academic Calendar available at the SSST Website and Finance Office). SSST Financial Office issues invoices for this purpose to each registered student, delivered to student's official SSST email address.

Article 2

Upon agreement with the SSST Finance Office, students may submit payments in instalments, where the first instalment (50% of the total tuition amount for a given academic year) is due on September 20 of the current year (two weeks prior to the start of classes) and the second instalment is due by January 31st of the following year.

Article 3

- 3.1 Students are also responsible for additional University Fees, under the University Statute and/or upon the decision of the Senate, where provisions regarding limitations in enrolment period (or course duration) apply.
- 3.2 Students may also be required to purchase textbooks for set courses (no more than two core textbooks per course), where the SSST Library handles the collective purchase and distribution process. The price of such textbooks may be at or lower than the costs available for individual purchase of new textbooks. SSST shall not generate any profit from the book ordering and distribution process.
- 3.3 If a student does not defend his/her thesis within the official duration of the programme, there are additional financial obligations for each next academic year a student registers for.

Article 4

Failure to comply with Articles 1, 2 and 3 of this Chapter will result in penalties, including: loss of access to SPACE system, suspension from class attendance, prevention from registration to the new academic semester, prevention from registration to examinations (ban on taking the examinations) and finally loss of student status at the both the SSST and the University of Buckingham, i.e. expulsion from the University programme.

CHAPTER VI: EXAMINATION RULES AND PROCEDURES

A. Taking the Examination

Article 1

All rules and regulations stated in Chapter VI apply for all examinations offered in a course: mid-term examinations, final examinations, remedial examinations, quizzes, tests and other coursework components.

Article 2

- 2.1 The course instructor will act as the Chief Exam Administrator. SSST retains the right to appoint a faculty member other than the course instructor to supervise and grade the examination.
- 2.2. An examination invigilator(s) appointed by SSST will be present during the entire duration of the examination. The invigilator(s) are responsible for the supervision of examinations and enforcement of Examination Rules as defined in Chapter VI.
- 2.3 SSST will ensure that there is one invigilator per every twenty students taking the exam.
- 2.4 Students must have a Student ID card or state ID equivalent (such as a driver's license, passport, personal ID card). Students shall bring their Student ID cards or state ID equivalent to the examination and place them at a visible place on the front of their desks.

Article 3

- 3.1 The examination is considered to have begun with the candidate's entrance into the

examination room and completed with the candidate's exit from the examination room. No examination will exceed the allotted examination time.

- 3.2 Only those materials, study aids and electronic equipment authorized by the course instructor and specified on the exam cover paper may be brought into the examination space. It is the candidate's responsibility to ensure adherence to the above. Neither the invigilator(s) nor the Academic and Disciplinary Commission will recognize claims of "unintentional possession" of unauthorized materials and any discovery of such materials will be treated as attempted cheating.
- 3.3 Personal effects may not be brought into the examination space - including jackets, bags, pencil-cases, food/snacks or drinks containers. Everything needed during the course of the examination must be made clearly visible to the invigilators and placed on top of the candidate's desk.
- 3.4 The exam invigilator(s) have the authority to assign seats to students.
- 3.5 All exams must be written using black or blue ink pens. Any answers provided in pencil will not be marked.
- 3.6 From the moment of entering the examination room the candidate may not, at any time or for any reason, communicate with any other candidate taking the examination. Where assistance of any kind is required, the candidate is instructed to raise his/her hand and they will be approached and assisted by an invigilator.
- 3.7 Having completed the examination, a candidate may not leave the examination space during the first 30min or the last 30min of the examination period.
- 3.8 Without turning in the completed examination, no candidate may leave the examination space during the full examination period. All candidates are instructed to visit the lavatory prior to entering the examination room.
- 3.9 The Registry must be informed, in writing, of any medical condition or any other issue that might in some manner impair a candidate's successful taking of the examination, prior to the examination period. Any demands for consideration of extraordinary circumstances that might have affected the examination result of any particular candidate will not be considered without this prior notification.
- 3.10 Where applicable, the Form acquired from Registry regarding any medical condition or specifying any other issue that may require a candidate to leave the examination room at any time during the course of the examination, must be presented to the invigilators. The candidate will, in these cases, be accompanied by an invigilator or staff member. All instances of a candidate leaving the examination room during the examination period will be noted in writing by the invigilator, including the time of exit and return to the examination room.
- 3.11 Additional writing sheets may be provided by the invigilator, upon request, and will be signed and stapled by the invigilator to the examination booklet. Unsigned out-of-booklet sheets and/or loose sheets of paper will not be marked.
- 3.12 Water is provided in the examination space. Candidates may not bring any articles of food or drink into the examination space unless with prior written permission from the Registrar's Office, based on presentation of medical documentation.
- 3.13 All candidates should note the Candidate Declaration concerning the SSST Disciplinary Rules on the cover of the examination booklet. By placing one's name to the examination booklet, the candidate further confirms the understanding of the SSST Policies and accepts any and all consequences that may arise from breaching SSST Disciplinary Policy.
- 3.14 Any violation of the above rules makes a candidate liable to penalties under the Disciplinary Policy, including the loss of academic credit and expulsion.

- 4.1 The Chief Exam Administrator or the External Examiner¹ can request a viva voce examination (oral examination) for any student under suspicion of violation of any of the SSST examination policies. A viva voce is held by a Commission appointed by the dean of the relevant department. The viva voce serves to validate or refute the results of the written examination.
- 4.2 Until the overall course grades are officially released/published, all students are required to be available for a viva voce examination at the SSST premises, upon request.
- 4.3. In exceptional circumstances, Rector or the dean of the respective department may require a viva voce examination to take place of the final or remedial examination where mitigating circumstances are reported.
 - a. Three member commission shall be appointed, which may include the course instructor. However, the course instructor may not be the Chairman of the Commission;
 - b. The grade determined at the viva voce examination must be confirmed by the Examination Board.

B. Postponing the Examination

Article 5

- 5.1 A student must make a timely notification to the Registry by submitting a written request for the exam postponement along with the copies of the supporting documentation.
- 5.2 SSST, guided by its Statute and BiH Law, has the discretionary right to grant or refuse a request for postponement of a final or remedial examination in case of properly submitted and documented extraordinary circumstances, including serious health issues and/or death in the immediate family.²

CHAPTER VII: DETERMINATION OF OVERALL COURSE GRADES

A. Terms and Rules

Article 1

- 1.1 The overall course grade is composed of two elements: the coursework grade (50%) and the final exam grade (50%). The course instructor defines the exact breakdown of the coursework grade components in the course syllabus.
- 1.2 Coursework consists of homework, assignments, smaller scale projects, presentations, debates, quizzes, tests, term papers and mid-term exams designed by the course instructor. Undocumented assignments (such as class participation, oral presentations, discussions, debate) may not amount to more than 10% of the overall coursework grade.
 - a. Coursework must include a mid-term exam or its equivalent (larger scale term paper or project) completed between the 7th and 8th week of the semester and accounting for anywhere between 10-20% of the overall course grade. All coursework assignments must be completed by the end of week 15, without the possibility of further extension;
 - b. Failure to complete any assignment results in a grade of 0% for that specific assignment. There is no partial grading of an incomplete coursework assignment and there are no possibilities for resubmission of coursework assignments past the set completion deadlines.

¹ See Chapter VII, Section A, Article 1, point 1.6

² Close family includes mother, father, brother, sister, spouse/civil partner, children.

- 1.3 The final exam is a comprehensive written exam taken at the end of the semester. The final exam grade can amount to 50% of the overall course grade.
- 1.4 The remedial exam is a comprehensive written exam administered as specified in the Section "Determination of Overall Course Grades". The maximum grade for a remedial exam is capped at 51% (D) for all Major and Minor modules, and at 61% for all English and German language modules (where a student's Major or Minor course is not within the Modern Language Faculty). Remedial exams for both autumn and spring semester modules are held at the end of the academic year in August/September.
- 1.5 The appointed course instructor is a first marker of final and remedial examinations. SSST retains the right to appoint a faculty member other than the course instructor to grade the examination. After the first marking is finalized, the final/remedial examinations are then reviewed and graded by a second marker (internal examiner from the SSST) and the external examiner (see point 1.6 of this Article).
 - a. The first and second marker discuss the points awarded for each examination question and agree on the final examination mark before it is presented to the external examiner and Examination Board;
 - b. The external examiner and the Examination Board give the final opinion and approval of final and remedial examination grades;
 - c. The decision of the external examiner and/or Examination Board cannot be challenged.
- 1.6 An external examiner is appointed by the University of Buckingham and is charged with ensuring transparency and streamlining standards of grading in accordance with the University of Buckingham and QAA codes and regulations. They are experienced higher education teachers who offer an independent assessment of academic standards and the quality of assessment to the appointing institution. Acting as an external examiner generally involves the review of a selection of exam scripts, assignments and dissertations followed by informal engagement with staff to discuss the assessed work and the formal meeting of the examination board.

B. Pass/Fail Rates and the Remedial Exam

Article 2

- 2.1 All students have to take a final exam for each course within their academic program. The final exam schedule shall be distributed to students four weeks prior to the examination period via SSST students' emails.
- 2.2 In order to be allowed to take the final exam, the course instructors must confirm that students have satisfactory attendance and that they have met other applicable requirements of the SSST Policy as defined by this document.
- 2.3. In order to pass a course, the following three conditions must be met:
 - a. a student must make attempt in the examinations or in the prescribed coursework;
 - b. the final exam grade must be at or exceed 51%;
 - c. the overall course grade must be at or exceed 51%.
- 2.4 The grading rule defined in Point 2.3 of this Article does not apply to English and German modules. In order to pass language modules, the final exam grade must be at or exceed 61%. All other grade requirements specified in this Policy apply to English and German modules.
- 2.5 If the final exam grade is not less than 45% (for English and German Language 55%) and the overall course grade is over 61% (for English and German Language 66%) the passing grade can condoned in accordance to the SSST grading scale.
- 2.6 If either one of the three conditions in 2.3, 2.4 or 2.5 is not met, the student must sit the remedial exam(s) in order to pass the course.

- a. If a student fails a final exam only (Condition A), the final overall course grade is calculated by combining the coursework grade and the capped remedial exam grade;
 - b. If a student scores less than 51% for the overall course grade (condition B, in English and German Language less than 61%) and passes a remedial exam, the maximum final overall course grade s/he can obtain at the remedial attempt is capped at 51% (for English and German Language at 61%).
- 2.7 If the coursework grade in any module is less than 30% and a student is required to sit the remedial exam, the minimal score that a student must achieve in the remedial exam must be at or exceed 71% (for English and German Language at or exceed 81%):
- a. If this condition is met, the overall course grade shall be capped at 51%;
 - b. If this criteria is not fulfilled, the overall course grade shall be a fail (F).
- 2.8 Prior to taking the remedial exam, students may be required to attend consultation sessions, which, if offered, must be attended and all assessments set by the instructor must be completed before the end of the consultation period.
- 2.9 First, second and third year students of any undergraduate programme who fail no more than one module in both semesters of a given study year can to the next stage of the study and transfer this module to the next academic year.
In case the failed module is a prerequisite for a module that needs to be registered in the next programme year, a student must take the repeating module (prerequisite) first and transfer the regular module to the next semester when it is taught.
- 2.10 If a student fails two or more remedial exams (final year student one or more) in any module (major, minor or language courses) s/he must repeat the programme year and re-register for the failed module/s. When retaking the module, a student is subject to all SSST Policies regulating attendance, coursework completion, sitting the final/remedial examination and other.
- 2.11 Failure to pass repeating modules means that a student shall not be entitled to continue studying at the respective faculty at the SSST, i.e. his/her student status must be terminated at the programme student is registered in.
- 2.12 First, second and third year undergraduate students repeating a study year may register, together with the modules they are re-taking in their repeat year, for the language courses from the next programme year, under the condition that they pass the language course prerequisites.
- 2.13 Second and third year undergraduate students repeating a study year may submit a request for taking the minor modules in advance, scheduled in the next study year of the programme to the dean of the department offering the minor in question. For the approval of the request, the following main conditions must be met:
- a. In case student repeats a minor module that is a prerequisite for a module from the next study year, a student must register for the repeating module first and pass it before he/she can register for the module affected with prerequisites;
 - b. There must not be an overlap in the approved teaching schedule. Requests for changes in the schedule for this purpose can not be considered;
 - c. The dean of the department offering the minor programme must approve the student request and submit a copy of a decision to the Registry for a student file.
- 2.14 Repeating the course (study year), transferring modules to the next study year and registering for the additional modules when repeating a study year is subject to additional registration fee and additional fee per course.
- 2.15 Only final year students who pass all the courses prescribed by the curriculum of the programme they are registered in, regulate their tuition fee, and have their final thesis approved by the respective SSST faculty member/s and external examiner can proceed with their thesis defence presentation.

- a. The rules regarding the final thesis research/writing requirements and deadlines are set and regulated by each respective department.
- b. Final thesis marks must be approved by the external examiner and Examination Board in order for a student to graduate.

2.16 Students who have violated or breached any rule of the Student Book of Regulations can not be awarded/honoured for the outstanding academic achievement, regardless of their achieved grade point average.

C. Grading System

Article 3

All course instructors must use percentages in grading student assignments and exams as specified in the table below. For specific grade requirements of the Language Department see Article 1.4 of Chapter VII: Determination of Overall Course Grades.

SSST			University of Buckingham, UK			
I, II and III study cycle			Undergraduate		Postgraduate	
Mark range	Letter grades	BH grades	Mark	Class	Mark	Class
96 - 100	A+	10	70 - 100	First	70 - 100	Distinction
91 - 95	A	10				
86 - 90	A-	9	60 - 69	Second class, Upper Division	60 - 69	Merit
81 - 85	B+	9				
76 - 80	B	8	50 - 59	Second Class, Lower Division	51 - 59	Pass
71 - 75	B-	8				
66 - 70	C+	7	40 - 49	Third	51 - 59	Pass
61 - 65	C	7				
56 - 60	C-	6				
51 - 55	D	6				
0-50	F	5	0-39	Fail	0-50	Fail

Article 4

Student grade point average (GPA) is calculated using the course results confirmed at the examination boards, where the student marks are presented out of 100 points and a corresponding letter grade.

D. Disclosure/Communication/Announcement of Grades

Article 5

Overall course grade results cannot be published until final examinations are reviewed by the appointed external examiners from the QAA and confirmed at the Examination Board.

Article 6

6.1 Students will be notified about their overall course grades ONLY via SPACE information system or SSST official e-mail from the Registry after they are officially approved at the Examination Board meeting and by the University of Buckingham.

6.2 SSST and its departments use the SSST e-mail and SPACE accounts only for delivering official correspondence to students. Official correspondence may include but it is not limited to

students' participation in the academic programs, important information concerning the student administrative obligations, etc.

- 6.3 Students are expected to follow their e-mail and SPACE accounts regularly. All students are obliged to use their designated SSST email accounts for the official communication with the SSST personnel. Emails sent from private address will not be replied on for the security reasons.

CHAPTER VIII: EXAMINATION REVIEW PROCEDURES

A. Exam Review Procedure

Article 1

The purpose of the Exam Review Procedure is to allow a student insight into his/her exam in order for the student to understand his/her weaknesses and ways to improve his/her performance. The Exam Review Procedure is NOT a forum for the discussion of the grading criteria, grading method, or the course instructors.

Article 2

Upon receiving their grades, the deans shall agree about the mutual exam review date and time, and the Registry shall notify the students via email.

- a. The dean of each department will ensure that the relevant course instructor(s) and a representative of the Department are present at the exam review.
- b. All SSST privacy policies apply during the exam review. No family member or other representative of the student is allowed to attend the exam review, either on their own or in the company of the student.
- c. No electronic devices, such as mobile phones or cameras may be used during the exam review period. Taking pictures of the exam papers is strictly prohibited.

B. Academic Appeals Procedure Following Exam Review

Article 3

- 3.1 The Final Exam Complaints Procedure serves to address any extraordinary circumstances noted during the exam review. These may not include issues of grading method or grading criteria but are limited to technical issues and oversights such as unmarked sections of the paper, computational errors, physical damage to the exam and/or compromised integrity of the exam booklet (loose pages).

Thus, the only legitimate ground for appeal are as follows (any appeal should satisfy one or more of them):

- a. That grades have been incorrectly recorded or incorrectly calculated; or the procedure for the collection of grades has been incorrectly followed;
- b. That there has been an irregularity in the conduct of the examinations or other forms of assessment, which has adversely affected performance;
- c. That there have been circumstances which affected the performance which the student could not or did not, for valid reasons, disclose prior to the meeting of the Examination Board in accordance with the Regulations;
- d. That the student has demonstrable reason to believe that one or more of the examiners was prejudiced or unreasonably biased.

- 3.2 Course instructors may not engage in any written or other communication regarding an appeal of student's academic performance with any member of the student's family or other student representative.

- 3.3 Student who wish to consider appealing in accordance with the Final Exam Complaints Procedure (see point 3.1 or this Article) must submit an appeal in writing to their respective department (addressed to the Dean and the Dean of Students, with a copy to the Registrar's

Office), within three days following the exam review (see Appendix D). The student's submission must be accompanied by any relevant evidence in support of the appeal, including medical evidence if appropriate.

- 3.4 Following receipt of the documentation referred in Point 3.2, a Commission appointed by the Dean of the Department will assess the documentation and seek additional information if necessary. The Commission is required to complete their consideration of the appeal within two weeks upon the receipt of the complaint.
- a. The Commission must complete appropriate sections of the Academic Appeals Form and submit this, together with the student's letter of appeal, a copy of the student's examination grid and any relevant medical or other evidence to the Chairman of the Examination Board. The form should be completed as fully as possible, and the dean of the relevant department shall make a recommendation as to the action that should be taken in response to the appeal;
 - b. The Chairman of the Examination Board will review the documentation and consider the recommendation of the Dean of the Department within two weeks. The Chairman of the Examination Board shall either approve the recommendation or amend it, as s/he considers appropriate, taking account of all evidence is submitted.
- 3.5 The outcome of the appeal will be communicated to the student and the Dean of the Department in writing by the Chairman of the Examination Board. Copy of the Decision must be forwarded to the Registry for the purposes of maintaining the student record. The Registry will distribute the hard copy of the Decision to the student in a timely manner.

CHAPTER IX: ATTENDANCE POLICY

A. Postgraduate programmes

Article 1

- 1.1 All scheduled classes/labs must be held at the SSST premises.
- 1.2 SSST recommends postgraduate students should not miss more than 20% of the scheduled classes in order to successfully complete the course requirements.
- 1.3 Additional make-up classes are not offered by the University and all sessions outside the set schedule must be organized at the discretion of the course lecturer.

B. Undergraduate programmes

Article 2

- 2.1 All scheduled classes/labs must be held at the SSST premises.
- 2.2 Students are required to attend all lectures, seminars, presentations, tutorials and laboratory exercises. Students are to be in class at the designated time and tardiness may result in sanctions. The SSST academic programs rely on the assumption of regular and reliable student attendance, and on the active participation of each student in the teaching process. It is the requirement of the University of Buckingham and the SSST that students meet the required attendance standards.

The following rules apply and are effective immediately for both, regular and repeat students:

- 2.3 Only students with a minimum of 80% of overall module attendance will be allowed to sit the final exam in that course.
- 2.4 All absences, whether from a lecture, laboratory, seminar, presentation or tutorial, will be recorded. Regardless of the reason, documented or otherwise, offered by a student for his/her absence, the course instructor must record the absence.

- 2.5 Students arriving late (past the time specified on the schedule) to a lecture, presentation, tutorial or laboratory exercises may be marked as absent by the course instructor.
- 2.6 A student may provide documentation (such as in case of illness or hospitalization, death in the immediate family, or other serious grievance) together with written Request to the Registry, for any exception from the specifications of the SSST attendance policy which will be submitted to the respective Department. The Dean will call for the review of the said documentation by a Disciplinary Committee, who will make the decision about student's request.
- 2.7 Students that do not reach the required attendance standard of 80% and therefore cannot sit the final examination for a given course may be required to do attend two week consultation period prior to the remedial examination period. Students that do not attend the scheduled consultation sessions will not be eligible to sit the remedial examination and will subsequently be required to repeat the course.
- 2.8 SSST retains the right to fail a student for unsatisfactory attendance in any given course, preventing the taking of a remedial examination, where it is deemed that a student's overall attendance (below 60%) compromises the successful delivery of the SSST academic program to which to student is enrolled. In such case, if a student is not already repeating the course/s in question, a student is required to re-register for the course/s in question.
- 2.9 Repeated failure to attend classes may also result in placing a student under Academic and Disciplinary Probation (see details at Chapter IV, Article 1, point c). A student may be subject to further penalties should any other violation of the SSST Policies occur during the set probation period.

CHAPTER X: STUDENT COMPLAINTS POLICY AND PROCEDURE

The University is dedicated to ensuring that all students receive a high quality experience and welcomes comments and suggestions throughout the academic year. However, if a student is dissatisfied with the working, learning or social environment or if their rights or dignity are not respected, they may make a complaint.

Article 1

The University expects all members, either staff or students, to treat each other with respect, courtesy and consideration. All members have the right to expect professional behaviour from others and a corresponding responsibility to behave professionally towards others. Individuals found to be engaged in unlawful discrimination will be subject to disciplinary proceedings.

Article 2

Students may consider to first discuss the issue before making an official complaint with a member of staff in the department considered, designated academic advisor, dean of the department or the Dean of Students. Staff will keep a record of action taken in response.

Article 3

- 3.1 This procedure applies to all registered students of the SSST. The University aims to investigate complaints in a timely, transparent and fair manner.
- 3.2 Where the complaint involves a group of students, all correspondence must be handled by one designated student representative.
- 3.3 Anonymous complaints will not be considered
- 3.4 Complaints lodged by third parties will not be considered.
- 3.5 All complaints will be treated with the utmost confidentiality as far as reasonably practicable.

3.6 No student will be disadvantaged as a result of making a complaint. However, if it materialises that a complaint was not genuine, the University may consider disciplinary procedures.

3.7 For a review of the decision about student performance or assessment, see Chapter VIII, Section B: Complaints Procedure Following Exam Review.

Article 4

The following are the steps necessary for the formal complaint:

- a. The Student Complaints Form must be completed and submitted to the University Protocol together with the evidence that supports the complaints (See Appendix E);
- b. The complaint will be delegated to an appropriate member of staff for investigation;
- c. A student may be invited to a meeting to discuss the complaint, and if student wishes, a fellow registered student or a member of staff may attend the meeting;
- d. The University seeks to resolve all formal complaints within one calendar month of a receipt of a Student Complaints Form. Any delay to this timing will be communicated to student;
- e. The student will be notified of the outcome by the staff member investigating the complaint in an Investigation Letter, detailing the decision and an explanation for it. Copy of the correspondence must be forwarded to the Registry for the purposes of maintaining the student record.

Article 5

If a student is unsatisfied with the outcome of the investigation into the complaint, s/he has the right to ask for the review within two weeks of receiving the Investigation Letter. The student may submit a new evidence if needed. The procedure stated in Article 4 or this Chapter applies, and a new staff member shall be appointed to investigate the case.

Article 6

Registry will keep confidential records of all formal complaints that have been processed.

CHAPTER XI: UNIVERSITY LIBRARY

The library enables students to study there outside of working hours, with the understanding that they need to take care of the space they are using, both for themselves and for their colleagues. While there, students can bring their own textbooks or use some of the ones we have available for circulation.

Article 1

SSST Library has an open shelf policy, which means that students can browse the shelves freely. Once they find the book they're looking for, they are advised to mark the location of the book with a red card provided for that purpose, and to bring the book to the library desk so that the book can be issued to them.

Article 2

When students wish to study outside of Library working hours, a self-checkout system has been put in place:

- once the student finds the book they are looking for, they are obliged mark its place on the shelf as stated in Article 1
- the book card from the envelope attached to the book's inside cover may be taken out
- the student ID in the *Reader number* section need to be written, the current date in the *Borrowed* section, and the card may be left on the library counter.

- the librarian shall attach the Book card to the student's Reader card, write down the inventory number of the book in the appropriate section, as well as the current date. Then the book will be marked as *On loan* in the library management program.
- Once the book has been returned, the loan shall be concluded in the library management program, the return date shall be marked in both cards, the librarian shall sign their initials in the book card and put it back in its envelope.

Article 3

3.1 The students can borrow up to five books at a time and can keep them for the duration of maximum three weeks, with the option of extending them for another three weeks.

3.2 There is an option to extend the loan further provided that the book has not been requested by anyone else. If that happens, the student will be contacted and asked to return the book.

3.3 The students can also request an extended loan over the winter and summer holidays.

Article 4

The general library rules of conduct apply: the students are expected to keep their voice down, their phones on vibration mode, not bother patrons who are studying in the library, and take care not to spill any beverages they may bring into the library. Students should use bottles for cold drinks, and covered mugs for hot drinks.

CHAPTER XII: FINAL PROVISIONS

Article 1

An integral part of this Student Book of Regulations is ANNEX A Plagiarism Policy.

Article 2

Any amendments to this Book of Regulations, or to any of its annexes, are made in accordance with the procedure outlined for the adoption of these Regulations.

Article 3

SSST University Senate retains the right to issue Decisions where extraordinary or mitigating circumstances are found, through the recommendation of the Academic and Disciplinary Commission. All Senate Decisions are final.

Article 4

This Book of Regulations enters into effect with its adoption by the University Senate and shall enter into force at the start of the Academic year 2012-2013.

Updates to this Book of Regulation approved by the University Senate enter into force with the date of their approval.

ANNEX A

Policy on Plagiarism and Other Academic Misconduct in Coursework

Adapted from University of Buckingham, ACADEMIC MISCONDUCT, INCLUDING UNFAIR PRACTICE, CHEATING AND PLAGIARISM: POLICY, PROCEDURES AND SANCTIONS. 2011. Available [online] www.buckingham.ac.uk/wp-content/.../handbook2011-plagiarism.pdf

CHAPTER I: PRELIMINARIES

Article 1

University students are expected to use the research and ideas of scholars who have studied before them, in order to analyze, criticize and advance their knowledge of a given subject. This process is known as *citation*. Information can be cited in several forms:

- Direct quotation – using a source in its original wording (verbatim), with quotation marks. As a general guideline, written work should not contain more than 20% quoted references.
- Paraphrasing – restating a source in one's own words
- Summarizing – restating the gist of the source, in one's own words
- Referring to a source – mentioning that a particular source contains certain information, without going into detail about what this information is, e.g. *This point is also argued by Jackson (2011)*

It is of utmost importance that credit is given to those whose ideas are cited i.e. used. Failure to do so is known as *plagiarism*.

Article 2

Plagiarism is presenting the thoughts or writings of others as the writer's own, and is a form of intellectual theft. It is a corrosive force in the life of any community devoted to scholarship. It violates the integrity of students, and devalues their degree. The material plagiarized can include ideas from any sources, whether written, internet or audiovisual media, even ideas from other students or academic staff.

Article 3

Other Examples of Academic Misconduct

- a. The inclusion of offensive or obscene material in submitted work;
- b. The alteration or falsification of any results document, including experimental data, or certificates.
- c. Allowing another student to copy one's work, assigned as an individual task.

All cases of academic misconduct included in Article 1 of Annex A are treated as major offences, and will be penalized by the Dean of SMS and the Dean of Students at their discretion.

CHAPTER II: POLICY ON PLAGIARISM

Article 1

- 1.1 Unless it is otherwise clearly indicated, students shall be assessed on the basis of their own unassisted individual work.
- 1.2 Students should be aware that it is SMS policy to compare all coursework against databases of existing material (using anti-plagiarism software or other means), to check whether there is a degree of similarity that might arouse suspicion of academic misconduct. A student's work may also be compared to previous examples of that student's unassisted work (coursework or work produced under examination conditions), to check whether there is a degree of difference that might arouse suspicion.
- 1.3 In any work submitted for assessment, the student must disclose all the sources of information consulted.
- 1.4 Any student found to be guilty of academic misconduct, will, in most cases, be subject to disciplinary procedures, as laid out in Chapter III of Annex A.
- 1.5 All cases of academic misconduct are entered on the student's record, and each case of misconduct is judged according to the student's previous record.

CHAPTER III: PROCEDURES FOLLOWING SUSPICION OF ACADEMIC MISCONDUCT

Article 1

The procedures below are to be followed by all instructors on suspicion of academic misconduct in a piece of work, whether through the University's detection software or by any other means.

- 1.1 The course instructor will inform the dean of the relevant department in writing by:
 - a. Requesting information regarding the student's record of previous academic misconduct,
 - b. Sending a completed Academic Misconduct Form (Appendix A)
 - c. Attaching a copy of the student's work with, where possible, in cases of plagiarism, the sources suspected of having been plagiarized.
- 1.2 A penalty will be agreed by, and the Academic Misconduct Form signed by the course instructor and the dean of the relevant department. Where necessary, the Dean of Students will be consulted.
- 1.3 If there is a disagreement about the nature of the offence and/or penalty, the Department Board will decide on the matter at a minuted departmental meeting.
- 1.4 Once agreement is reached on the nature of the offence and the penalty, the course instructor will:
 - a. Inform the student in writing of the offence and the penalty, offering a consultation, if appropriate.
 - b. Attach a copy of the Academic Misconduct Form
 - c. Attach a copy of the student's work and, where possible, in cases of plagiarism, the sources it is suspected of having plagiarized
 - d. Inform the student's advisor and the dean of the relevant department.
- 1.5 If the student contests the decision:
 - a. The student must inform the dean of the department, within 7 days of notification, by completing and sending the Academic Misconduct Complaint Form (*Appendix B*), explaining the reasons s/he contests the decision.
 - b. The student's complaint will be addressed at a faculty meeting in the presence of the dean of the relevant department and the course instructor. The student may be called to attend the meeting, e.g. for a viva/comprehension test, to test his/her understanding of the subject.

- c. The Faculty called to review the case will reach a decision, and complete the Academic Misconduct Complaint Report (*Appendix C*).
- d. When necessary, The Senate will reach a final decision at the next Dean's Meeting, based on the Academic Misconduct Complaint Report.

If the student fails to attend any scheduled meetings without reasonable cause, the student will be assumed to be in breach of the Policy.

1.6 All cases of confirmed misconduct will be reported by the dean of the department to the Registrar to be recorded on the student record.

CHAPTER IV: GUIDELINES FOR EXAMINING ACADEMIC COURSEWORK

A. Referencing Styles

Article 1

Unless advised otherwise,

- e. The prescribed style for students studying Computer Science and/or Information Systems is the IEEE (Institute of Electric and Electronic Engineers) Referencing Style.
- f. The prescribed style for students studying Economics, Political Science, Film, English Language and Applied Sciences and other programmes in Humanities is the Harvard Referencing Style (see Appendix F).

Article 2

2.1 Adequate referencing – Unless otherwise instructed by the course instructor, all citations (quotation, paraphrase, summary) must be correctly referenced in two ways:

- a. in the text (in-text references) and
- b. in a reference list

2.2 In-text references – Contain basic information about the source in the part of the text where the source is used. Depending on the style used by the student, this reference can be in the form of a number, bracket etc.

2.3 Reference list – The list given at the end of the paper, detailing all the sources used in the paper, with all their bibliographical details, and formatted according to the referencing style specified by the University for that field of study.

B. Examples of Plagiarism

Article 3

The list is not exhaustive, and other instances may be considered by the University:

- a. Copying from another student, with or without that student's permission;
- b. Submitting work written by someone else, including another student's work, whether or not it has been previously submitted by that Student;
- c. Submitting work that has been corrected/revised, without the approval of the course instructor or University Regulations, by an individual with a higher level of English language proficiency;
- d. Failure to reference or acknowledge sources adequately, in such a way that material written by others appears to be the student's own work, to any extent (paragraph, sentence, phrase etc.).

C. Detecting Plagiarism

Article 4

In cases where an instructor strongly suspects that the work or part of it is not the student's own, but this is not provable by using plagiarism software or other easily determinable means, the student's department will compare the work in question to the body of work the student has

produced under exam conditions. This can include essay every student is required to write in class under exam conditions at the beginning of every year for the English Department.

CHAPTER V: DETERMINATION OF PENALTY

Article 1

Any student found, following due process of investigation, to be in breach of the Policy, will be sanctioned, according to the gravity of the case, and depending on any confirmed cases of misconduct in the student's previous academic work at the University, as recorded by the dean of the department.

In all cases of academic misconduct, the student will be informed by the course instructor, and a record will be entered on the student record, by the dean of the department.

Article 2

Categories of plagiarism offences

The breach of Policy will be determined as *major* or *minor*, taking into consideration the following:

2.1 The extent of the alleged academic misconduct, e.g.

- a. the amount of text plagiarized
- b. the closeness to the original text
- c. the nature of the material copied, whether purely descriptive or including results, etc.
- d. the weighting of the coursework element in which academic misconduct is alleged, in terms of the overall course assessment.

2.2 Student motivation

- a. whether the student admits or denies the allegation
- b. the stage of the student in their programme
- c. the number and gravity of previous offences
- d. the learning background of the student
- e. the extent of the student's knowledge of the concept of academic misconduct

Article 3

Examples of plagiarism offences

3.1 Inadequate referencing: inadequate referencing is not an offence, and need not be recorded in the student's record. However, marks should be deducted for inadequate referencing, e.g.

- *No reference* for information that the Student considers to be general knowledge
- Attempted, but inadequate, paraphrasing *with a reference*.
- Incorrect referencing style.
- In-text reference without a corresponding reference in the reference list.

3.2 Minor referencing offences – short extracts of texts

- Using a source *verbatim* (i.e. using the original wording), without quotation marks *with a reference*,
- A nearly verbatim 'paraphrase' *with a reference*

3.3 Major referencing offences

- Long extracts - Using a source verbatim (in its original form), without quotation marks and *with a reference*
- Long extracts - nearly verbatim 'paraphrase' and *with a reference*
- Extracts of any length - verbatim text, without quotation marks and *without a reference*
- Extracts of any length - nearly verbatim 'paraphrase' and *without a reference*

3.4 Serious major offences: Where a student has submitted an entire assignment, paper, project or presentation, or a substantial part of it, that is not the student's own work, this constitutes a serious major offence.

CHAPTER VI: SANCTIONS

Article 1

In cases where a student has submitted offensive material, or committed other offences given under Chapter I Article 3 of this Policy, the penalty will be decided by the dean of the relevant department and the Dean of Students at their discretion.

The following sanctions apply to cases of plagiarism.

Offence	Year 1, Undergraduate study	Other years/levels of study, except Thesis	Thesis (Undergraduate or Postgraduate)
1 st minor	Consultation + If resubmitted: no grade penalty if correct If not resubmitted: Marks deducted at the discretion of the Instructor	Consultation + Marks deducted at the discretion of the Instructor	1. Must be resubmitted. 2. Marks deducted at the discretion of the Mentor and Dean of Department
1 st major 2 nd minor	Consultation + If resubmitted: Marks deducted at the discretion of the Instructor If not resubmitted: 0 for assignment	Consultation + 0 for assignment	1. Must be resubmitted. 2. Minimum passing grade 3. Record on student transcript
2 nd major 3 rd minor 1 st serious major	0 for assignment	0 for assignment + Probation (if the student is already on probation, expulsion)	No degree
Further	Possible penalty(ies): <ul style="list-style-type: none"> • 0 for coursework • 0 for course • Probation • Expulsion 	Possible penalty(ies): <ul style="list-style-type: none"> • 0 for coursework • 0 for course • Expulsion 	No degree

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Appendix A

ACADEMIC MISCONDUCT FORM (FORM A)

Student _____	Course Instructor _____
Year of study _____	Semester _____ Date: _____
Course title	Description of work

The section(s) of the document where plagiarism was noted:	
Short description of plagiarism:	Lack of in-text ref _____ Lack of quotation marks _____ % of text plagiarized _____
Under the Plagiarism Policy, would this case be considered as Major or Minor plagiarism?	Minor _____ Major _____
Previous plagiarism offences by the student. If there are any, please classify by their severity (major or minor) and order of occurrence:	Minor _____ Major _____
Any mitigating circumstances (please specify) →	
Penalty applied (as agreed by the Course Instructor and Dean of Department): →	

Signatures

Course Instructor _____

Dean of Department (major offences) _____

Date: _____

Copy of Form A must be forwarded to the Registry for the purposes of maintaining the student record.

Appendix B

ACADEMIC MISCONDUCT COMPLAINT FORM (FORM B)

Student _____ Year of study _____	Course Instructor _____ Semester _____ Date: _____
Course title	Description of work

Please specify the section of the Academic Misconduct Form you wish to complain about, and state your complaint:

Section of Academic Misconduct Form:	Complaint:
Are there any extraordinary circumstances that you wish your Department to consider:	(Please answer below)

Signed by:

Student: _____ Date: _____

Copy of Form B must be forwarded to the Registry for the purposes of maintaining the student record.

Appendix C

ACADEMIC MISCONDUCT COMPLAINT REPORT (FORM C)

Student _____	Course Instructor _____
Year of study _____ Semester: _____	Date reviewed by Faculty: _____
Course title	Description of work

Please briefly give reference to the student's complaint(s), and comment on whether they are justified:

Student's Complaint:	Comment by the Faculty:
Do you agree with the penalty Suggested in the Academic Misconduct Form (Form A)?	
If NO, what is the penalty suggested by the Department, to be forwarded to the Senate for approval?	

Signed by:

Dean of Students: _____ Date: _____

Part B: (To be completed by the Head of Department or their nominee)

Head of Department's recommendation, with reasons

Was any evidence on which the student relies submitted prior to the examinations or Examination Board?

If it was not, please explain why not.

If the evidence was available to the Examination Board, please explain either a) why it was not considered, or b) what account was taken of it by the Examination Board:

Signed:

Date:

(Head of Department)

The Dean of the Department makes a recommendation as to the action that should be taken in response to the appeal and submit it to the Chairman of the Examination Board. The Chairman of the Examination Board shall either approve the recommendation or amend it, as s/he considers appropriate, taking account of all evidence is submitted.

Appendix F Referencing Guidelines for the Harvard Referencing Style

Regardless of the style you use, please be consistent. For any questions, consult your instructor or thesis mentor.

HARVARD REFERENCING METHOD

Examples of other sources at: http://skillsforlearning.leedsmet.ac.uk/Quote_Unquote.pdf

Reference List	In-text citations
1. Book, single author	
Berkman, R.I. (1994) <i>Find It fast: how to uncover expert information on any subject</i> . New York, HarperPerennial.	Sophisticated techniques are important in finding information (Berkman 1994, p.25); Berkman (1994, p. 25) claimed that
2. Book, with 2 – 4 authors	
Reid, D., Parsons, M. & Green, C. (1989) <i>Staff management in human services: behavioral research and application</i> . Springfield, Charles C. Thomas.	...as previously demonstrated (Reid, Parsons & Green 1989)
3. Book, more than 4 authors	
Jull, G. et al. (2008) <i>Whiplash headache and neck pain: research-based directions for physical therapies</i> . Churchill Livingstone, Edinburgh.	...neck pain caused by whiplash (Jull et al. 2008). OR Jull et al. (2008) have argued ...
4. Book, with an editor	
Pike, E.R. & Sarkar, S. (eds) 1986, <i>Frontiers in quantum optics</i> , Adam Hilger, Bristol.	... some findings (Sjostrand 1993)
5. E-book	
Dronke, P. (1968) <i>Latin and the rise of European love-lyric</i> [Internet]. Oxford, Oxford University Press. Available from: Netlibrary < http://www.netLibrary.com > [Accessed 6 March 2008].	Dronke (1968) argued that Latin syntax was key in...
6. Article or chapter in a book	
Bernstein, D. (1995) Transportation planning. In Chen, W.F. (ed.). <i>The civil engineering handbook</i> , Boca Raton, CRC Press, pp. 231-61.	Bernstein (1995) explained intelligent traffic flows.
7. Journal article	
Bennett, M., and James, S. (2001) Through the glass ceiling: women's experience of modern workplace practices. <i>Journal of Gender in Business</i> , 5 (3) June, pp.32-41.	Bennett and James (2001) expanded on the theory ... OR ... uses for the workplace (Bennett and James 2001).
8. Article in a newspaper	
Simpson, L. (1997) Tasmania's railway goes private, <i>Australian Financial Review</i> , 3 October, p. 10.	... seen in the move to privatise the railway (Simpson 1997)
9. Film and video	
<i>35 mm films</i>	Now voyager . (1942) Directed by Irving Rapper. New York, Warner [film:35mm].
<i>Commercial DVDs</i>	The blue planet . (2001) London, BBC Enterprises [box set video: DVD].
<i>Television / radio programmes and off-air recordings</i>	Panorama. (2008) Britain on the sick . London, BBC1, 19 May, [video: DVD].
<i>Radio programmes</i>	You and yours . (2008) London, BBC Radio 4. 30 September, 12:00.
11. Web page, with an author and title:	
Albanese, A. (2009) <i>Fairer compensation for air travellers</i> , 29 January, Agency for Infrastructure [Internet], Available from: http://www.minister.infrastructure.gov.au/aa/releases/2009/January/AA007_2009.htm [Accessed 30 March 2009].	... this agreement (Albanese 2009)
12. Web page, with an author and title, but NO DATE:	
Bliss, S.E. (n.d.) <i>The effect of emotional intelligence</i> , [Internet], Available from: http://eqi.org/mgtpaper.htm , [Accessed 30 October 2010].	... it has been argued that intelligence is a combination of competencies (Bliss n.d.)
13. Web page, with a title but NO AUTHOR	
Leeds Metropolitan University (2006) Policy, framework principles and procedures for research ethics [Internet], Leeds, Leeds Metropolitan University. Available from: http://www.leedsmet.ac.uk/research [Accessed 20th October 2008].	... in this subject guide (Leeds Metropolitan University 2006)

IEEE REFERENCING METHOD

Examples of other sources at: <http://ijssst.info/info/IEEE-Citation-StyleGuide.pdf>

Type of source	Example
Book, single author	[1] D. Jones, <u>Technical Writing Style</u> , Toronto: Allyn and Bacon, 1998.
Book, two authors Place the names in the order in which they appear on the cover	[2] H. Inose and J.R. Pierce, <u>Information Technology and Civilization</u> , New York: Freeman, 1984.
Book, three to six authors NOTE: after Author # 6, you put "et al.")	[3] D. Beer, R.F. Martin, and P. Fingle, <u>Photosensory Transduction</u> , New York: Willey, 1993.
Book, no specific author, written by an organization	[4] Council of Biology Editors, <u>Scientific Style and Format: The CBE Manual for Authors, Editors and Publishers</u> , 6th ed., Chicago: Cambridge University Press, 1994.
Book, updated edition	[5] W. Heisenberg, <u>The Physical Principles of the Quantum Theory</u> , 2nd.ed., New York: Dover, 1949.
Book, no author	[6] <u>An Anonymous Critique of Computer Culture</u> , Chicago: University of Chicago Press, 1997.
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