

AGA KHAN UNIVERSITY
Guidelines, Policies and Procedures

Policy Name	Student Code of Conduct and Disciplinary Procedures
Policy Number	009
Approved by	Academic Council
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Contact Office	Office of the Registrar

1.0 INTRODUCTION

- 1.1 The Student Code of Conduct and Disciplinary Procedures is devised with the primary objective of ensuring exemplary behaviour and conduct of students which they can achieve by displaying the highest degree of moral and ethical values.
- 1.2 Accordingly, the powers for determination of an offence and imposition of penalty thereof in accordance with the provisions of this Code and Procedures shall vest exclusively with the respective academic Dean (cf. Definitions, Section 11), the Dean of Students or the University Provost, as the case may be.
- 1.3 The academic Dean, Dean of Students or University Provost is empowered and competent to initiate an inquiry and impose any penalty in cases where an offence as per the provisions of this Code and Procedures has been committed by any student, notwithstanding the fact that the said individual may have been exonerated or acquitted by a court of law under prevailing laws of the land.
- 1.4 The University expects that the behaviour of its students within and outside the precincts of the University will be in conformity with the highest standards of honesty, morality and discipline. Students will respect the rights and privileges of the members of the University community and society at large at all times. They will conduct themselves in ways that uphold the reputation of the University and its programmes.
- 1.5 The Student Code of Conduct outlines the expectations of the University of its students in terms of general conduct as well as non-academic conduct. Where required, individual units of the University or those within a particular country or region, may develop policies appropriate to their legal and cultural context, while remaining within the overall framework contained herein.
- 1.6 As a condition of enrolment at the University, all students assume responsibility to observe the Code of Conduct. In cases where there are grounds to suspect a breach or any infringement of the Code of Conduct, disciplinary action under the auspices of the Disciplinary Procedures may be initiated for such behaviour committed either within or outside the precincts of the University.

- 1.7 A separate policy, the Student Academic Integrity Policy, comprehensively outlines the University's expectations of its students in terms of academic conduct and integrity. However, general and basic academic conduct expectations are included in this policy.

2.0 GENERAL STUDENT CONDUCT

- 2.1 All students will present themselves with dignity befitting their status as mature, law abiding and responsible persons and show tolerance toward religious, ethnic, social and other differences.
- 2.2 Students will refrain from any activity which is subversive of discipline and / or brings the University into disrepute.
- 2.3 Students in all settings on campus are expected to dress in a simple, decent and appropriate manner.
- 2.4 Students individually or as a group will refrain from engaging in any activity which hinders or prevents the participation of another person or group of persons in any of the activities of the University.
- 2.5 Students will ensure that their actions do not in any way threaten or endanger the health, safety or security of other persons or imperil the latter's properties.
- 2.6 Students will refrain from any behaviour which will cause damage to University property.
- 2.7 Hostel rules are to be read in conjunction with the Student Code of Conduct and Disciplinary Procedures.

3.0 GENERAL ACADEMIC CONDUCT

- 3.1 All students will diligently apply themselves to their registered courses of study.
- 3.2 Students shall attend lectures, tutorials, seminars, practical sessions, clinics and ward assignments, examinations and other scheduled courses and activities, in accordance with the attendance requirements of the University with regard to each programme, except for reasons acceptable to the University.
- 3.3 Each student shall be solely responsible for completing his / her scheduled examinations and attending other academic activities, as per his / her programme requirements.
- 3.4 Students will respect the confidentiality of information pertaining to all clients of the University including patients and their records, and will use it in no other circumstances than for authorized academic and professional purposes.

4.0 REQUESTS FOR PRIOR PERMISSION

- 4.1 Students will be required to obtain prior permission in writing through approved committee structures for the following:

- 4.1.1 Organizing co-curricular activities on campus.
- 4.1.2 Making public statements, communication or correspondence with the press or other media for mass communication on behalf of the University or commenting on the internal affairs of the University.
- 4.1.3 Inviting Government and / or foreign dignitaries, ministers, representatives of foreign governments / agencies or other public personalities in their official capacity on to any University campus.

5.0 DISCIPLINARY OFFENCES

- 5.1 Without prejudice to the generality of the provisions of the Student Code of Conduct, the following conduct by students will constitute a disciplinary offence:
 - 5.1.1 Repeated failure to conform to scheduled instruction, practical work, examination, clinical assignments and/or coercing other students to act likewise.
 - 5.1.2 Any form of intimidation, insult, abusive language, assault, molestation or harassment of students, staff, faculty, patients or other clients, within or outside the University.
 - 5.1.3 Any form of unauthorized picketing, rallies, demonstrations or organized obstructions of any student / University / University Hospital function in any manner whatsoever.
 - 5.1.4 Any attempt to conceive, design or affect any plan of whatever nature whose object or consequence is to disrupt academic programmes of the University or its operations.
 - 5.1.5 Malicious acts, theft, wilful damage or misuse of University's or any third party's property.
 - 5.1.6 Students residing or availing the hostel and its facilities shall comply with all the hostel rules and will conduct themselves in a manner that respects the rights of other resident students, faculty and staff of the University.
 - 5.1.7 Unauthorized housing of persons in the hostel or other buildings at the University.
 - 5.1.8 Raising funds, accepting donations or engaging in similar activities for and on behalf of the University without a prior written approval of the University.
 - 5.1.9 Smoking, eating, drinking where prohibited in settings of the University.
 - 5.1.10 Procurement, possession, use, sale or display of any weapon, including firearms or any other contraband item on campus or at any University-related event.
 - 5.1.11 Procurement, possession, use, sale and consumption of banned drugs, alcohol or other contraband items on campus or at University related events.
 - 5.1.12 Attendance on campus or at University-related events in an intoxicated state or under the influence of banned substances.
 - 5.1.13 Any act of violence causing injury or damage to any person or property at the University.
 - 5.1.14 Providing wrong information, giving false and / or fabricated evidence, deliberately concealing material facts or information to the University in any proceedings and inquiries carried out at any forum by the University.
 - 5.1.15 Committing or involvement in any act of deceit, fraud, forgery with the University, students, staff or faculty.
 - 5.1.16 Abuse, unauthorized or fraudulent use of University computers, network systems or computer files.

- 5.1.17 Failure to comply with or any act in violation of, contravention of or disregard for published University policies, regulations or failure to comply with the direction of University officials acting in performance of their duties.
- 5.1.18 Any act prohibited and/ or not permitted under any law of the country where the University is located.
- 5.1.19 Assisting, supporting, facilitating, encouraging, and provoking any of the offences referred in clauses 5.1.1 to 5.1.18 above.

6.0 DISCIPLINARY PROCEDURE

- 6.1 Any breach of a Disciplinary Offence will be immediately reported to the Dean of the student's academic entity and / or the Dean of Students or his / her designate.
- 6.2 Once informed, the academic Dean / Dean of Students or his / her designate will:
 - 6.2.1 Convene and refer the matter to the a Disciplinary Committee for investigation.
 - 6.2.2 Inform the University Registrar that a Disciplinary Committee has been convened.
- 6.3 While the Disciplinary Committee is investigating an offence, the academic Dean / Dean of Students may suspend the student or restrict him / her from specific or all campus based activities until the investigation is completed and a decision reached.
- 6.4 The Disciplinary Committee:
 - 6.4.1 For the University's academic entities, the Disciplinary Committee shall be a standing committee and shall consist of at least five members of the faculty and senior staff of the University, one of who shall be the Chairperson.
 - 6.4.2 The Dean of Students' Disciplinary Committee will be an *ad hoc* committee and shall consist of at least five members of the faculty and senior staff of the University, one of who shall be the Chairperson.
 - 6.4.3 Members of the academic entity-based Disciplinary Committee will be appointed by the academic Dean for a one-year term, which may be extended for a further period of two years.
 - 6.4.4 The Dean will ensure there is continuity of membership on the Committee and will have the discretion to extend the tenure or co-opt members on the Committee whose tenure have expired and who are involved in on-going cases.
 - 6.4.5 There must be a quorum of at least three members of the Disciplinary Committee present for a hearing to proceed.
 - 6.4.6 The Disciplinary Committees will be entitled to use services of any personnel of the University as the Committee may deem appropriate for the purposes of assisting the Committee in conducting the disciplinary proceedings.
- 6.5 The Disciplinary Committee's proceedings:
 - 6.5.1 The Committee will be conducted in a fair and transparent manner.
 - 6.5.2 The Committee will invite the concerned student to present his / her point of view.
 - 6.5.3 The Committee may, at its discretion, call other people deemed appropriate for seeking any information or evidence with regard to the offence.
 - 6.5.4 Unless otherwise authorized by the academic Dean / Dean of Students, the Disciplinary Committee will normally complete its proceedings within 15 working days.

- 6.5.5 The outcome of the Disciplinary Committee's investigation will be communicated to the academic Dean / Dean of Students in writing.
- 6.5.6 The academic Dean / Dean of Students may act upon the recommendation(s) of the Disciplinary Committee or in accordance with his / her judgment.
- 6.5.7 In exercising his / her right of making a decision, the academic Dean / Dean of Students shall not be required to provide a hearing to the student.
- 6.5.8 The academic Dean / Dean of Students will advise the student of the decision, in writing.
- 6.5.9 A copy of the decision will be sent to the University Registrar.

7.0 DISCIPLINARY ACTIONS

- 7.1 In cases of breaches of Disciplinary Offences 5.1.1 – 5.1.9, the University will impose anyone or more of the disciplinary actions given below, depending on the severity of the offence.
 - 7.1.1 Counselling of the student.
 - 7.1.2 A letter of warning or reprimand to the student.
 - 7.1.3 Probation for a specified period of time with mandatory periodic counselling.
 - 7.1.4 The payment of fine by the offender commensurate with the nature and gravity of the offence committed.
 - 7.1.5 Suspension from the University for a specified period.
 - 7.1.6 Expulsion from the University and / or expulsion from the University residences if so required.
 - 7.1.7 Any other penalty which the relevant authority / body of the University may deem fit to impose.
- 7.2 Notwithstanding Section 7.1, in cases of breaches of Disciplinary Offences 5.1.10 – 5.1.19, the University will impose anyone or more of the disciplinary actions given below, depending on the severity of the offence.
 - 7.2.1 Suspension from the University for a specified period.
 - 7.2.2 Expulsion from the University and / or expulsion from the University residences if so required.
 - 7.2.3 Any other penalty which the relevant authority / body of the University may deem fit to impose.

8.0 APPEALS

- 8.1 Any appeal of the academic Dean's / Dean of Students' decision must be made within 10 working days of the date of the letter notifying the student of the decision.
 - 8.1.1 Students must make their appeal in writing.
 - 8.1.2 An appeal may only be made by the student. Appeals received from parties other than the student will not be considered.
 - 8.1.3 Disagreement with the academic Dean's / Dean of Students' decision is not grounds for an appeal.
 - 8.1.4 In filing an appeal, students must be clear about the reasons why they believe the academic Dean's / Dean of Students' decision is incorrect. Normally, an appeal can only be considered on one or more of the following grounds:

- *Significant mitigating circumstances*
There existed circumstances affecting the student's actions of which, for good reason, was not available to the Disciplinary Committee when the investigation took place.
 - *Procedural irregularities*
There were procedural errors or irregularities in the conduct of Disciplinary Committee's investigation of such a nature as to create a reasonable possibility that the result may have been different if the irregularities had not occurred.
 - *Prejudice or bias*
There is evidence of prejudice or bias or lack of proper conduct on the part of one or more of the Disciplinary Committee members.
- 8.2 Appeals should be addressed to the University Registrar who will be responsible for forwarding the matter to the University's Provost.
- 8.3 In cases where the Provost is not available to consider the recommendations of an appeal within the prescribed timelines, the Provost will forward the matter to an academic Dean / Vice Provost who will act in his / her place.
- 8.3.1 The academic Dean selected by the Provost may not be the academic Dean of the student's academic entity.
- 8.3.2 Once selected the academic Dean / Vice Provost shall become the Provost's designate.
- 8.4 Upon the receipt of an appeal, the Provost or his / her designate will convene and refer the matter to an Appeals Committee for investigation and review.
- 8.5 The Appeals Committee
- 8.5.1 The Appeals Committee will be an ad hoc committee and shall consist of three members of the faculty and senior staff of the University, one of whom shall be the Chairperson.
- 8.5.2 The Appeals Committee will be entitled to use services of any personnel of the University as the Committee may deem appropriate for the purposes of assisting the Committee in conducting the disciplinary proceedings.
- 8.6 The Appeals Committee's proceedings:
- 8.6.1 The Appeals Committee will be conducted in a fair and transparent manner.
- 8.6.2 The Appeals Committee will invite the concerned student to present his / her point of view.
- 8.6.3 The Appeals Committee may, at its discretion, call other people deemed appropriate for seeking any information or evidence with regard to the offence.
- 8.6.4 Unless otherwise authorized by the Provost, or his / her designate, the Appeals Committee will complete its proceedings within 10 working days.
- 8.6.5 The outcome of the Appeals Committee's investigation will be communicated to the Provost or his / her designate, in writing.
- 8.6.6 The Provost or his / her designate may act upon the recommendation(s) of the Appeals Committee or in accordance with his / her judgment.
- 8.6.7 In exercising his / her right of a making decision, the Provost shall not be required to provide a hearing to the student.

8.6.8 The decision of the Provost or his / her designate shall be final and binding on all parties.

8.6.9 A copy of the decision will be sent to the University Registrar.

9.0 SHARING OF INFORMATION

9.1 Where appropriate, information about a disciplinary offence may be passed on to the student's parents / guardians / sponsors. The student or parent or both may also be required to give written assurances or undertaking to support expected conduct throughout his/ her stay at the University.

10.0 CONFIDENTIALITY

10.1 Disciplinary proceedings held under the provisions of this Code of Conduct shall be of a confidential nature. To ensure the safety and security of all concerned, all information, statement, evidence, material, etc. received and / or presented during the disciplinary proceedings shall be kept strictly confidential and the students will not be entitled to have access to and/or seek copies of any of the record(s) of the disciplinary proceedings.

11.0 DEFINITIONS

11.1 Student: shall mean and include any person enrolled at the Aga Khan University in a course or programme leading to an undergraduate, graduate or postgraduate certificate, diploma or degree; in a non-credit course; or any person registered with any other university or institution who has been accepted / approved for enrolment in a course, programme of study or training at the University.

11.1.1 For the purposes of the Student Code of Conduct and Disciplinary Procedures, PGME Interns, Residents and Fellows shall be deemed to be students of the University.

11.2 Provost: The University's chief academic officer. For the purpose of application of this Code this term shall be deemed to include the Acting Provost or his / her designate.

11.3 Suspension: refers to the act of debarring a student completely or partially from the activities of the University for a specified period of time. Upon expiry of the period of suspension, the student will be readmitted, contingent upon the terms and conditions of the suspension without any obligation or liability whatsoever on the part of the University or any of its members of staff, faculty or officers.

11.4 Expulsion: refers to the termination of enrolment at the University.

11.5 Fine: shall refer to an order by the University for a student to pay a sum of money to the University as penalty for any offence committed by the student. The student may or may not be permitted to continue with the course of studies until the fine has been paid.

12.0 STUDENT HANDBOOKS

12.1 The Student Code of Conduct and Disciplinary Procedures should be included in academic unit-specific student handbooks.