

AGA KHAN UNIVERSITY
Guidelines, Policies and Procedures

Policy Name	Student Code of Conduct and Disciplinary Procedures
Policy Number	009
Approved by	Academic Council
Date of Original Approval	November 22, 2007
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Contact Office	Vice Provost, Student Affairs and Services

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 All students enrolled at the University must ensure they are aware of and acting in compliance with all published University policies including but not limited to the Social Media Policy # Com-02, the Anti-Fraud Policy # RMD-AFP-01, Student Anti-Harassment Policy # 028 and all other relevant policies. This policy must be read in conjunction with all other relevant and related University policies (as updated from time to time).
- 1.3 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.
- 1.4 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 Vice Provost of Student Affairs and Services or the University Provost or their duly authorised designates, as indicated in writing.
- 1.5 The academic Dean, Vice Provost of Student Affairs and Services, and University Provost are fully 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 or competent authority under prevailing laws of the land.
- 1.6 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, ethics, morality and discipline. Students must respect the rights and privileges of the members of the University community and society at large at all times. They must conduct themselves in ways that uphold the reputation of the University and its programmes.

- 1.7 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.
- 1.8 As a condition of enrolment at the University, each student assumes absolute responsibility to adhere to 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, in the absolute discretion of the University (whether on a complaint or otherwise of its own accord), be initiated for such behaviour committed either within or outside the precincts of the University.

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.
- 2.8 Students will treat all members of the AKU community including staff, faculty, volunteers, patients, attendants, visitors, and their fellow students with respect and dignity.

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 their scheduled examinations and attending other academic activities, as per their programme requirements.

- 3.4 Students will respect the confidentiality of information pertaining to all persons working or associated with the University including but not limited to fellow students, staff, patients and their records, and will use such information in no other circumstances than for authorized academic and professional purposes. When in doubt students must seek written permission from the authorized faculty or staff members to use such data in writing.

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 and/or within the digital environment.
 - 4.1.2 Making public statements, communication or correspondence with the press or other media for mass communication commenting on the internal affairs of the University.
 - 4.1.3 Using the University's brand elements including the AKU logo, the AKU mascot logo, and all official wordmarks on any medium including print, electronic, and physical materials or products.
 - 4.1.4 Picketing, rallies, demonstrations or organized obstructions of any student / University / University Hospital function in any manner whatsoever.
 - 4.1.5 Planning to engage in any fundraising activity on University premises, using the University brand, or for University activities.
 - 4.1.6 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.
 - 4.1.7 Using University records or data for academic or professional purposes.
 - 4.1.8 Liaising, working, or getting in touch (for any reason whatsoever) with any competent authority or regulatory body, except in their personal capacity without representing the University (either directly or otherwise).

5.0 DISCIPLINARY OFFENCES

- 5.1 Without prejudice to and in addition 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 any kind and of any nature whatsoever) of students, staff, faculty, patients or other persons, within or outside the University. This clause to be read in conjunction with the Student Anti-Harassment Policy # 028.
 - 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, including electronic smoking or smoking in all forms, as well as tobacco consumption, cigarette smoking, and consuming intoxicated items, is prohibited in the 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. This clause is to be read in conjunction with the Anti-Fraud Policy.
- 5.1.16 Abuse, unauthorized or fraudulent use of University information and communication technology infrastructure, data, and any other University resources, including but not limited to computers, network systems, files or data.
- 5.1.17 Failure to comply with or violating or breaching or disregarding the 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 Attempting to represent the University or comment on the University's behalf at any public forum without explicit written approval from an authorized University official.

- 5.1.20 Assisting, supporting, facilitating, encouraging, and provoking any of the offences referred in clauses 5.1.1 to 5.1.19 above.

6.0 DISCIPLINARY PROCEDURE

- 6.1 Any breach of discipline, including but not limited to those mentioned in the previous section, must be immediately reported to the Dean of the student's academic entity and / or the Vice Provost of Student Affairs and Services or their designate.
- 6.2 Incident reports may be submitted by any member of the University including but not limited to faculty, staff, students, or volunteers regardless of whether they are directly affiliated with academic units. In instances where students feel vulnerable in reporting to the officers, the Safe Disclosure programme may be utilized.
- 6.3 Merger of two committees is possible if deemed necessary by the Vice Provost SAS. This includes but is not limited to merging the academic and non-academic disciplinary committees on a case-by-case basis.
- 6.4 **Dean's Academic Disciplinary Committees structure:**
- 6.4.1 If an offence is deemed by a Dean, University Registrar, Vice Provost SAS, or Provost or their designates to fall within the academic domain i.e. teaching, learning, and assessment, this shall be referred to the academic entity Dean and addressed by the relevant academic entity's Disciplinary Committee. Policies governing the functioning of these Disciplinary Committees shall be managed by the respective academic entity.
- 6.4.2 For the University's academic entities, the Disciplinary Committee may be an ad-hoc committee and shall consist of at least five members of the faculty and senior staff of the University, one of whom shall be the Chairperson.
- 6.4.3 There must be a quorum of at least three members of the Disciplinary Committee present for a hearing to proceed in the Dean's Committee.
- 6.4.4 While the Disciplinary Committee is investigating an offence, the academic Dean may suspend the student or restrict them from specific or all campus-based activities until the investigation and/or inquiry is completed, and a decision reached.
- 6.4.5 Students may choose to be accompanied in Disciplinary Committee meetings by one person also currently affiliated with the University in the capacity of a student, staff, faculty, intern, or volunteer.
- 6.5 **Vice Provost of Student Affairs and Services Disciplinary Committee structure for Non-Academic and Co-Curricular matters:**
- 6.5.1 Once informed, the Vice Provost of Student Affairs and Services or their designate will refer the matter to the Office of Student Experience or equivalent to convene a Disciplinary Committee for inquiry.
- 6.5.2 The Vice Provost SAS Disciplinary Committee, which will handle matters in the non-academic and co-curricular domains i.e., anything not related to teaching, learning, and assessment, shall be an *ad hoc* committee and shall consist of at least five members of the faculty and senior staff of the University, one of whom shall be the Chairperson. The scope of this Committee may be expanded in cases where another University Committee must be constituted to ensure a matter is investigated thoroughly e.g.,

Student-Anti Harassment Committee. The formation and proceedings of the Committee will be independent of all academic structures of the University.

- 6.5.3 There must be a quorum of at least three members of the Disciplinary Committee present for a hearing to proceed in the Vice Provost SAS Disciplinary Committee.
 - 6.5.4 The Office of Student Experience or equivalent shall oversee Disciplinary Committee proceedings and serve as liaison between concerned students, staff, and faculty and the Disciplinary Committee members for the duration of Disciplinary proceedings.
 - 6.5.5 The University Registrar shall be informed that a Disciplinary Committee has been convened.
 - 6.6.6 While the Disciplinary Committee is inquiring into an offence, the Vice Provost SAS may suspend the student or restrict them from specific or all campus-based activities until the investigation and/or inquiry is completed, and a decision is reached.
 - 6.6.7 The Disciplinary Committee will be entitled to use services of any personnel of the University and may solicit the support of personnel external to the University, as the Committee may deem appropriate for the purposes of assisting the Committee in conducting the disciplinary proceedings.
 - 6.6.8 The Vice Provost, SAS may, if it appears expedient to him/her, consult any personnel within AKU to clarify jurisdictional matters, whether academic or non-academic.
 - 6.6.9 At any time during the disciplinary process, the VP SAS, students may, if it appears expedient to him/her, consult with the Provost and the General Counsel.
 - 6.6.10 Students may choose to be accompanied in Disciplinary Committee meetings by one person also currently affiliated with the University in the capacity of a student, staff, faculty, intern, or volunteer.
- 6.7 The Deans' and Vice Provost's Disciplinary Committee proceedings:
- 6.7.1 The Committee will be conducted in a fair and transparent manner.
 - 6.7.2 The Committee will invite the concerned student(s) to present their point of view.
 - 6.7.3 The Committee may, at its discretion, call other people deemed appropriate for seeking any information or evidence with regard to the offence.
 - 6.7.4 Unless otherwise authorized the Disciplinary Committee will normally complete its proceedings within 15 working days.
 - 6.7.5 The outcome of the Disciplinary Committee's inquiry will be communicated to the Dean / Vice Provost SAS in writing.
 - 6.7.6 The Dean / Vice Provost SAS may act upon the recommendation(s) of the Disciplinary Committee or in accordance with their judgment.
 - 6.7.7 In exercising their right of making a decision, the Dean / Vice Provost SAS shall not be required to provide a hearing to the student.
 - 6.7.8 The Dean / Vice Provost SAS will advise the concerned student(s) of their decision, in

writing.

6.7.9 The University is not obligated to advise the complainant(s) of the Disciplinary Committee proceedings or the decision.

6.7.10 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 – 5.1.19, 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.

8.0 APPEALS

8.1 Any appeal of the Dean's / Vice Provost SAS 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 using the non-academic appeals form available at the University Registrar's Office website.

8.1.2 An appeal may only be made by the student for/regarding whom the decision has been taken. Appeals received from parties other than the student will not be considered.

8.1.3 Disagreement with the Dean's / Vice Provost SAS 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 Dean's / Vice Provost SAS 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, knowledge of which, for good reason, was not available to the Disciplinary Committee when the inquiry took place. This includes mitigating circumstances due to medical issues.

- *Procedural irregularities*

There were procedural errors or irregularities in the conduct of Disciplinary Committee's inquiry 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 the Dean / Vice Provost of SAS or 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, in his absolute discretion, to a neutral Dean, Vice Provost SAS, or the relevant regional Vice-Provost, who will act in his place.
 - 8.3.1 If a Dean is selected under this Paragraph by the Provost, the said Dean must not be the Dean of the student's academic entity.
 - 8.3.2 Once selected the Dean, Vice Provost SAS or the relevant regional Vice-Provost shall become the provost's designate.
- 8.4 Upon the receipt of an appeal, the provost or their designate will convene and refer the matter to an Appeals Committee for inquiry and review.
- 8.5 Students must continue to abide fully by the original decision of the Disciplinary Committee while the Appeal process is ongoing, unless communicated otherwise in writing by the Provost or their designate.
- 8.6 The Appeals Committee
 - 8.6.1 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.
 - 8.6.2 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.
- 8.7 The Appeals Committee's proceedings:
 - 8.7.1 The Appeals Committee will be conducted in a fair and transparent manner.
 - 8.7.2 The Appeals Committee will invite the concerned student to present their point of view.
 - 8.7.3 The Appeals Committee may, at its discretion, call other people deemed appropriate for seeking any information or evidence with regard to the offence.
 - 8.7.4 Unless otherwise authorized by the Provost, or their designate, the Appeals Committee will complete its proceedings within 10 working days.
 - 8.7.5 The outcome of the Appeals Committee's inquiry will be communicated to the Provost or their designate, in writing.

- 8.7.6 The Provost or their designate may act upon the recommendation(s) of the Appeals Committee or in accordance with their judgment.
- 8.7.7 In exercising their right of a making decision, the Provost shall not be required to provide a hearing to the student.
- 8.7.8 The decision of the Provost or their designate shall be final and binding on all parties.
- 8.7.9 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.. When required, audio of witness statements will be recorded, transcribed, and signed by the concerned parties.

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 including visiting students.
- 11.1.1 For the purposes of the Student Code of Conduct and Disciplinary Procedures, PGME Interns, Residents and Fellows in Pakistan shall be deemed to be employees of the University Hospital.
- 11.2 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.
- 11.3 Expulsion: refers to the termination of enrolment at the University.
- 11.4 Fine: refers 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.
- 11.5 Probation: refers to a period of supervision or observation of a student to assess whether the student is complying with all University rules and regulations, including any decision

communicated to the student after Disciplinary and Appeals proceedings. Failure to comply with the above and / or to remain in good academic standing may result in further disciplinary action against the student.

11.6 Counselling: refers to the activity of a trained person listening to someone who has a problem and providing advice on how to deal with their problem.

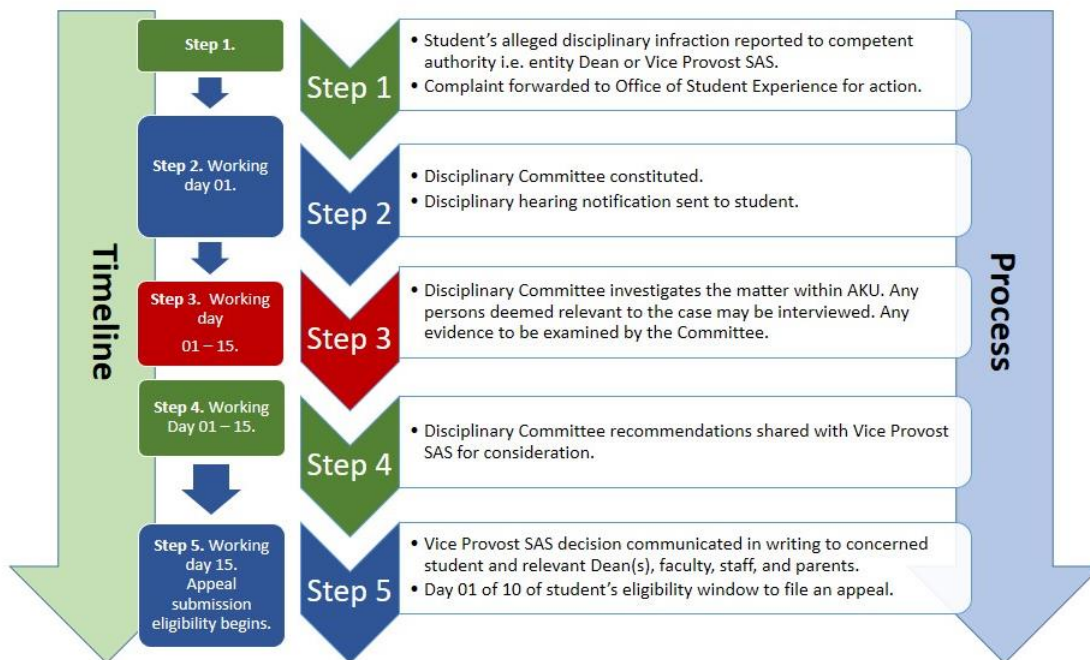
11.7 Academic domain: all matters which pertain to teaching and learning, assessment, and evaluation.

12.0 STUDENT HANDBOOKS

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

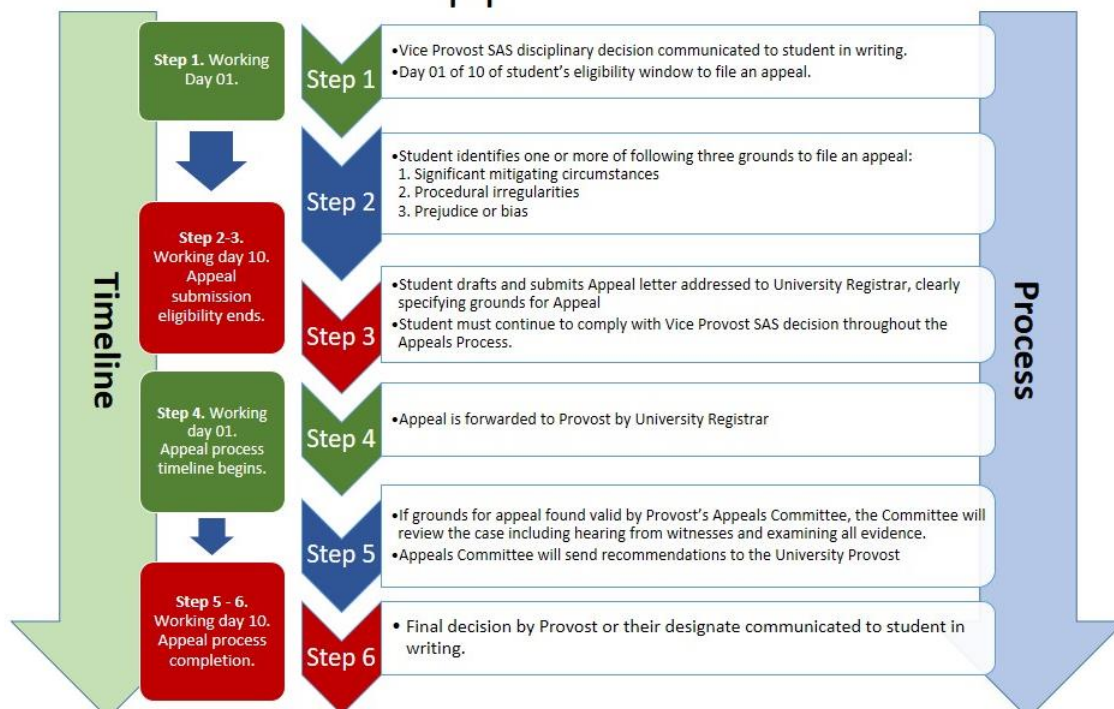
Flow of Non-Academic Disciplinary Procedures and Appeals

Non-Academic Disciplinary Hearing Process*



*As per AKU Policy 009 - Student Code of Conduct and Disciplinary Procedures, updated October 2019

Non-Academic Appeals Process*



*As per AKU Policy 009 - Student Code of Conduct and Disciplinary Procedures, updated October 2019