INSTITUTE OF
HIGHER EDUCATION

Student Code of Conduct

Academic Board Approved Policy

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Policy Custodian	Principal
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Related Documents	Academic Integrity Policy and Procedure Admissions Policy and Procedure, Sexual Harassment and Assault Policy and Procedure, Student Grievance Management Policy and Procedure
Related Legislations	HEC Policy on Protection against Sexual Harassment in Higher Education Institutions HEC Plagiarism Policy Prevention of Electronic Crimes Act (PECA) The Pakistan Penal Code (PPC) Anti-Narcotics Act / Control of Narcotic Substances Act Provincial Higher Education Commission / Department Act and Regulations
Policy Benchmarking	University of Agriculture Faisalabad (UAF) Southern Cross Institute (SCI) Australia University of New England Canterbury Institute of Management (CIOM) Australia

1. Preamble

a. Purpose

Richmond Institute of Higher Education (the 'Institute' or 'RIHE') values its students and recognises the importance of a positive and supportive student experience. The *Student Code of Conduct* ('the *Code*') sets out the Institute's expectations regarding students' academic and personal conduct. The Institute is committed to ensuring that students are treated fairly, consistently, and transparently, while recognising and respecting the diversity of students' backgrounds, experiences, and expectations. All students are expected to comply with the standards outlined in this *Code* to contribute to a respectful, inclusive, and safe learning environment.

This Code also supports the Institute's commitment to student wellbeing and safety by setting clear expectations for respectful behaviour, prevention of harassment and sexual misconduct, and timely reporting and management of concerns in accordance with Institute policies and applicable law.

b. Background

The Institute is committed to providing a safe, inclusive, and supportive learning environment for all students. To achieve this, the Institute will:

i. recognise and support diversity;
ii. ensure students are provided with appropriate opportunities to give feedback on the quality of teaching, support services and learning facilities;
iii. ensure that any disruption to the Institute's campus that may affect students during their study is kept to a minimum and conveyed in a timely manner;
iv. ensure that students have access to all relevant policies and procedures relating to their rights as a student;
v. ensure that students have appropriate representation on the Institute's committees to enable participation in decision-making;
vi. provide a safe environment for study, research and extracurricular activities;
vii. provide a study environment where everyone is treated equitably and is safe from discrimination, bullying, harassment, sexual harassment, sexual assault, coercive or controlling behaviour, stalking, cyber abuse, and other forms of gender-based violence or harmful behaviour;
viii. provide accurate and accessible information about all relevant aspects of programmes including programme learning outcomes, content, assessment and timetables in a timely manner before the start of each study period;
ix. provide appropriate facilities and equipment to support student learning;
x. provide reasonable access to staff to discuss study matters, address concerns and complaints and ensure timely, fair and constructive assessment of submitted academic work;
xi. provide appropriate support services that take into consideration the needs of students;
xii. recognise the legal rights of students including those relating to intellectual property and privacy.

In addition, the Institute also provides access to a range of student support services, including academic and wellbeing support, and encourages participation to foster an inclusive and supportive learning environment.

c. Student Rights

The Institute recognises the rights of students, including the right to:

i. be treated fairly, respectfully, and without discrimination;
ii. study in a safe and supportive environment;
iii. have their privacy and personal information protected in accordance with applicable policies and legislation;
iv. access appropriate academic and support services;
v. raise concerns or complaints without fear of disadvantage;
vi. access appropriate support, safety, wellbeing, and complaint resolution services;
vii. have allegations of misconduct, complaints, and reports handled fairly, confidentially, and in accordance with procedural fairness.

d. Definitions

For definitions, please refer to *'Glossary of Terms'*.

2. Scope

This code covers all student conduct (online, on or off campus) that affects the Institute or its community in accordance with the Academic Integrity Policy and related policies.

3. Students' Responsibilities

a. Personal Conduct

All students, whether studying face-to-face or online must:

i. treat all staff, students, and members of the public with respect, dignity, impartiality, courtesy, and sensitivity at all times;
ii. maintain a cooperative and collaborative approach in all interactions;
iii. act honestly and ethically in all dealings with Institute staff, students, visitors, and external partners, including those involved in work-integrated learning activities or industrial visits, site visits, or other Institute-approved external learning activities;
iv. respect the privacy of staff and other students;
v. not engage in behaviour that unreasonably disrupts or interferes with the ability of others to study, work, or participate in Institute activities, including within classrooms, libraries, and other learning environments;
vi. not engage in, encourage, support, or condone discrimination, harassment, sexual harassment, sexual assault, bullying, cyberbullying, victimisation, coercive or controlling behaviour, stalking, or any other behaviour that may harm, intimidate, exploit, or humiliate another person;
vii. not engage in behaviour that threatens the safety or wellbeing of any member of the Institute community;
viii. treat all individuals with respect regardless of gender, age, ethnicity, social background, disability, sexual orientation, or religious beliefs and customs;
ix. comply with reasonable directions or safety measures issued by the Institute in response to complaints, risks, incidents, or critical events;
x. not victimise, retaliate against, or disadvantage any person because they have made, supported, or participated in a complaint, report, disclosure, or investigation.

b. Academic Conduct

All students must:

i. ensure their enrolment and progress in their programme of study comply with the policies and procedures of the Institute;
ii. maintain current information in the student information system;
iii. meet key dates and deadlines;
iv. review and respond to all official correspondence from the Institute, including emails;
v. act ethically and honestly in the preparation, conduct, submission and publication of academic work, and during all forms of assessment, including formal examinations and informal tests, in accordance with the *Academic Integrity Policy and Procedure* and the student examination manuals;
vi. use artificial intelligence tools, digital platforms, and other technologies in academic work only in ways permitted by the Institute's *Academic Integrity Policy and Procedure* and any related academic requirements;
vii. avoid any activity or behaviour that would unfairly advantage or disadvantage another student academically;
viii. participate actively and constructively in the learning experience;
ix. respect the principle of academic freedom and free and open intellectual inquiry for themselves, fellow students and staff;
x. participate in good faith and to the best of their ability in their education;

xi. use the Institute's facilities, resources, records, documents and services in an honest and responsible manner;
xii. behave appropriately in the learning environment (including online). This includes using respectful and professional language; not disrupting the learning environment; and engaging cooperatively and courteously at a standard expected of aspiring professionals; and
xiii. respect and value diversity.

For detailed academic conduct requirements, students must refer to the *Academic Integrity Policy and Procedure.*

c. Other Conduct

All students must:
i. regularly and punctually attend their scheduled classes;
ii. not use devices in a manner that disrupts classes or the learning environment;
iii. conduct themselves in a safe and healthy manner;
iv. behave respectfully and responsibly in all communications, including the use of social media;
v. identify and report any hazards relating to equipment, facilities, or the environment in accordance with Institute procedures;
vi. refrain from smoking on campus;
vii. comply with Institute requirements regarding food and drink in learning and study areas;
viii. refrain from the use of inappropriate language;
ix. not use Institute systems or internet services for unlawful activities or to access, download, or distribute material that is inappropriate, offensive, or in breach of legal or ethical standards;
x. refrain from the use or possession of illegal drugs or alcohol;
xi. comply with lawful and reasonable directions issued by authorised Institute staff in connection with student conduct, safety, learning activities, support arrangements, investigations, or campus operations;
xii. use online, digital, and social media environments responsibly and not post, share, record, or distribute material relating to the Institute, its staff, students, or activities in a manner that is threatening, harassing, misleading, discriminatory, invasive of privacy, or otherwise inconsistent with this *Code*.

4. Compliance

Compliance with this *Code* is a condition of admission and ongoing enrolment at the Institute.

a. Where a student becomes aware of or reasonably suspects a breach of this *Code*, they must report the matter in accordance with relevant Institute policies and procedures.

b. Breaches in relation to academic integrity are to be reported and managed in accordance with the *Academic Integrity Policy and Procedure.*

c. Breaches relating to a student's non-academic conduct are to be reported to the Student Support Manager and managed in accordance with this *Code* and relevant Institute policies and procedures.

d. Breaches relating to harassment, sexual harassment, sexual assault, bullying, discrimination, victimisation, or other student safety concerns are to be reported and managed in accordance with the *Sexual Harassment and Assault Policy and Procedure*, the *Student Grievance Management Policy and Procedure*, and any other relevant Institute policies and procedures. Students who report a concern or lodge a complaint, or who participate in a report, complaint, or investigation, will not be subject to victimisation or disadvantage. All matters will be handled fairly, confidentially, and in accordance with principles of procedural fairness.

e. Students found to have breached this *Code* may be subject to disciplinary action, including exclusion from the Institute and/or cancellation of enrolment, in accordance with relevant Institute policies and procedures.

f. Some breaches of this *Code* may also have consequences under applicable criminal or civil law.

5. Code of Conduct Breaches

Allegations of misconduct must be supported by relevant and verifiable evidence. Where a staff member identifies or becomes aware of suspected misconduct by a student, the following process applies:

a. The staff member who identifies or becomes aware of suspected misconduct by a student must report the matter as soon as practicable by submitting the relevant report form and supporting evidence to the Student Support Manager and any other authorised officer required under Institute procedures.

b. Students found to have breached this *Code* may be subject to disciplinary action, depending on the nature and severity of the breach, in accordance with this *Code*. Breaches may result in:
   i. a verbal warning with a written record of the warning placed on the student's file;
   ii. issuance of a warning letter and referral for counselling;
   iii. academic probation;
   iv. suspension from a programme of study;
   v. termination of enrolment;
   vi. a combination of the above.

6. Confirmation of Allegations

a. Where a breach is substantiated and a penalty is being determined, the following factors will be considered:
   i. Any previous findings of misconduct and the penalty/ies imposed;
   ii. The year or level of study of the student;
   iii. Any intention behind the conduct, and the level and effect of that intention;
   iv. Any personal health, family or other factors that contributed to the conduct;
   v. Other matters considered relevant in the circumstances.

b. In all cases of substantiated academic misconduct, the outcome must be recorded on the student's file and in the Academic Misconduct Register in accordance with Institute procedures.

c. In all cases of substantiated non-academic misconduct, the outcome must be recorded on the student's file and in any relevant misconduct or incident records maintained by the Institute in accordance with Institute procedures.

d. Students must be notified of the allegations and supporting evidence and given a reasonable opportunity to respond before any decision or penalty is applied.

e. If misconduct is confirmed, the student must be informed of the outcome, including any penalty imposed, and provided with information about their right to appeal in accordance with the Institute's appeal processes.

7. Allegations Not Warranted

a. Where there is insufficient evidence, or the evidence does not support the allegation, no penalty will be imposed. Records relating to the allegation may be retained in the student's file in accordance with the Institute's record-keeping requirements.

b. If a student is subsequently involved in further allegations of misconduct, prior records may be considered as part of the assessment of the matter, where relevant.

8. Appeals

a. A student may appeal against a decision made under this *Code* on the grounds that the decision was inconsistent with this *Code* or that procedural fairness was not followed.

b. Appeals will be managed in accordance with the Institute's grievance handling procedures outlined in the *Student Grievance Management Policy and Procedure*.

c. Students will be informed in writing of the outcome of any appeal, including the reasons for the decision and information about further avenues of appeal.

d. Students also have the right to access external complaint and appeal mechanisms, as outlined in the *Student Grievance Management Policy and Procedure*.

Appendix 1: Student Code of Conduct Agreement

Form Student Acknowledgment and Agreement

I, _____ (Full Name), acknowledge that I have read, understood, and agree to comply with *Student Code of Conduct* at Richmond Institute of Higher Education (RIHE), and other relevant policies and procedures. By signing this agreement, I commit to upholding the principles of integrity, respect, professionalism, and ethical behavior in all academic and non-academic activities associated with the Institute. I acknowledge my responsibilities, including but not limited to:

1. Adhering to all academic integrity standards and ethical practices;
2. Maintaining respectful and professional interactions with peers and staff;
3. Ensuring that my behavior aligns with the values of the Institute and complies with all policies relating to bullying, discrimination, harassment, and misconduct;
4. Abiding by all requirements relating to engagement, participation, and academic expectations;
5. Using facilities, digital systems, and learning resources responsibly and ethically and in accordance with applicable policies;
6. Complying with all lawful and reasonable directions from staff of RIHE;
7. Conducting myself in a manner that does not endanger the safety, wellbeing, or rights of others, whether on campus, online, or in connection with Institute-related activities;
8. Respecting the confidentiality and privacy of personal, academic, and institutional information, in accordance with relevant privacy and data protection policies;
9. Accepting responsibility for my actions and the consequences of any breaches of the *Student Code of Conduct*, and other relevant policies.

I understand that non-compliance with the *Student Code of Conduct including non-academic misconduct,* may result in disciplinary action up to and including suspension or termination of enrolment, in accordance with the Institute's applicable policies.

Student Details

- Full Name: _____
- Student ID: _____
- Programme Enrolled: _____
- Email Address: _____

Student Signature

I confirm that I have read and understood the Richmond Institute of Higher Education (RIHE)'s *Student Code of Conduct* and related policies. I agree to comply with its requirements.

Signature: _____
Date: _____/ _____/ _____

Office Use Only

Received By
Name: _____
Signature: _____
Date: ____/ ____/ _____