



# **STUDENT BOOK OF REGULATIONS**

**For the Sarajevo Medical School programme**

Pursuant to Article 126, Paragraph 2, Indent c) and in accordance to the Article 92 of the Law on Higher Education (*The Official Gazette of the Sarajevo Canton*, no. 42/2013) and SSST Statute, the Senate of the Sarajevo School of Science and Technology University adopted a:

**STUDENT BOOK OF REGULATIONS  
for Sarajevo Medical School (SMS) programme**

Academic year 2016/2017  
**Senate Decision no.**

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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 Sarajevo Medical School (hereafter, the SMS) of 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 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. Engaging in libellous activities or making false and defamatory statements against the University through mass media;
- l. 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;
- m. 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;
- n. 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 electronic devices in the classrooms/labs without the permission of the course instructor

#### 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 SMS/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 SMS/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 SMS 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. Dean of SMS or 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 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 SMS 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 any (a first or second) remedial examination (cheating, first instance; failed oral examination)
- g. Annulment of a diet of examinations with the possibility of taking any (a first or second) remedial examinations, as defined by a Decision of an Academic and Disciplinary Commission (cheating, first instance, where the Commission finds extraordinary or extenuating circumstances; plagiarism; failed oral examination and severe suspicion of cheating)
- h. Oral examination (suspicion of cheating; suspicion of plagiarism)
- i. 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.
- j. 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)
- k. 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).

- I. In case of cheating during the final examination, the penalties must include either the immediate failing of all courses within the given diet of final examinations (zero credit), without the possibility of taking any (a first or second) remedial examinations, or expulsion from the University.

#### 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:

2.1 Liability for causing damages is applied if the damage was caused either deliberately or through extreme negligence.

2.2 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.

2.3 The amount of compensation due by the student for damages or loss of SMS and 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: 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. 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 31<sup>st</sup> 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 University, i.e. expulsion from the University.

### **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. SMS 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 SMS 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 SMS 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.

## **B. Postponing the Examination**

### Article 4

4.1 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.

4.2 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.<sup>1</sup>

### Article 5

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<sup>1</sup> Close family includes mother, father, brother, sister, spouse/civil partner, children.

## **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 of 50% maximum. 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. Attendance may constitute a component of the Coursework Grade.
- b. Coursework must include a mid-term exam or its equivalent (larger scale term paper or project) completed between the 7<sup>th</sup> and 8<sup>th</sup> week of the semester. All coursework assignments must be completed by the end of week 15, without the possibility of further extension.
- c. 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.

1.3 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". If a student does not pass the Final Exam, SMS offers two remedial examinations for each course in the programme:

- a. The first Remedial exam period is held one week after the winter and summer exam periods.
- b. The second Remedial exam period (fall exam period) is held in the first two weeks of September.

1.5 The results of both the Final Exam and Remedial Exams have to be made available to students five working days after the exam was taken via individual emails to students from the course instructor or through SPACE.

### **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 Exams have to be officially announced four weeks prior to the examination date on the SMS notice boards and/or via SSST students' emails.

2.2 In order to be allowed to take the Final Exam, course instructors must confirm that students have satisfactory attendance and that they have met other relevant requirements of the SSST Policy as defined by this document, i.e. students must have their official Student Record Book

(Index) signed by the course instructor indicating that they have satisfactory attendance and have met other relevant requirements of the SMS Policy as defined by this document.

2.3. In order to pass a course, the following four conditions must be met: the Midterm Exam must be at least 55%; the Final Exam Grade must be at least 55%; the Overall Course Grade must be at least 55%; additional requirement is that laboratory work has to be completed.

2.4 If either one of the four conditions in 2.3 is not met, the student must take the Remedial Exam(s) in order to pass the course.

2.5 In cases in which a student does not pass the Remedial Exams at any of the dates set (fails to receive at least 55% on the exam), he/she will be given a final grade F:

- a. if a student is taking a course for the first time, he/she must register for the course again;
- b. if a student is retaking the course, he/she cannot register for the course a third time, and must terminate his/her studies at the SMS.

2.6 Students who are not satisfied with grades received on an exam can request, in writing, to retake the exam within 48 hours after the grades have been announced. The Dean will decide the validity of request and has right to reject the request. The Final Grade in this case is the one given by the Committee. If the grade is an F, it will be considered that the student did not pass the exam and will have to retake it in the next exam period (unless it is the Remedial exam period in question after which there are no more exam periods offered in that academic year).

2.7 If a student fails both the Coursework and the Final Exam, the student might be required to attend two week consultation sessions prior to taking the Remedial Exam. The student will have to attend these sessions and complete all assignments an instructor may set prior to or during the sessions.

2.8 If a student in the 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> or 6<sup>th</sup> year of the study programme fails a course, he/she will have to repeat the year, taking the course/courses which he/she failed. When retaking the course, a student is subject to all SMS Policies regulating attendance, coursework, Final Examinations and other.

2.9 Students in their first year of study who fail no more than two courses in both semesters regardless of total number of ECTS points for these two courses, can enrol in the next academic year and transfer these courses to the next two semesters.

- a. In cases in which the failed course is a prerequisite for a course that needs to be registered in the next academic year, a student must register for the repeating course (prerequisite) and transfer the regular course to the next semester in which it is taught.
- b. in cases in which a student fails the repeat course a second time, he/she will not be allowed to register for the third time for the course in question, but will have to withdraw from the registered programme.

2.10 Students who are retaking the year at the SMS can be allowed to take only selected courses approved by SMS and exams from the next year of study on condition that the total load per semester does not exceed 30ECTS. Students cannot select and take courses that are not approved by SMS. If student takes a course that is not approved, all grades will be annulled.

2.11 Only final year students who successfully pass all the courses prescribed in the SMS curriculum, regulate their tuition fee, and have their final thesis approved by the respective SMS faculty member/s can proceed with their thesis defence presentation.

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

2.12 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 scale in grading student assignments and exams.

<b>PASSING GRADES</b>		
95-100	10	<i>A</i>
85-94	9	<i>B</i>
75-84	8	<i>C</i>
65-74	7	<i>D</i>
55-64	6	<i>E</i>
<b>FAILING GRADES</b>		
0- 54	5	<i>F</i>

Article 4

Student grade point average (GPA) is calculated using the course results confirmed at the final 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

5.1 Students will be notified about their overall course grades ONLY via SSST e-mail accounts from course instructor or SPACE account no later than two weeks following the Final Examination Board meeting.

5.2 SSST and its departments use the SSST e-mail 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.

5.3 Students are expected to follow their e-mail account 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 course instructor will inform students about Exam Review date and will notify the students via email.

- a. The dean of the 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 examination review period. Taking pictures of the exam papers is strictly prohibited.

### **B. Complaints 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).

3.2 If a student wishes to file a complaint based on Article 3.1 of the Final Exam Complaints Procedure, they must submit a request in writing to their 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.

3.3 The complaint will be reviewed by a Commission appointed by the Dean of SMS, and a reply, with a copy to the Registrar's Office, will be issued in writing within 7 days upon the receipt of the complaint.

3.4 Course instructors may not engage in any written or other communication regarding a student's performance or grades with any member of the student's family or other student representative.

## CHAPTER IX: ATTENDANCE POLICY

### Article 1

1.1 Students are required to attend all lectures, seminars and laboratory exercises. Students are to be in class at the designated time and tardiness may result in sanctions. The SMS academic programs rely on the assumption of regular and reliable student attendance, and on the active participation of each student in the teaching process. The SMS requires that candidates meet the required attendance standards.

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

1.2 Only students with a minimum of 80 % of overall attendance at lectures, seminars, labs and practicals that compose any given course will be allowed to take the final exam in that course. Overall attendance at laboratory exercises and practicals is defined by specific course policies and can be up to 100%

1.3 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.

1.4 Students arriving late (past the time specified on the schedule) to a lecture, presentation or laboratory exercises may be marked as absent by the course instructor.

1.5 A student may provide documentation (such as in case of illness or hospitalization, death in the family, or other serious grievance) together with written Request to the Registry, for any exception from the specifications of the SMS 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, which will make its decision accordingly.

1.6 Students that do not reach the required attendance standard of 80% and defined attendance on laboratory exercises and therefore cannot sit the final examination for a given course will be required to do additional coursework prior to the remedial examinations. Students that do not finish the additional coursework will not be eligible to take the remedial examination and will subsequently be required to retake the course.

1.7 SMS 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% and missed laboratory exercises) compromises the successful delivery of the SMS academic program to which to student is enrolled. In such a case, if a student is not already repeating the course/s in question, a student will be required to re-register for the course/s in question.

1.8 Repeating the course and/or academic year carries additional registration fee and additional fee per course.

1.9 Repeated failure to attend classes may also result in placing a student under Academic and Disciplinary Probation (see details at Chapter IV, Article 1). A student may be subject to further penalties should any other violation of the SSST Policies occur during the set probation period.

## **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 to the procedure outlined for the adoption of these Regulations.

### Article 3

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 2016-2017.

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](http://www.buckingham.ac.uk/wp-content/.../handbook2011-plagiarism.pdf)*

#### CHAPTER I: PRELIMINARIES

##### Article 1

SMS 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 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. 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 SMS Board will decide on the matter at a minuted SMS 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 SMS.

1.5 If the student contests the decision:

- a. The student must inform the Dean, 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 SMS meeting in the presence of the Dean 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 SMS Board 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 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, the prescribed style for students studying Medicine is the *Harvard Referencing Style*.

#### 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 SMS.

### **B. Examples of Plagiarism**

#### Article 3

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

- 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 SMS 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 SMS will compare the work in question to the body of work the student has produced under exam conditions.

## **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 SMS, as recorded by the Dean.

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.

## 1.1 Categories of plagiarism offences

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

### 1.1.1 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.

### 1.1.2 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

## 1.2 Examples of plagiarism offences

### 1.2.1 Inadequate referencing - examples

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.

### 1.2.2 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*

### 1.2.3 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*

### 1.2.4 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 SMS 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 <sup>st</sup> minor	<b>Consultation</b> + <b>If resubmitted:</b> no grade penalty if correct  <b>If not resubmitted:</b> Marks deducted at the discretion of the Instructor	<b>Consultation</b> + Marks deducted at the discretion of the Instructor	<b>1. Must be resubmitted.</b> <b>2. Marks deducted at the discretion</b> <b>of the Mentor and Dean of SMS</b>
1 <sup>st</sup> major 2 <sup>nd</sup> minor	<b>Consultation</b> + <b>If resubmitted:</b> Marks deducted at the discretion of the Instructor  <b>If not resubmitted:</b> 0 for assignment	<b>Consultation</b> + 0 for assignment	<b>1. Must be resubmitted.</b> <b>2. Minimum passing grade</b> <b>3. Record on student transcript</b>
2 <sup>nd</sup> major 3 <sup>rd</sup> minor 1 <sup>st</sup> serious major	<b>0 for assignment</b>	<b>0 for assignment + Probation</b>  (if the student is already on probation, expulsion)	<b>No degree</b>
Further	<b>Possible penalty(ies):</b> <ul style="list-style-type: none"> <li>• 0 for coursework</li> <li>• 0 for course</li> <li>• Probation</li> <li>• Expulsion</li> </ul>	<b>Possible penalty(ies):</b> <ul style="list-style-type: none"> <li>• 0 for coursework</li> <li>• 0 for course</li> <li>• Expulsion</li> </ul>	<b>No degree</b>

Appendix A

ACADEMIC MISCONDUCT FORM (FORM A)

Student _____ Year of study _____	Course Leader _____ Semester _____ Date: _____
Course _____	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 SMS): _____ →	

**Signatures**

Course Instructor \_\_\_\_\_

Dean of Students \_\_\_\_\_

Dean of the Department (major offences) \_\_\_\_\_

**Appendix B**

**ACADEMIC MISCONDUCT COMPLAINT FORM (FORM B)**

<b>Student</b> _____ <b>Year of study</b> _____	<b>Course Leader</b> _____ <b>Semester</b> _____
<b>Course</b>	<b>Description of work</b>

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

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

**Signed by:**

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Appendix C

ACADEMIC MISCONDUCT COMPLAINT REPORT (FORM C)

<b>Student</b> _____ <b>Year of study</b> _____	<b>Course Leader</b> _____ <b>Semester</b> _____ <b>Date reviewed by Faculty:</b> _____
<b>Course</b>	<b>Description of work</b>

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

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

Signed by:

Date: \_\_\_\_\_

Dean of Students:

\_\_\_\_\_



## Appendix D 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](http://skillsforlearning.leedsmet.ac.uk/Quote_Unquote.pdf)

Reference List	In-text citations
<b>1. Book, single author</b>	
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
<b>2. Book, with 2 – 4 authors</b>	
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)
<b>3. Book, more than 4 authors</b>	
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 ...
<b>4. Book, with an editor</b>	
Pike, E.R. & Sarkar, S. (eds) 1986, <i>Frontiers in quantum optics</i> , Adam Hilger, Bristol.	... some findings (Sjostrand 1993)
<b>5. E-book</b>	
Dronke, P. (1968) <i>Latin and the rise of European love-lyric</i> [Internet]. Oxford, Oxford University Press. Available from: Netlibrary < <a href="http://www.netLibrary.com">http://www.netLibrary.com</a> > [Accessed 6 March 2008].	Dronke (1968) argued that Latin syntax was key in...
<b>6. Article or chapter in a book</b>	
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.
<b>7. Journal article</b>	
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).
<b>8. Article in a newspaper</b>	
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)
<b>9. Film and video</b>	
<i>35 mm films</i>	<b>Now voyager</b> . (1942) Directed by Irving Rapper. New York, Warner [film:35mm].
<i>Commercial DVDs</i>	<b>The blue planet</b> . (2001) London, BBC Enterprises [box set video: DVD].
<i>Television / radio programmes and off-air recordings</i>	Panorama. (2008) <b>Britain on the sick</b> . London, BBC1, 19 May, [video: DVD].
<i>Radio programmes</i>	<b>You and yours</b> . (2008) London, BBC Radio 4. 30 September, 12:00.
<b>11. Web page, with an author and title:</b>	
Albanese, A. (2009) <i>Fairer compensation for air travellers</i> , 29 January, Agency for Infrastructure [Internet], Available from: <a href="http://www.minister.infrastructure.gov.au/aa/releases/2009/January/AA007_2009.htm">http://www.minister.infrastructure.gov.au/aa/releases/2009/January/AA007_2009.htm</a> [Accessed 30 March 2009].	... this agreement (Albanese 2009)
<b>12. Web page, with an author and title, but NO DATE:</b>	
Bliss, S.E. (n.d.) <i>The effect of emotional intelligence</i> , [Internet], Available from: <a href="http://eqi.org/mgtpaper.htm">http://eqi.org/mgtpaper.htm</a> . [Accessed 30 October 2010].	... it has been argued that intelligence is a combination of competencies (Bliss n.d.)
<b>13. Web page, with a title but NO AUTHOR</b>	
Leeds Metropolitan University (2006) Policy, framework principles and procedures for research ethics [Internet], Leeds, Leeds Metropolitan University. Available from: <a href="http://www.leedsmet.ac.uk/research">http://www.leedsmet.ac.uk/research</a> [Accessed 20th October 2008].	... in this subject guide (Leeds Metropolitan University 2006)