



Disciplinary Code of Ono Academic College

1. General

- a. Membership in an academic institution obligates students, lecturers, and employees to maintain proper conduct. Any person who violates the disciplinary rules may be brought before the Disciplinary Authorities of Ono Academic College and shall be liable to disciplinary sanctions in accordance with this Disciplinary Code.
- b. This Disciplinary Code shall apply to students, including those enrolled in the preparatory program of Ono Academic College. The provisions of this Code shall apply to employees and lecturers, subject to the Disciplinary Code for Employees and Lecturers.
- c. Any person who was a student at Ono Academic College, or who submitted an application for admission, shall remain subject to this Disciplinary Code even after completing or discontinuing their studies, or after their application has been rejected – in relation to acts or omissions committed during the period of their studies or candidacy for admission.

2. Definitions

In this Code, the following terms shall have the meanings ascribed to them below:

“Ono Academic College” – Ono Academic College, including all campuses and faculties operating within it, as well as all academic and other related activities.

“Lecturer” – A teacher, lecturer, faculty member, or any person performing teaching, instruction, or tutoring duties in any of the faculties or other study programs, or any person holding an academic position, even if not actively engaged in teaching.

“Employee” – Any person employed by Ono Academic College in administrative, managerial, maintenance, or any other capacity on behalf of the College.

“Student” – Any of the following:

- 1) A person who has applied for admission to Ono Academic College, including to a preparatory program, from the time of registration until the Admissions Committee has rendered a decision on their application.
- 2) A person who has been admitted to studies at Ono Academic College, including to a preparatory program, whether as a regular student or a conditional one.
- 3) A person who has completed their studies at Ono Academic College, including in a preparatory program.

“Disciplinary Offense” – Any act or omission that violates the Disciplinary Code of Ono Academic College.

“Disciplinary Authorities” – The Institutional Disciplinary Officer, the Faculty Disciplinary Officers, the Faculty Disciplinary Committees, the Institutional Disciplinary Committee, and the Appeals Committee.

3. General Duties

- a. Maintaining the dignity of Ono Academic College, the dignity of its lecturers, employees, students, and guests, and conducting oneself in a manner befitting a student of an institution of higher education.
- b. Compliance with the rules of conduct, regulations, and procedures established by the authorities of Ono Academic College.
- c. Compliance with the instructions of lecturers and employees given in the course of performing their duties.
- d. Addressing any employee or lecturer of Ono Academic College in a respectful manner and in accordance with the procedures of the faculty in which the student is enrolled.
- e. Adherence to proper conduct and to the safety and security regulations within the premises of Ono Academic College, as well as preservation of institutional property, cleanliness, and order throughout its facilities – including classrooms, the library, cafeteria, offices, and public areas.
- f. Observance of the principles of honesty and integrity applicable to examinations, coursework, and all academic obligations, including proper conduct during examinations.

4. Disciplinary Offenses

A disciplinary offense shall be any of the following:

- a. Failure to comply with the instructions of the authorities of Ono Academic College, given in the course of performing their duties, including the instructions of its lecturers and employees.
- b. Failure to comply with procedures published by the Director of the Security Department of Ono Academic College.
- c. Providing false information, committing an act of fraud, or knowingly concealing information for the purpose of obtaining rights at Ono Academic College or any benefit in connection with studies at the College, including during admission procedures, recruitment for any position, or any other process of obtaining benefits or advantages.
- d. Cheating in an examination, copying from another student, assisting or enabling another student to copy during an examination, including any violation of instructions relating to writing or conduct during the examination, behavior contrary to the instructions of the proctors, or conduct that disrupts or obstructs them, shall be deemed an attempt to commit examination fraud. Without derogating from the generality of the foregoing,

removing an examination from the examination rooms or reading rooms, or copying it in any manner whatsoever, constitutes a disciplinary offense; likewise, possession of an examination removed as aforesaid and/or its transfer to other students shall also constitute disciplinary offenses.

- e. Fraudulent conduct or interference with remote-proctoring or monitoring mechanisms in online examinations shall constitute disciplinary offenses, whether committed intentionally or unintentionally, including the following:
 - 1) Failure to activate two cameras.
 - 2) Entering the examination before both cameras have been activated, or leaving the examination after disconnecting from supervision by both cameras.
 - 3) Disconnecting a camera during the examination.
 - 4) Camera angle not being properly directed as required, even after a warning has been given.
 - 5) Use of a virtual background or the appearance of another person in the camera's frame.
 - 6) Use of headphones of any kind.
 - 7) Opening any web page, application, file, or folder on the computer, unless expressly permitted in the examination instructions.
- f. Possession of prohibited materials or any digital devices during an examination. For this purpose, the mere presence of such prohibited material or digital device in the student's possession, belongings, or immediate surroundings during the examination shall be deemed an offense, unless the student proves that they took all reasonable measures to ensure that no prohibited material would be in their possession, belongings, or immediate vicinity.
- g. Entering an examination while impersonating another student, including an online examination conducted in on-campus examination rooms.
- h. Attempting to disrupt the course of an examination or any other act impairing the integrity of examinations.
- i. Fraud or misrepresentation in a home assignment, seminar paper, or any other work required of the student in connection with their studies, including any breach of the instructions governing the preparation of such work, as well as assisting another person in committing such an act, including transferring one's work to another student.
- j. Damaging the property of Ono Academic College in general, and in particular the property of the College library, including theft, concealment, or mutilation of books, and any other offense related to the use of the library, including disorderly conduct or breach of discipline while in the library.
- k. Violation of the rules governing the use of Ono Academic College's facilities, classrooms, equipment, computers, library, offices, parking lots, or open spaces.
- l. Conduct or expression that harms the person, dignity, or property of the lecturers, employees, or students of Ono Academic College, when committed as a result of or in

connection with Ono Academic College or the status of the victims as lecturers, employees, or students, whether committed within the premises of the College or outside of it. Without derogating from the generality of this section, recording or photographing any employee of Ono Academic College, including lecturers and other academic staff members, without their consent, shall constitute a disciplinary offense.

- m. Giving false testimony or concealing facts during a hearing before the Disciplinary Authorities, failure to comply with their instructions, or refusal to appear before them when summoned.
- n. Sexual harassment or retaliatory conduct.
- o. Any conduct unbecoming of a student, whether by act or omission, in violation of the disciplinary rules.
- p. Any attempt, assistance, or incitement to engage in conduct constituting a disciplinary offense.
- q. Smoking inside buildings, in classrooms, or outside designated open areas expressly marked as smoking-permitted.

5. Sanctions

A person found responsible for a disciplinary offense may be subject to one or more of the following sanctions:

- a. Warning, reprimand, or severe reprimand.
- b. Annulment of a home assignment, seminar paper, or any other work required of the student in connection with their studies, or the imposition of an additional assignment or assignments beyond the student's regular academic requirements, on a subject determined by the Committee.
- c. Prohibition from taking one or more examinations during specified examination periods.
- d. Cancellation of or prohibition from participation in an in-person or online course, or the imposition of an obligation to retake or take an additional course or courses as specified.
- e. Withholding of a certificate or any document attesting to the student's studies or completion of studies at the College, for a period to be determined.
- f. Revocation or suspension of any tuition discount, academic award, or scholarship, or suspension of the right to receive them for a period to be determined.
- g. Denial of access to the facilities of Ono Academic College, including prohibition of the student's entry to the premises and facilities of the College.
- h. Denial of access to administrative services, library services, or other institutional services, for a period to be determined.
- i. Obligation of the student to pay monetary compensation for material damage caused to Ono Academic College, its lecturers, employees, or students.
- j. Suspension from the College for a defined period.

- k. Expulsion from the College on a permanent basis.
- l. Revocation of rights or recognition of academic achievements obtained through fraud, including reduction of a grade on an examination or assignment.
- m. Suspension or cancellation of any document or certification issued by Ono Academic College relating to the student's studies.
- n. A monetary fine not exceeding one-half of the full annual tuition fee for a regular student, which shall be transferred for charitable purposes as determined by the authorities of Ono Academic College at their sole discretion.
- o. Requirement that the student perform community service within or on behalf of Ono Academic College, for the benefit of students, the public, or the community, under the conditions and within the timeframes determined by the Disciplinary Authorities. The Committee may assign supervision of the community service to a representative of the faculty or department.
- p. In any case where a student is found responsible for academic dishonesty in an examination or assignment, the examination or assignment in question shall be invalidated. Such invalidation shall apply irrespective of any additional sanction imposed as a result of the student being found responsible for academic dishonesty.

6. Suspended Sanction

- a. The Disciplinary Authorities may determine that any sanction imposed by them, in whole or in part, shall be suspended. They may also set the duration of the probationary period, impose limitations upon it, or make it conditional on compliance with additional requirements.
- b. The probationary period shall be no less than one semester (or trimester) and no more than three years.
- c. The probationary period shall commence on the date of the decision, unless otherwise specified in the decision itself.
- d. A person subject to a suspended sanction shall not be required to serve the suspended sanction unless, during the probationary period, they commit one of the specified offenses and are found responsible for that offense during or after that period.
- e. The Disciplinary Authorities may enforce the suspended sanction and, in addition, impose a further sanction.

7. Disciplinary Authorities

The Disciplinary Authorities shall consist of the following:

- a. Institutional Disciplinary Officer.
- b. Faculty Disciplinary Officer.

- c. Faculty Disciplinary Committee.
- d. Institutional Disciplinary Committee.
- e. Appeals Committee.
- f. Legal Disciplinary Advisors.

8. Functions of the Disciplinary Authorities

a. Institutional Disciplinary Officer

- 1) The Institutional Disciplinary Officer shall be appointed by the President of Ono Academic College or their deputy, from among the lecturers who are members of the internal faculty.
- 2) The Institutional Disciplinary Officer shall be responsible for formulating disciplinary policy and ensuring its application across all campuses of Ono Academic College.
- 3) The Institutional Disciplinary Officer shall oversee the operation and training of the Disciplinary Authorities and ensure the establishment of uniform procedures.
- 4) The Institutional Disciplinary Officer shall be responsible for formulating policy regarding the hierarchy of sanctions and the division of responsibilities among the Disciplinary Authorities.

b. Faculty Disciplinary Officer

- 1) The Faculty Disciplinary Officer shall be appointed by the Dean of the relevant faculty, from among the members of the internal faculty, in consultation with the Institutional Disciplinary Officer.
- 2) The Faculty Disciplinary Officer shall handle disciplinary complaints arising within the faculty in which that Officer has been appointed and shall have the authority to determine, based on the evidence before them, whether to initiate disciplinary proceedings, including:
 - (a) Conducting a preliminary inquiry and issuing a warning, if necessary.
 - (b) Conducting a mediation process.
 - (c) Reaching a plea agreement, conditional upon the student's admission of guilt in exchange for a reduced sanction.
 - (d) Issuing interim decisions until the completion of the proceedings.
- 3) The Faculty Disciplinary Officer shall determine whether to close the case, refer it to the Faculty Disciplinary Committee, or transfer it to the Institutional Disciplinary Officer, who may instruct on further proceedings – and shall also make all decisions regarding the scheduling of the disciplinary process.
- 4) The disciplinary proceeding before the Faculty Disciplinary Officer shall be summarized in writing and sent to the student. The Officer shall have the authority to decide whether a copy of the proceeding shall be sent to the student's personal file or to another relevant entity within the College.

c. Faculty Disciplinary Committee

- 1) The Faculty Disciplinary Committee shall be composed of a single adjudicator appointed by the Dean of the relevant faculty. The Dean may determine that several single adjudicators be appointed, depending on the size and needs of the faculty.
- 2) The Faculty Disciplinary Committee shall hear disciplinary offenses referred to it by the Faculty Disciplinary Officer.
- 3) The Faculty Disciplinary Committee shall have the authority to hear the offenses specified in this Code.

d. Institutional Disciplinary Committee

- 1) The Institutional Disciplinary Committee shall be appointed by the President or Vice President of Ono Academic College from among the lecturers who are full-time faculty members, upon the recommendation of the Dean of the faculty to which the faculty member belongs.
- 2) More than one panel of the Institutional Disciplinary Committee may be appointed, at the discretion of the President or Vice President of Ono Academic College.
- 3) The Institutional Disciplinary Committee shall hear disciplinary offenses referred to it by the Institutional Disciplinary Officer.

e. Appeals Committee

- 1) Hearings before the Appeals Committee shall be conducted by a panel of three members.
- 2) Each committee shall include a representative of the Faculty of Law, the Chairperson of the Student Union, and one additional representative from among the following: the Deans of the faculties, the Dean of Students or their deputies, or any person authorized by the Supreme Academic Council. Where necessary, a Dean may appoint a substitute representative.
- 3) The Chairperson of the Committee shall be the representative of the Faculty of Law.
- 4) The Appeals Committee shall hear appeals submitted by a student who has been tried before one of the following authorities: the Faculty Disciplinary Committee or the Institutional Disciplinary Committee.
- 5) The Appeals Committee may accept or reject the student's appeal and may also determine a sanction different from that imposed by the prior authority.

f. Legal Disciplinary Advisors

- 1) The Legal Disciplinary Advisors shall be appointed from among the law faculty members of Ono Academic College by the Dean of the Faculty of Law, in consultation with the Institutional Disciplinary Officer.
- 2) The Advisors shall provide legal counsel to all Disciplinary Authorities regarding the legal aspects of their work, to guide them in such matters, and to assist the

Disciplinary Authorities by providing the legal tools and means necessary for implementing the disciplinary policy of Ono Academic College.

9. Complaint and Initiation of Disciplinary Proceedings

- a. Any lecturer, student, or employee of Ono Academic College may submit a complaint alleging a disciplinary offense.
- b. A complaint concerning a disciplinary offense shall be submitted in writing or electronically. The complaint shall be submitted to the Head of the Student Administration in the department in which the student is enrolled and shall detail the acts or omissions attributed to the student. Documents or other evidence supporting the complaint shall be attached, to the extent such materials are in the complainant's possession.
- c. The complaint, together with all accompanying materials, shall be forwarded by the Head of the Student Administration to the Faculty Disciplinary Officer.
- d. Cameras are installed at Ono Academic College, with signage indicating their presence, in classrooms and public areas. It is hereby clarified that recorded materials may be used as evidence in disciplinary proceedings.
- e. If the Disciplinary Officer becomes aware of a suspected disciplinary offense, the Officer may initiate disciplinary proceedings even in the absence of a formal complaint.
- f. The Faculty Disciplinary Officer shall, at their discretion, update the Head of the Security Department in relation to disciplinary proceedings that raise concerns regarding activities which may endanger the safety of students, staff, or visitors to the College.

10. Interim Measures

- a. The Faculty Disciplinary Officer, in consultation with the Dean of the faculty and the Institutional Disciplinary Officer, may issue interim measures or orders in any disciplinary matter (such as suspension from studies, postponement of an examination review, withholding of a grade, prohibition from taking an examination, prohibition from using the facilities of Ono Academic College, and similar measures). Such interim measures shall remain in effect until a final decision is rendered on the complaint.
- b. The Security Department may request that the Faculty Disciplinary Officer suspend a student, and such action shall be carried out in accordance with the procedure set forth in this section.

11. Investigation of the Complaint and Proceedings before the Faculty Disciplinary Officer

- a. The Disciplinary Officer may investigate the complaint in any manner the Officer deems appropriate, including by summoning the complainant, the student, or any lecturer, student, or employee for the purpose of providing any information relevant to the matter. During the investigation, the student shall not have the right to legal representation and must appear personally for the inquiry. Failure by the student to appear for the investigation shall not prevent the inquiry from proceeding.
- b. The Disciplinary Officer may decide to bring the student before a Disciplinary Committee or to discontinue the handling of the complaint if convinced that the student is not guilty of a disciplinary offense, that there is insufficient evidence to bring the student to a disciplinary hearing, or that there is no justification to proceed with disciplinary action.
- c. The Disciplinary Officer may propose a plea agreement to the student for the purpose of concluding the disciplinary process. A plea agreement, once accepted, shall not be subject to appeal. If the student rejects the plea agreement, the Disciplinary Officer shall refer the complaint for disciplinary proceedings.
- d. If the Disciplinary Officer decides to bring the student before a Disciplinary Committee, written notice thereof shall be provided to the student, accompanied by the relevant materials.

12. Proceedings before the Disciplinary Committees

- a. If the Faculty Disciplinary Officer decides to bring the student to a disciplinary hearing, the complaint shall be referred for hearing before the Faculty or Institutional Disciplinary Committee, and notice thereof shall be provided to the student.
- b. The Head of Student Administration shall notify both the student and the Faculty Disciplinary Officer of the date of the hearing regarding the complaint.
- c. A representative of the Student Union may attend the hearing even if not acting on behalf of the student.
- d. The summons to the hearing shall be delivered to the student by the Head of Student Administration in one of the following ways:
 - 1) By telephone, after verifying the identity of the student.
 - 2) By hand delivery, or in any other manner determined by the Faculty Disciplinary Officer.
 - 3) By registered mail sent to the address recorded in the academic administration. Any notice or documents sent to the student by registered mail shall be deemed to have been duly delivered.
 - 4) By email to the address registered with the College. A student or Student Union representative requesting to postpone the hearing shall submit the request to the

Faculty Disciplinary Officer, together with reasons, within three (3) days from the date on which the notice was delivered. The Faculty Disciplinary Officer, in consultation with the Committee, shall decide whether to grant the request, and notice of the decision shall be sent to the student.

- e. The testimony of a lecturer, faculty member, or employee of the College shall constitute presumptive evidence.
- f. By decision of the Committee, the hearing may be conducted in the absence of the student if the student fails to appear at the scheduled time.
- g. At the commencement of the hearing, the Disciplinary Committee shall inform the student of the nature of the complaint filed against them and of the disciplinary offense with which they are charged, and shall provide the student an opportunity to present their position.
- h. The Disciplinary Committee may inquire into the circumstances underlying the alleged disciplinary offense in any manner it deems appropriate, including summoning any lecturer, student, or employee of Ono Academic College and requesting any information or document in their possession that is necessary for clarification of the matter. The Committee shall not be bound by rules of procedure or rules of evidence and may act at its discretion.
- i. The Disciplinary Committee may determine, based on the facts established before it, that the student has committed a disciplinary offense different from the one for which they were originally charged, and may impose a sanction for that offense, provided that the Committee has clarified to the student the circumstances under which it believes the offense was committed.
- j. A representative of Student Administration shall prepare an official record summarizing the main points of the hearing before the Disciplinary Committee, or shall document them in another appropriate manner.
- k. The Committee's decision shall be rendered in the absence of the student and shall be sent to the student and to the Faculty Disciplinary Officer.
- l. The student shall have the right to appeal the Committee's decision to the Appeals Committee within fourteen (14) days from the date on which the decision was sent.

13. Proceedings before the Appeals Committee

- a. A student, complainant, or representative of the Student Union may appeal a final decision of a Disciplinary Committee serving as a first-instance body before the Appeals Committee, within fourteen (14) days of the date on which the decision was sent.
- b. The appeal shall be submitted in writing, and a copy shall be provided to the Faculty Disciplinary Officer, the Institutional Disciplinary Officer, and the Appeals Committee.
- c. The rules applicable to hearings before the Disciplinary Committee shall apply, with the necessary adaptations, to hearings before the Appeals Committee.

- d. If the Appeals Committee is convinced that the decision of the Disciplinary Committee should be changed, it may do so: by finding the student responsible for a different disciplinary offense than that determined by the Disciplinary Committee, dismissing the finding, reducing the sanction, or increasing it. The Appeals Committee may modify the decision of the Disciplinary Committee in any of the aforementioned ways, regardless of who filed the appeal or the grounds on which it was based.
- e. The decision of the Appeals Committee shall be final. The decision shall be delivered to the student, the Faculty Disciplinary Officer, the Institutional Disciplinary Officer, and the complainant.

14. Publication

The Faculty Disciplinary Officer may decide, in consultation with the Institutional Disciplinary Officer, to publish the decision rendered by any of the Disciplinary Authorities, with or without disclosure of the student's name.

15. Expungement of Disciplinary Finding

- a. A student who has been found responsible for a disciplinary offense by any of the Disciplinary Authorities, whether or not they have appealed the finding, may apply to the Appeals Committee for expungement of the disciplinary finding if all the following conditions are met:
 - 1) At least two years have passed since the date of the disciplinary finding by the Disciplinary Committee, or the Appeals Committee considers that there are special reasons to shorten this period.
 - 2) The sanction imposed for the offense was not suspension from Ono Academic College for a period of one semester or longer.
- b. The Committee shall order expungement only if it is satisfied that the applicant's particular circumstances demonstrate that the disciplinary finding causes disproportionate harm not expressly considered by the Disciplinary Committee at the time of the finding, and that the offense for which the student was found responsible is not of such gravity as to warrant disregarding those special circumstances.
- c. Notification of the disciplinary finding to a professional regulatory body (such as the Bar Association, the Institute of Certified Public Accountants, or others) shall not, in itself, constitute a special circumstance as referred to in the previous section, even if the regulatory body imposes sanctions on individuals found responsible by the Disciplinary Committee.

16. General Provisions

- a. The student may be represented in a hearing before the Disciplinary Committees by a lecturer, student, or employee of Ono Academic College, or by a representative of the Student Union. The student may also be accompanied by an interpreter in any proceeding before the Disciplinary Authorities.
- b. Disciplinary proceedings may be conducted online.
The Disciplinary Authorities may postpone the commencement of any sanction imposed on the student.
- c. The student may file a complaint with the Student Ombudsman concerning a violation of their rights protected by law.
- d. Ono Academic College may, from time to time, amend the provisions of this Code, provided that such amendments shall not apply retroactively to acts committed before their enactment.