

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

1. General

1.1 Applicability and Jurisdiction

This Code of Conduct applies to all members of the LUMS community.

- **On--campus jurisdiction:** The disciplinary jurisdiction of this Code of Conduct extends to any misconduct by participants, alumni or student organisations that occurs on the LUMS campus
- **Off--campus jurisdiction:** The interaction of the LUMS community with the people, institutions, professional societies and organisations outside of LUMS is an important aspect of LUMS's mission and activities. The members of the LUMS community are expected to behave ethically, honourably, professionally and in keeping with LUMS core values and quality standards at all times .

1.2 Responsibility to Understand the Code of Conduct

Every Participant is responsible for understanding and abiding by this Code of Conduct. **Ignorance of the Code of Conduct will not be considered a valid defence during disciplinary proceedings.**

2. General Expectations of Conduct

One of the aims of the programmes at LUMS is the development of personal and professional ethics among participants. Participants are expected to conduct themselves honourably 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 participants to take responsibility for their actions. Their behaviour should reflect respect for the 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. Participants 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.

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

2.2 Classroom Behavior

Participants should be on time for classes and should only leave the classroom when the class is in session under special circumstances, with the permission of the instructor. They should refrain from exchanging notes, crosstalk, or using their mobile phones during class. Taking pictures of instructors or other participants without consent is not allowed. The same applies to videos.

2.3 Obligation to prove identity

Participants must always possess their smart cards whilst on campus. They must present their IDs when they enter the campus and are obliged to present their ID on identification if asked by faculty and staff of all ranks.

2.4 General Behaviour in Public Spaces

Participants must remember that the LUMS campus is a shared space, and their behaviour must be governed 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 course.

2.5 Keeping the Campus Clean

All members of the 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 trash cans and refrain from littering on campus.

2.6 Eating and Drinking

Eating and drinking are generally not allowed in academic buildings and the Library, except in areas designated for this purpose. Food and drinks, except water, are prohibited in classrooms, discussion rooms, laboratories and the Library. Any end-of-course celebration should take place in designated eateries rather than within the classrooms.

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2.7 Smoking

Smoking/vaping is prohibited in all facilities and areas of LUMS, except the designated Smoking Zones located throughout the campus. Other than Smoking Zones, smoking/vaping is not permitted anywhere in LUMS. Cigarette waste should be disposed of properly and safely in designated outdoor ashtrays. Fire hazards, campus safety, and cleanliness should be considered when disposing of cigarettes and ash. Smokers will be held responsible for any violations. Noncompliance with the smoking policy will result in fines, possible separation from the course, and removal from the campus. For detailed guidelines, please access the Smoking, Drugs and Alcohol Abuse Policy present on the LUMS website.

2.8 Drugs and Alcohol

Drugs and alcohol, as defined by the Acts and Ordinances above, are prohibited anywhere on campus, at any time, without exception.

Non-compliance with the drug policy will result in fines and immediate separation from the course.

Faculty and senior staff are authorised to approach and collect the smart cards of anyone found littering or smoking/vaping outside designated areas on campus. Cards will 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 or 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, certain categories of misbehaviour may result in penalties and violations. The list below is not by far exhaustive. The University reserves the right to penalise behaviour that does not align with the code of conduct.

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

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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 Code of Conduct Aggressive Behaviour and Interpersonal Misconduct

LUMS has zero-tolerance for 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 does not desire it. Stalking is a pattern of behaviour 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 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 favours 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 to respect new members' dignity and protect 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) Physical assault includes not just beating, punching, and kicking but any aggressive physical contact, such as pushing and shoving. In almost all circumstances, being provoked will not be 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 violated the code of conduct because of a preceding set of events that might cause a reasonable individual to lose self-control.
- e) Intimidation refers to menacing behaviour or threats of harm to self, to others or persons related to them, often as a means of coercing the target to acquiesce in the perpetrator's demands.

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- f) Photographing/filming others without consent in places such as classrooms and where there is a reasonable expectation of privacy is not allowed.
- g) The sharing of images/videos 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 course. Respecting the boundaries and dignity of others is essential in fostering a culture of inclusivity and ensuring a positive community experience.
- h) 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 to set fire on campus, whether successful or unsuccessful.

3.4 Unauthorised Possession of Weapons

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

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 to obtain these substances
- c) Anyone found under the influence will be immediately expelled from the program and barred from all future programs at LUMS.

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 to obtain 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) Financial misappropriation.
- h) Misrepresentation or false statement of fact

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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 disrupt the normal operations of the University substantially.
- 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) Trespassing, that is, unauthorised entry into any area of the campus, room, or grounds f) Disorderly conduct, including failure to comply with 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 classroom and campus environment. The university expects all members to respect this right and be aware of their activities impact on their fellow members.

Disruptive behaviour is considered irresponsible in public places like the Library, academic buildings, auditoriums, the Pepsi Dining Centre, and all eateries. Members should avoid 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

Unauthorised 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 Unauthorised Use of University Keys or Other Access Devices

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

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3.13 Unauthorised Use of University Property

Unauthorised 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 unauthorised possession of someone else's identification.
- c) Helping other people who are otherwise not allowed access to get in (including tailgating).
- d) Failure to report loss of identification card to university security immediately upon discovery of the loss.
- e) Impersonation, for example, as a faculty or staff member or as another as a student in an examination.
- f) Tampering with devices and identification instruments, such as 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 the 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) Unauthorised access to a computing or information technology resource.
- b) Exchange of passwords: Obtaining the password of an account without the owner's consent. Sharing LUMS passwords with another person.
- c) Knowingly performing an act that will interfere with the normal operations of a computing or information technology resource merely to disrupt its regular 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.
- 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 unauthorised or illegal software.

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3.16 Aiding, Abetting, or Incitement

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

Allowing others access to official WhatsApp groups.

3.17 Unlawful Acts

Any act by a participant, alumnus or student organisation that occurs on campus violates the law according to the Pakistan Penal Code or other applicable law.

3.18 Abuse of Disciplinary Proceedings

Any form of compliance with 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 a person's right to privacy with respect to disciplinary proceedings.
- g) Failure to comply with disciplinary sanctions.

4. Academic Dishonesty

The development of academic integrity among members of the LUMS community is an important component of the LUMS programs. Faculty members, teaching assistants, and participants are expected to conduct themselves 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 represents someone else's work as your own. Copying someone else's work without appropriate citation will constitute plagiarism. Please see the sections 5.1 to 5.4 below for an understanding of plagiarism.
- b) Cheating and Unfair Means: Unfair means including discussions and exchange of class notes and written material between the current classes and former participants that may subvert the learning process.

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- 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 needed to complete their work.
- e) Impersonation: Appearing on someone else's behalf in a course, completing someone else's assignments/projects, or proxy--marking attendance of someone else.
- f) Misrepresentation to avoid attendance: Providing false information to gain leniency, making an excuse such as illness, death in the family or accident.

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

- g) Other: Failure to comply with 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. Copying sentences, phrases or even striking expressions without acknowledgement of the source (either by inadequate citation or failure to indicate verbatim quotations) is plagiarism; paraphrasing 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, information, and opinions gained directly from others.

4.3 Types of Plagiarism

Plagiarism falls under two broad categories:

- a) Copying an entire 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.

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- c) Incited information or data from a source: not acknowledging the source of any fact, figure, event, statistical data or information provided.
- d) 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.
- e) Misrepresenting evidence: information from a source that has been changed or taken out of context to suit your paper/argument
- f) Dual submission: submitting the same paper or parts of a paper to more than one course/instructor.
- h) Abetting plagiarism: knowingly helping another student to plagiarise by letting them copy your paper, selling a paper to a student, or writing all or part of a paper for another student.
- i) Commercial tutoring services: using 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 will likely 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 discussion notes aside and write up the solution entirely on your own.
- f) Always back--up your work and make a hard copy wherever 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 have problems that do not let you concentrate, let the instructor or teaching assistant know before the submission deadline.
- i) 4.5 Note--taking: When taking notes from a source, always begin by writing down the complete 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

Community members are subject to several penalties for violations of University--wide rules of conduct. The applicability and exact nature of each penalty vary depending on the severity of the offence 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:

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1. Withholding of the Certificate of Completion (Applicable only to cases of academic misconduct)

2. Expulsion from University:

Permanent removal from membership in the University without hope of readmission to the community. **This decision once made by the Centre for Continuing Education (CES) is final and binding. Appeals against these decisions are not permitted, as the CES ensures that each case is thoroughly reviewed with substantial proof before reaching a conclusion. Therefore, no further review or reconsideration will be entertained.**