Centre for Continuing Education Studies (CES) - Code of Conduct

1 General

1.1 Preamble

The Lahore University of Management Sciences (LUMS) is a unique residential campus and a site of learning, discovery, transformation, advancing knowledge and intellectual growth for its students. The University has accomplished this by maintaining academic freedom, the free flow of ideas, open dialogue, accessibility, and through maintaining the integrity of the University's processes. This is made possible by a highly diverse community that comprises students, staff and faculty. In order to uphold the integrity of the institution LUMS expects its students to understand and adopt the guiding principles that undergird this institution. The values, principles and general practices are laid out in the Student Code of Conduct.

The Code of Conduct is based on the premise that LUMS is a shared community comprising students, staff and faculty, many of whom also live on campus. Each community member's behaviour impacts both their own learning as well as the ability of others to access or participate in this university's learning experiences. Therefore, LUMS' commitment to learning automatically entails upholding behaviours that maximize the entire community's learning. This also requires the institution to intervene when any individual's behaviour negatively impacts the person's own or other people's ability to access or participate in the LUMS experience.

This Code also assumes that LUMS is not just an educational institution but also a civic one. Its investment in education is purposeful: to have a positive impact on society. LUMS accomplishes this by producing graduates who can play a positive role in all the communities they are a part of. In short, the goal of producing good citizens is entailed by LUMS' own citizenship: the institution's desire to positively impact the society in which it is embedded. The LUMS' Code of Conduct is essential to this institutional mission of producing graduates who can make a positive contribution to society. LUMS cultivates this civic awareness by requiring all its affiliates to live and practice it during and beyond their time at LUMS. Membership in the LUMS community is a privilege, not a right. This privilege is retained by upholding the values of this community within and outside of the institution.

A shared community that upholds civic values necessarily places the utmost importance on pluralism. LUMS is a diverse, plural community that celebrates gender inclusion, various ethnic, racial, religious and socioeconomic backgrounds as well as affiliations–faculty, students, and staff. This commitment to pluralism means that we learn to cohabit shared spaces– the LUMS campus and by extension the cities and country that we live in, through responsible behaviour and civic sensitivity.

As an institution aiming for excellence, LUMS aspires for all affiliates to embody the ideals and practices highlighted above to the highest extent possible. The goal is for all affiliates to uphold behaviours that promote – in the best possible way – the sustenance of a shared space where everyone can flourish. However, when anyone's behaviour begins to negatively impact their own or others' ability to participate effectively in this community, then LUMS is committed to intervening to rectify the situation for the sake of maintaining an appropriate learning and living environment. For transparency, it is necessary to clarify behaviours that will trigger an institutional response. While it is necessary to enumerate this list of sanctionable behaviours, it is also important to clarify: avoiding sanctions is only minimally acceptable behaviour, not excellent behaviour. In other words, the space allocated to sanctionable behaviours here is a function of transparency not priority. LUMS requires all members to adhere to minimally acceptable behaviours but LUMS aspires for all members to embody excellent behaviours.

1.2 Applicability and Jurisdiction

This Code of Conduct is applicable to all members of the LUMS community.

- **On‑‑‑campus jurisdiction**: The disciplinary jurisdiction of this Code of Conduct extends to any misconduct by a student, alumnus or student organization that occurs on LUMS campus, or in a LUMS student‑‑‑housing facility that may be situated off‑‑‑campus.

- **Off‑‑‑campus jurisdiction**: The interaction of LUMS community with the people, institutions, professional societies and organizations outside of LUMS, is an important aspect of LUMS mission and activities. The

members of the LUMS community are expected to behave ethically, honorably, professionally and in keeping with LUMS core values and quality standards at all times. Therefore, the disciplinary jurisdiction of this Code of Conduct also extends to misconduct that occurs off---campus. Students should be particularly mindful of behaviour when representing LUMS off-campus. However, if an egregious violation of the code is brought to the attention of the University at any occasion relating to behaviour off-campus the University reserves the right to penalisation. This is particularly important whilst representing LUMS but also applies otherwise.

- In exceptional circumstances where the university determines, based on information of off---campus behaviour, that a student or alumnus may pose a risk to the campus community, the university may restrict or suspend the individual's campus access privileges and may impose disciplinary sanctions, even for off---campus behaviour when not representing LUMS.

1.3 Responsibility to Understand the Code of Conduct

Every student and alumnus is responsible for understanding and abiding by this Code of Conduct. Ignorance of the Code of Conduct will not be considered valid defense during disciplinary proceedings.

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2 General Expectations of Conduct

One of the aims of the programs at LUMS is the development of personal and professional ethics among students. Students are expected to conduct themselves honorably in all aspects of their life at LUMS. They are expected to uphold all LUMS' values listed in the previous section.

The university expects all students to take responsibility for their actions. Their behaviour should reflect a respect of law, a consideration of the rights of others, the Code of Conduct in academic and non--- academic matters, and shared standards of considerate and ethical behaviour.

2.1 Maintaining Decorum

All members of the LUMS community share the responsibility of maintaining an atmosphere of mutual respect and are expected to show good and tact in all matters. Students are expected to maintain proper decorum and etiquette and demonstrate the core values of pluralism and respect while interacting with their peers, faculty members, guest speakers and the staff at LUMS.

Students are expected to be respectful towards faculty and staff of all ranks; they should exhibit a dignified demeanor and respect the rights, differences, and dignity of all members of the LUMS community.

3.1.1 Classroom Behaviour

Students should not be late for classes and should not leave the classroom when the class is in session except under special circumstances, with the permission of the instructor. They should not exchange notes, cross talk, or use their mobile phones during class.

3.1.2 Obligation to prove identity

Students must possess their smart cards at all times whilst on campus. They need to present their IDs when they enter the campus and are obliged to present their ID, on identification, if asked by faculty and/or staff of all ranks.

3.1.3 General Behaviour in Public Spaces

Students must remember that the LUMS campus is a shared space, and they must govern their behaviour accordingly. Inappropriate behaviour includes but is not limited to: public indecency (individual, couple, or group), acts of intimacy that are overtly sexual in nature, unprompted or random usage of obscene language, and indecent behaviour overt or covert towards an individual. Inappropriate behaviour can lead to separation from the programme.

2.2 Keeping the Campus Clean

All members of LUMS community have a shared responsibility to keep the campus clean. This means no littering on campus, inside or outside classrooms. Trash cans are placed on campus at several locations. All members are urged to use these trashcans and refrain from littering on campus.

2.3 Eating and Drinking

Eating and drinking is, in general, not allowed in academic buildings and the Library, except in areas designated for this purpose. Food and drinks, with the exception of water, are not allowed in classrooms, discussion rooms, laboratories and the Library.

2.4 Smoking

Smoking is prohibited in all facilities and areas of LUMS, with the exception of the designated Smoking Zones located throughout the campus. Other than Smoking Zones, smoking is not permitted anywhere in LUMS. Furthermore, this definition extends to university owned or leased vehicles outside LUMS.

Cigarette waste should be disposed of properly in a safe manner in designated outdoor ashtrays. Fire hazard, campus safety and cleanliness should be considered in disposing of cigarettes and ash. Smokers will be held responsible for any violations. Non- compliance of the smoking policy will result in fines, possible separation from the programme,

and removal from the campus. For detailed guidelines, please access the Smoking, Drugs and Alcohol Abuse Policy present on the LUMS website.

2.5   Drugs and Alcohol

Drugs and alcohol, as defined by the Acts and Ordinances above, are not permitted anywhere on campus, at any time, without exception.

Non- compliance of the drug policy will result in fines and immediate separation from the programme.

2.6   Faculty and senior staff is authorized to approach and collect the smart cards of anyone found littering or smoking outside designated areas on campus. Cards are to be sent to the security desk at the main gate where the offenders may reclaim them after paying a Rs. 5000 fine.

3   Misconduct

The following actions will be considered misconduct whether they occur on campus, off-campus and/in an online space and will be treated as a violation of the Code of Conduct at LUMS.

In addition to violations of the general expectations of conduct there are also certain categories of misbehaviour that may result in penalties and violation. The list below is not by far exhaustive. The University reserves the right to penalize behaviour that is not in congruence with the code of conduct.

In the case where the particular incident of misconduct does not elicit a sanction/penalty based on University's code the University reserves the right to make a decision outcome based on its core values, principles and good judgement.

3.1   Discrimination

a)   Expressions of racial, religious, ethnic, socio-economic status or gender bias, or discrimination based on these factors, directed at individuals or groups.

b)   Unequal treatment demeaning of another person for reasons including but not limited to race, gender, creed, or origin.

c)   Violation of merit for such reasons.

3.2   Aggressive Behaviour and Interpersonal Misconduct

LUMS has zero--tolerance for any form of aggressive behaviour such as harassment, stalking, or ragging activities. Misconduct of this type includes, but is not limited to

a)   Stalking, which refers to a pattern of unwanted and persistent pursuit and intrusion into the life of another person, such as following them around, appearing uninvited at their place of residence, employment, or education, as well as making other attempts to contact the target, who clearly does not desire it. Stalking is a pattern of behaviour is such that it is repetitive and it causes stress in the victim, who experiences it as a threat and may therefore realistically fear for their physical safety.

b)   Harassment is behaviour the purpose of which is to humiliate, discomfit, or otherwise psychologically torment or provoke the target, whether through words, gestures, or actions. Although usually stopping short of actual physical aggression, harassment is an act of hostility that has a disruptive effect on the victim's ability to function at work or school. Sexual harassment, which is any unwelcome sexual advance, request for sexual favors or other verbal or written communication or physical conduct of a sexual nature, or sexually demeaning attitudes, causing interference with work performance or creating an intimidating, hostile or offensive work environment, or the attempt to punish the complainant for refusal to comply to such a request or is made a condition for employment. Sexual harassment may involve the behaviour of a person of either sex against a person of the opposite or same sex.

c)   Hazing or Ragging, which constitutes initiation rituals that involve abuse and that humiliate and violate the

dignity of a new member. Any new member initiation process should be conducted in a manner that respects the dignity of new members and protects their mental and physical well--being. The intent of any person engaging in hazing activity or the consent or cooperation of any person who is a victim of hazing will not constitute a defense to an allegation of misconduct for hazing.

d) <u>Physical assault</u> includes not just beating, punching, kicking but any aggressive physical contact such as pushing and shoving. In almost all circumstances being provoked will not count as a mitigating factor in disciplinary proceedings. Provocations to violence can be physical or non-physical and may include abusive language or gestures. Provocation is when a person is considered to have committed a violation of the code of conduct because of a preceding set of events that might cause a reasonable individual to lose self-control. * <u>Intimidation</u> refers to menacing behaviour or threats of harm to self, to others or to persons related to them, often as a means of coercing the target to acquiesce in the perpetrator's demands.

e) Photographing others without consent in places where there is a reasonable expectation of privacy is not allowed.

f) The sharing of images depicting nudity is strongly prohibited, as it can infringe upon individuals' privacy, promote unethical behaviours, and create an uncomfortable or unsafe environment. Any such activity can be considered a violation of the code of conduct and may solicit immediate separation from the programme. Respecting the boundaries and dignity of others is essential in fostering a culture of inclusivity and ensuring a positive community experience.

g) Any other act that endangers human life, or threatens serious physical or psychological injury.

3.3   Damage to Property

a) Theft of, conversion of, misappropriation of, or damage to or destruction of any property of the University or property of others while on University premises or at official University functions.

b) Attempt of setting fire on campus, whether successful or unsuccessful, except in places designated for this purpose, such as lab burners, cooking stoves, or fireplaces.

3.4   Unauthorized Possession of Weapons

The unauthorized possession, storage, use or threat of use on campus of firearms, ammunition, explosives, fireworks, firecrackers or other weapons.

3.5   Illegal Drugs and Alcoholic Beverages

a) Possession or consumption of heroin, opiates, cocaine, marijuana, hashish, alcoholic beverages or other intoxicating substances is strictly prohibited anywhere on campus.

b) Offering to sell or obtain these substances.

3.6   Dishonesty, Forgery and Misrepresentation

Some examples of violations of this category are:

a) Providing false written or oral information to the University.

b) Providing forged documents to the University.

c) Providing false identification to an official of the University.

d) Providing false financial information for the purpose of obtaining any concession or financial aid.

e) Forgery, alteration, or misuse of any University document, record, key, electronic device, or identification.

f) Signing a document with someone else's name, initials or signature.

g) <u>Financial misappropriation</u>.

h) <u>Misrepresentation</u>, or false statement of fact

3.7   Disruption

a) Disrupting or obstructing the functions or activities of the University, whether on campus, or at functions of the University off---campus.

b) Inciting others to substantially disrupt the normal operations of the University

    c)   Obstructing the entrance or exit of any university building or campus gate.

    d)   Obstructing the free flow of vehicular or pedestrian traffic on the campus.

    e)   <u>Trespassing</u>, that is, unauthorized entry into any area of the campus, room, or grounds

    f)   <u>Disorderly conduct</u>, including failure to comply the directions of faculty or staff of the University.

    g)   Public use of abusive language or curse words.

    h)   Discourteous, rude behaviour with faculty or staff of the University.

3.8   Disturbance

Every LUMS community member has the right to a reasonably quiet environment in the classrooms and on campus in general. The university expects all members to respect this right and to be aware of the impact of their activities on their fellow members.

In public places like the Library, academic buildings, auditoriums, laboratories, and the Pepsi Dining Centre, disruptive behaviour is considered irresponsible. Members should refrain from being noisy in the corridors as this disturbs the classes.

3.9   False Report of Emergency

Deliberately causing or making a false report of an emergency. Some examples are false reports of a fire or a crime.

3.10 Misuse of Safety Equipment

Unauthorized use or alteration of fire or other safety or emergency devices.

3.11 Theft or Possession of Stolen Property or Service

    a) Taking without consent the property of the university or the property of a member of the university community, or availing facilities or services to which one is not entitled.

    b) Possession of stolen property or service.

3.12 Unauthorized Use of University Keys or Other Access Devices

Unauthorized use, replication, or distribution of keys or other access devices for any building, room, or facility on the campus.

3.13 Unauthorized Use of University Property

Unauthorized use of any University property, equipment or facilities.

3.14 Misuse of Identification

    a) Extending your access rights by lending your card to someone else.

    b) Borrowing or unauthorized possession of someone else's identification.

    c) Helping other people, who are otherwise not allowed access, to get in (including tail gating).

    d) Failure to report loss of identification card to University security immediately upon discovery of loss.

e) <u>Impersonation</u>, for example as faculty or staff member, or as another as a student in an examination.

f) <u>Tampering with devices and instruments of identification</u>, for example, identification cards, access control hardware or surveillance devices.

3.15 Misuse of Computing Resources

The University provides several forms of computing and information technology resources for advancement of the purpose of the university, including education, research, service and administration. Misuse of computing and information technology resources implies using them for some other purpose, which includes, but is not limited to:

a) <u>Unauthorized access</u> to a computing or information technology resource.

b) <u>Exchange of passwords</u>: Obtaining the password of an account without the owner's consent. Sharing of LUMS password with another person.

c) Knowingly performing an act that will interfere with the normal operations of a computing or information technology resource, merely for the purpose of disrupting its normal operation. Intentional introduction of a computer virus, worm or Trojan horse.

d) Knowingly attempting to circumvent security infrastructure, or discovering or exploiting security loopholes without seeking permission to do so.

e) Use of computing or information technology resources to harass, intimidate, threaten, or discriminate against someone, or to knowingly access or distribute content that is obscene or sexually explicit.

f) Masking the identity of an account or a computing resource.

g) Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner.

h) Attempting to read or access another person's email, files or communications, without their consent.

i) Intentional damage to computing or information technology resources or data.

j) Installation of unauthorized or illegal software.

3.16 Aiding, Abetting, or Incitement

Helping, encouraging, or forcing another to violate any of the rules and guidelines mentioned in any part of this Code of Conduct may also be considered an offense that may carry up to the same punishment as the original offense.

3.17 Unlawful Acts

Any act by a student, alumnus or student organization which occurs on campus, or off---campus but while representing the University, which is a violation of law according to Pakistan Penal Code or other applicable law.

3.18 Abuse of Disciplinary Proceedings

Any form of non---compliance of disciplinary proceedings or an attempt to subvert the disciplinary process, including, but not limited to:

a) Failure to appear before the Disciplinary Committee or subcommittee, or to file statements or evidence required by the committee.

b) Providing false testimony or statement to the Disciplinary Committee, sub---committee or to an officer of the University investigating a case for submission to the Disciplinary Committee.

c) Trying to coerce someone from filing a legitimate complaint to the Disciplinary Committee.

d) Knowingly filing a false complaint to the Disciplinary Committee.

e) Attempting to influence the impartiality of a member of the Disciplinary Committee.

f) Violating the right of privacy of a person with respect to disciplinary proceedings.

g) Failure to comply with disciplinary sanctions.

4   Academic Dishonesty

Development of academic integrity amongst members of the LUMS community is an important component of the LUMS programs. Faculty members, teaching assistants, and students are expected to conduct themselves as ethically and professionally in all aspects of their life at LUMS.

Academic dishonesty is any type of cheating or use of unfair means in the academic context. Academic dishonesty includes, but is not limited to:

a) Plagiarism: Plagiarism is representing someone else's work as your own. Copying someone else's work, without appropriate citation, will constitute plagiarism. At LUMS, training to understand plagiarism is provided in introductory courses. Please see the sections 5.1 to 5.4 below for an understanding of plagiarism.

b) Cheating and Unfair Means: Unfair means include discussions and exchange of all such class notes and written material between the current classes and former students that may subvert the learning process. Exchanging or passing information to other students over the network during lab exams is also considered cheating.

c) Fabrication: Fabrication of results, data, or any other information or citation, or falsification of such information.

d) Sabotage: An act that prevents others from accessing academic resources that are needed to complete their work.

e) Services: Paying, or obtaining for free, services from someone to complete academic work that was required to be completed by oneself. Receiving payment or providing services to complete someone else's work.

f) Impersonation: Appearing on someone else's behalf in an examination, completing someone else's homework, or proxy---marking attendance of someone else.

g) Misrepresentation to avoid academic work: Providing false information to gain leniency, making an excuse such as illness, death in family or accident.

h) Aiding and Abetting in Academic Dishonesty: Knowingly aiding in plagiarism or any other form of academic

dishonesty, for example, by providing solutions of assignment to another student.

i) Other: Failure to comply to any standards of academic honesty imposed by a faculty member or a department.

4.1 What is plagiarism?

"Plagiarism is the use, without acknowledgement, of the intellectual work of other people, and the act of representing the ideas or discoveries of another as one's own in written work submitted for assessment. To copy sentences, phrases or even striking expressions without acknowledgement of the source (either by inadequate citation or failure to indicate verbatim quotations) is plagiarism; to paraphrase without acknowledgement is likewise plagiarism. Where such copying or paraphrasing has occurred, the mere mention of the source in the bibliography shall not be deemed sufficient acknowledgement; each such instance must be referred specifically to its source. Verbatim quotations must be in inverted commas, or indented, and directly acknowledged." (University of Sussex Examinations and Assessments Handbook 2012/13)

4.2 What is a source?

Sources are published (print or electronic) primary and secondary material as well as information and opinions gained directly from other people.

4.3 Types of plagiarism

Plagiarism falls under two broad categories:

a) Copying an entire document, or part of a document as your entire paper;

b) Mosaic plagiarism i.e. mixing the words and ideas of a source with your own, or mixing the words and ideas of two or more sources without acknowledgement.

Plagiarism usually takes one of these forms:

a) Incited idea: passing off someone else's idea as your own.

b) Incited information or data from a source: not acknowledging the source of any fact, figure, event, statistical data or information provided.

c) Verbatim phrase or passage that is not quoted: any direct quotation that is not in quotation marks or indented and not referenced at the end of the quotation.

d) Misrepresenting evidence: information from a source that has been changed or taken out of context to suit your paper/argument

e) Dual submission: submitting the same paper or parts of a paper to more than one course/instructor.

f) Abetting plagiarism: knowingly helping another student to plagiarize by letting him/her copy your paper, selling a paper to a student, or by writing all or part of a paper for another student.

g) Commercial tutoring services: making use of the services of a tutoring school or term paper company to write papers.

4.4 Tips to avoid Plagiarism:

a) Avoid leaving work on your assignment until the last day. It is likely to create a panic situation in which one may not make the best decisions.

b) Avoid relying mainly on a single source for information or opinion. It is likely to result in excessive reliance on

the thought process of that source.

c) Avoid borrowing another student's assignment or notes.

d) Avoid preparing your solution from borrowed notes.

e) Do not write your solution with another student, or directly from notes taken when discussing the assignment with another student. Even if discussion was allowed, it is better to leave your notes of discussion aside and write up the solution entirely on your own.

f) Always back---up your work and make a hard copy wherever it is appropriate to avoid problems created by computer failure.

g) Always keep your notes and drafts until a paper has been returned.

h) If you feel confused or panicked about time, or if you are having problems that do not let you concentrate, let your instructor or teaching assistant know before the submission deadline.

i) Note---taking: When taking notes from a source, always begin by writing down the full bibliographic information (author, title, date of publication, publisher, place of publication, page numbers). Always distinguish between the author's own words and your own points. Do not take notes by carelessly copying and changing a few words. Take notes in a separate word document. Do not mention sources in your bibliography that have not been mentioned in your paper.

4.5   Sanctions for Non Academic Offenses

For violations of University---wide rules of conduct, members of the community are subject to several kinds of penalties. The applicability and exact nature of each penalty vary on the severity of the offense and its circumstances. For violation of LUMS values (Section 2), violation of guidelines of general conduct (Section 3) and non---academic misconduct (Section 4), the following sanction may be imposed:

1. <u>Withholding of Certificate of Completion</u>

2. <u>Expulsion from University</u>: Permanent removal from membership in the University without hope of readmission to the community.