

SVKM's IIS-KINGSTON UNIVERSITY GENERAL RULES ON STUDENT BEHAVIOUR

The following are the levels of Misconduct that the student assures not to indulge in during his/her study at SVKM's IIS and agrees with and understands all the penalties stipulated herewith in case found guilty.

A. Level 1 Misconduct: Level 1 misconduct includes persistent disruptive behaviour, behaviour which causes a disturbance or nuisance to others, or behaviour which may impact on health and safety. The following are examples of the type of behaviour categorised as Level 1 misconduct, although this list is not exhaustive or designed to be prescriptive: -

1. Repeated use of mobile phones in classes and/or in laboratory or library
2. Refusal to comply with local level regulations
3. Addressing staff or fellow students in an impolite, inappropriate or offensive manner
4. Misuse or inappropriate use of institute facilities or property
5. Bringing the University into disrepute (e.g. through noise and/or anti-social behaviour in the local community)
6. Obstruction or disruption of University processes and procedures, or roles, responsibilities and activities of members of the SVKM staff
7. Failure to evacuate following a fire alarm activation
8. Persistent late arrival for appointments and classes
9. Petty theft
10. Non-compliance with ground rules for acceptable behaviour

The above list is not exhaustive, any other behaviour/ action which is considered as misconduct by the judging panel at IIS.

If determined that misconduct has occurred, one or more of the following penalties may be applied for instances of Level 1 misconduct:

1. Formal warning;
2. Payment of replacement costs to the value of the damage done for loss/damage to property of SVKM and/or student property (Damage of a value greater than Rs.25000 should be considered as Level 2 misconduct);
3. A reflective piece of work of up to 2,000 words, details of which will be provided to the student
4. A written apology to the aggrieved party.

B. Level 2 misconduct: This level includes threatening behaviour and bullying or harassment of staff or students. It also includes a failure to comply with a penalty imposed for Level 1 misconduct. The following are examples of the type of behaviour categorised as Level 2 misconduct, although this list is not exhaustive or designed to be prescriptive:

1. Abusive/threatening behaviour towards a member of staff and/or a student
2. Bullying or harassment of a member of staff and/or a student via any means, this includes the publishing of offensive material about an individual

3. Damage to or defacement of SVKM property or the property of other members of the SVKM community caused intentionally or recklessly
4. Theft of University property or the property of a member of the SVKM staff
5. Fraud, deceit or dishonesty in relation to the SVKM/KU or its staff, or in relation to being a student at the University
6. Tampering with fire equipment
7. Malicious or fabricated allegations against staff
8. Bringing the Institution/University into disrepute (e.g. damaging the good name or reputation of the University)
9. Obstruction or disruption of University processes and procedures, or roles, responsibilities and activities of members/staff of the Institution/University
10. Conduct which constitutes a criminal offence, where that conduct took place on SVKM premises, affected other members of the University/ Institution, or damages the good name of SVKM or Kingston University
11. Non-compliance with a disciplinary penalty issued by SVKM's IIS
12. Non co-operation with a disciplinary investigation conducted by SVKM's IIS

If determined that misconduct has occurred, one or more of the following penalties may be applied for instances of Level 2 misconduct:-

1. Formal written warning;
2. Payment of replacement costs for loss/damage to SVKM's IIS and /or student property
3. Issuing a Notice to Quit on a student resident in SVKM hostel/ KU Halls of Residence where misconduct has taken place within such property;
4. A written apology to the aggrieved party; and/or
5. Suspension from specific facilities or premises for a maximum of 15 days, where a student has caused a major disruption to the facility or premises.

C. Level 3 misconduct: This level of misconduct is behaviour which calls into question a student's Registration at the University. It also includes a failure to comply with a penalty imposed for Level 2 misconduct. The following are examples of the type of behaviour categorised as Level 3 misconduct, although this list is not exhaustive or designed to be prescriptive:

1. Dealing in illegal substances
2. Physical assault on a member of staff and/or a student
3. Use of, or threat to use, a weapon
4. Offences against the person of a violent or sexual nature
5. Drugs offences in and around SVKM campus/premises
6. Fraud, deceit or dishonesty in relation to the SVKM/University or its staff, or in relation to being a student at the University
7. Theft of SVKM/University property or the property of a member/staff of SVKM/University
8. Criminal convictions for any of the above
9. Malicious activation of fire alarms
10. Non-compliance with a disciplinary penalty issued by SVKM's IIS
11. Non co-operation with a disciplinary investigation conducted by SVKM's IIS

If determined that misconduct has occurred, one or more of the following penalties may be applied for instances of **Level 3** misconduct:-

1. Final written warning;
2. A fine or financial penalty (In cases where a student has been found to have submitted fraudulent documentation to gain a financial advantage or admission, He/she shall be required to pay back any difference in amounts);
3. Payment of replacement costs for loss/damage to SVKM/University and/or student property;
4. Issuing a Notice to Quit on a student resident in SVKM hostel/ KU Halls of Residence where misconduct has taken place within such property;
5. A written apology to the aggrieved party;
6. Suspension from specific facilities or premises for a maximum of 30 days, where a student has caused a major disruption to the facility or premises. During suspension period the student will not be allowed to submit any weighted or non-weighted piece of assessment in any module;
7. Suspended expulsion for the remainder of the current academic year, or the duration of student's studies; and/or
8. Expulsion with immediate effect.

In case of student (s) indulging in repeated misconduct of any type/level or multiple levels, the institute has the right to take any other action against the student as deemed fit by the organisation.

SVKM's IIS-KU GENERAL RULES ON ACADEMIC CONDUCT

All student admitted at SVKM-IIS for SVKM-KU BBA (Hons) programme must strictly adhere to the rules on Academic conduct. All students are instructed to comply with all academic requirements.

A. Deadlines for the Submission of Assessed Work

1. Faculties should inform students of the deadlines for the submission of formally assessed work.
2. Extensions to the deadline for formal submissions will not be granted under any circumstances.
3. Where acceptable reasons (with appropriate evidence provided) or technical fault while submitting the assessed piece of work, are agreed with the module leader, the deadline for the submission of a formally assessed piece of work may be extended by either 24 hours or five university working days without penalty.
4. The students will be solely responsible to submit their assessments on time and are advised to keep multiple backups of their work. Under no circumstances, will the university or the institute accept loss of data at student's end as a valid ground for non-submission or late submission of any piece of assessment.

B. Late submission of assessment within five university working days of the deadline

1. Normally, work submitted within five university days of the deadline will be penalised. Work that is judged to be of the required pass standard will be capped at the minimum pass mark and the grade PL will be applied. Work that fails to make the minimum standard initially will be recorded with the actual mark and a grade of FL will be applied. If it is passed on resubmission, it will be capped at the minimum pass mark.
2. Work submitted for reassessment after the submission deadline will not be considered. A mark of 0% will be agreed and a late module grade applied.

C. Late submission of work beyond the five university working day deadline

1. Work submitted after the five university working day period will not be considered. A mark of 0% will be agreed and a late module grade applied.
2. Student seeking permission to submit work beyond the five university working day period due to documented mitigating circumstances should follow the University's regulations on mitigating circumstances and student assessment.
3. A student given permission to submit work within the five university working day period permitted by the University's Extension Policy who does not then submit the work, and who does not follow the University's regulations on mitigating circumstances, will be deemed not to have submitted the work. The work will be treated as a non-submission.

D. Penalty for non-submission

1. When an element of assessment is not submitted, it will be counted as an attempt and marked as 0%.
2. Persistent late submission or non-submission of coursework may result in a student's suspension or exclusion and the possible termination of registration.

E. Reassessment – General Principles

1. A student who has passed a module at the first attempt will not be offered the opportunity to be re-assessed to improve the grade.
2. A student who passes a module on reassessment will be awarded the minimum pass mark for the module.
3. A student who fails to pass a module on reassessment will be awarded the highest mark achieved for the module across all of the module's assessment attempts.

F. Compensation for Failure: Refer to Academic Undergrad regulations provided on University website for details. Please note the following:

1. Failure due to academic misconduct cannot be compensated.
2. A PAB may apply compensation if a student has passed at least 90 credits at the same credit level. The compensation may be applied after failure at the first attempt, or following failure at reassessment. Compensation may only apply to modules that are marginally failed (grade FM).
3. PAB may apply compensation as follows:

Levels 4 and 5	A PAB may apply compensation up to a total maximum of 30 credits across Levels 4 and 5. Compensation will normally be applied at level 4 following reassessment. At Level 5, compensation may be applied after failure at the first attempt, or following failure at reassessment.
Level 6	A PAB may apply compensation up to a maximum of 30 credits. The compensation may apply after failure at the first attempt, or failure following reassessment.
Level 7	A PAB may apply compensation up to a maximum of 30 credits. The compensation may apply after failure at the first attempt, or failure following reassessment.

G. Progression**Level 4 to level 5**

1. To progress from level 4 to level 5, a student on an honours route should normally have achieved not less than 120 credits at level 4, or above. However, where the structure of a programme makes it possible, a PAB may permit a student to progress to level 5 with 90 credits at level 4 or above.

Level 5 to level 6

2. To progress from level 5 to level 6, a student on an honours route must have achieved not less than 120 credits at level 5, or above.

Level 6 to level 7

3. To progress from level 6 to level 7, a student on an honours route must have achieved not less than 120 credits at level 6, or above.

H. Internal examinations which are not weighted but mandatory

1. All students must appear in all mock tests/ preparatory exams or any other internal exams held at SVKM's IIS as and when informed, irrespective of whether these are weighted or not. Failure to do so may result in disciplinary action against the student as deemed fit by the institute.
2. Students who miss their internal exams at SVKM's IIS on grounds of mitigating circumstances must provide documentary evidence of the same to SVKM's IIS office, within 7 days from the date of missed examination. Failure to do so will result in disciplinary action against the student.

The above rules on academic regulations are subject to change in Kingston University Academic Regulations from time to time as made by the University. All students are advised to access Kingston University website for details on academic regulations.

SVKM's IIS-KU GENERAL RULES ON ADMISSIONS

General Requirements:

The admission of an individual applicant to a programme within the Undergraduate Regulations is at the discretion of the authorised admissions tutor(s), or nominee, subject to:

1. The University's policy on admissions
2. There being a reasonable expectation that the applicant will be able to fulfil the objectives of the programme and achieve the standard required for the award
3. The applicant meeting the entry requirements for the award to which the particular programme leads
4. The applicant fulfilling the specified entry requirements for the programme of study
5. The applicant providing a satisfactory reference/ letter of recommendation from previous academic institution attended.
6. All applicants to a programme in the Undergraduate programme should normally be aged 17 years or over at the start of the programme.
7. Students needing a Tier 4 visa for study in the UK must meet the requirements of the UKVI. Where applicants are required to demonstrate by formal assessment a minimum level of proficiency in English language prior to admission to the University (score in English less than 70%), the minimum level of attainment required for admission onto a programme in the Undergraduate Regulations i.e. A score of 6.0 overall and with minimum 5.5 in each element in the British Council IELTS Academic English Test, or equivalent.
8. The University reserves the right to refuse admission (or cancel registration) to any applicant (or student) whose application details are found to be false.
9. The University expects students to attend all programme-related activities unless they have good reason for absence and the absence is approved by the Head of the Institute (or equivalent). Failure to attend without acceptable cause may result in the termination of a student's registration for a University award.
10. Students are responsible for ensuring that they are registered for the correct modules. Module registration is linked to the assessment record and therefore failure to register correctly may result in assessments being void and the loss of an assessment attempt due to non-submission.

I declare that I have read and understand the rules and regulations governing my admission and agree to abide by these. Failure to do so can lead to disciplinary action as outlined in this document.

Student's Name : _____

Student's Signature : _____

Father's /Mother's Name : _____

Father's /Mother's Signature : _____

Date : _____