

1.2 STUDENT CODE OF CONDUCT

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Policy No.	1.2		
Version Date	14th April, 2026		
Approved by	SMT		
Policy Group	Operations		
Version number	V02		
Next review due	April 2027		
External Reference points	- Higher Education Commission (HEC) Pakistan – Quality Assurance Framework and relevant policies (where applicable) - Academic Regulations of Partner Universities and Awarding Bodies		
Version Control			
Previous Version	New Version	Date	Update/Notes
V01	V02	14-04-2026	Clarified the disciplinary procedure stages and expanded examples of minor and serious misconduct.

POLICY FRAMEWORK

This policy outlines the procedure for identifying and resolving issues of behaviour and conduct of students as members of the IVY community. It sets out the institutional values, principles, behaviours, and conduct required of all students and directs students to the rules that apply under this code. This code applies to all students of IVY Academic Network and includes all activities:

- that take place on IVY grounds, including activities run by IVY, IVY Sport, the Students' Associations, and student clubs and societies;
- that take place outside IVY but are run by, endorsed by, or funded by IVY or IVY-associated entities, including learning abroad, internships, and placements;
- that take place online and are created, authorised, sponsored, or funded by IVY or IVY-associated entities, or that involve people who identify themselves as IVY students;
- that utilise, or are facilitated by, IVY infrastructure, equipment, or services;
- where IVY is represented at internal, local, national, or international conferences, functions, events, or exchanges, including activities run by IVY, IVY Sport, and the Students' Associations; and
- that take place at IVY-sponsored or IVY-affiliated accommodation provided or arranged by IVY Academic Network.



PRINCIPLES

IVY Academic Network is inclusive, open, and respectful in its activities and reflects integrity and ethical behaviour in all that it does. The following principles underpin the behaviour of all members of the IVY community, who are expected to show collegiality and respect in all interactions, including email and social media. Members:

- treat each other in a transparent, non-discriminatory manner, with all parties accorded natural justice, including a timely response to any complaint, and maintain confidentiality as appropriate;
- affirm freedom of expression, subject to appreciation of diversity, as fundamental to teaching, learning, and community-engagement activities;
- exercise care, diligence, and impartiality in carrying out their activities and maintain appropriate confidentiality of matters;
- are honest and ethical in their dealings with each other and with IVY Academic Network;
- take responsibility for familiarising themselves with, and understanding, IVY Academic Network's policies, procedures, and guidelines, as appropriate to their position;
- do not improperly use their position to gain an advantage for themselves or any other person, or cause detriment to IVY Academic Network, the community, or any other person;
- declare perceived and real conflicts of interest in all their activities and are careful not to engage in inappropriate relationships or abuse any position of power;
- respect and use IVY Academic Network's resources and infrastructure in an appropriate and responsible manner, including respect for the environment;
- respect IVY Academic Network's governance and procedures and respond positively to any lawful and reasonable directions given by persons authorised to give such directions;
- observe and comply with relevant law; and
- are part of a vibrant and diverse community of staff and students with a wide variety of backgrounds. Members respect and do not discriminate against each other.

STUDENT RESPONSIBILITIES

- Students are expected to act in accordance with the values, policies, procedures, and academic standards of IVY Academic Network.
- Students must behave respectfully towards other students, staff, visitors, external partners, placement providers, and members of the public.
- Students must engage responsibly in their studies, attend learning activities, participate constructively, complete academic work honestly, and follow reasonable instructions given by authorised staff.
- Students must communicate respectfully in person, in writing, through email, online learning platforms, class groups, social media, and all other digital channels.
- Students must use classrooms, laboratories, libraries, studios, IT systems, online platforms, sports facilities, common areas, and institutional property responsibly.
- Students must protect the confidentiality and privacy of personal data, institutional records, assessment information, correspondence, and any information shared through IVY systems.



- Students must represent IVY Academic Network responsibly during events, competitions, internships, placements, study visits, conferences, online forums, and external engagements.
- Students must identify themselves truthfully when requested by authorised staff and must not misuse identity cards, institutional records, email accounts, documents, or access rights.
- Students must not act in a way that disrupts teaching, learning, assessment, administration, events, student support, institutional operations, or the safety and wellbeing of others.

UNACCEPTABLE BEHAVIOUR

- a. Unacceptable behaviour means any conduct that may reasonably cause harm, distress, fear, humiliation, disruption, unfair advantage, reputational damage, property damage, or risk to another person, the institution, or the wider community.
- b. Unacceptable behaviour may take place in person, online, by phone, through email, through messaging applications, through social media, through images or recordings, or through any other form of communication.

The following may be treated as misconduct under this Policy:

- c. harassment, bullying, intimidation, victimisation, or abusive behaviour;
- d. discrimination on the basis of gender, age, disability, race, religion, nationality, ethnic background, marital status, pregnancy, socio-economic background, or any other personal characteristic;
- e. sexual harassment, sexual misconduct, unwanted sexual comments, unwanted sexual attention, sharing sexual material without consent, or any unwanted conduct of a sexual nature;
- f. physical violence, threat of violence, assault, fighting, or conduct that creates fear of harm;
- g. verbal abuse, offensive language, humiliating comments, repeated hostile communication, or aggressive behaviour;
- h. persistent unwanted contact, stalking, following, repeated messaging, or contacting someone after being asked to stop;
- i. cyberbullying, online abuse, harmful content sharing, unauthorised recording, or sharing private information, images, messages, or recordings without consent;
- j. disruption of teaching, learning, meetings, examinations, assessments, ceremonies, events, or administrative activity;
- k. damage to, theft of, or misuse of institutional property, student property, staff property, equipment, books, IT systems, furniture, facilities, or vehicles;
- l. misuse of fire alarms, emergency exits, safety equipment, security systems, laboratories, or health and safety procedures;
- m. possession, use, distribution, or promotion of illegal drugs or prohibited substances on institutional premises or during institutional activities;



- n. possession or use of weapons, dangerous items, or items intended to threaten, intimidate, or harm others;
- o. fraud, deception, forgery, false identity, false claims, falsified evidence, or submission of misleading information for personal or academic advantage;
- p. breach of confidentiality, misuse of personal data, unauthorised access to institutional records, or misuse of digital systems;
- q. refusal to follow lawful and reasonable instructions from authorised staff;
- r. retaliation against any person who reports misconduct, gives evidence, supports another student, or participates in an investigation;
- s. initiation, hazing, forced participation, humiliation-based group activity, coercive social behaviour, or unsafe student society activity;
- t. conduct during placements, internships, field visits, work-based learning, competitions, conferences, or external events that breaches professional standards or damages the reputation of IVY Academic Network;
- u. any conduct that may also amount to a criminal offence.

This list is not exhaustive. IVY Academic Network may consider any conduct under this Policy where it affects safety, dignity, wellbeing, learning, institutional operations, or the reputation of the institution.

BREACH OF STUDENT RESPONSIBILITIES

Students who breach the responsibilities under the Student Code of Conduct are expected to acknowledge responsibility and participate, in good faith, in restorative activities to put things right when required.

REPORTING

REPORTING MISCONDUCT

- Any student, staff member, visitor, parent, placement provider, or member of the public may report a concern about student conduct.
- Reports may be made to the Campus Head, Principal, Programme Manager, Academic Coordinator, Quality Assurance Department, Student Support Office, Student Counsellor, or any authorised member of staff.
- Reports should normally be made in writing through the approved complaint, incident, hazard, or misconduct reporting form. A verbal report may be accepted where the matter is urgent, sensitive, or involves immediate safety concerns.
- Any staff member who receives a report must forward it to the relevant authorised office for assessment, support action, and record keeping.
- Anonymous reports may be reviewed for risk, safeguarding, health and safety, or monitoring purposes. However, anonymous reports may limit the institution's ability to investigate or take formal action.



IVY Academic Network ensures all parties are treated with dignity and respect and are afforded procedural fairness once a report has been made; IVY Academic Network also communicates with directly affected parties.

INVESTIGATIONS AND DECISIONS

- IVY Academic Network will respond to all reports of student misconduct promptly and will take appropriate action to protect student welfare, safety, and the learning environment.
- All investigations will be handled in a fair, transparent, and confidential manner.
- The relevant department will review the concern, collect the available evidence, and give the student a reasonable opportunity to explain their position.
- Where the matter requires further review, the case will be presented to the Conduct Panel.
- The Panel will consider the evidence, the student's explanation, and any relevant circumstances before making a decision.
- If the Panel finds that a breach of the Student Code of Conduct has occurred, it will decide an appropriate outcome based on the seriousness of the matter, the impact caused, and the student's previous conduct record.
- The decision will be recorded in writing and communicated to the student.
- If the student does not agree with the decision or outcome, they may use the appeal process under the Student Appeal Policy.

POSSIBLE PENALTIES

The penalties may include the following:

- a formal warning;
- a reduced grade;
- a monetary fine to compensate for destruction of resources or property;
- disciplinary suspension from IVY Academic Network for a designated period of time; and
- expulsion from IVY Academic Network. The academic transcript records the expulsion permanently, and a record is kept in the disciplinary file permanently.

In all determinations of penalty, the following factors will be considered:

- the nature and seriousness of the offence;
- the injury or damage resulting from the misconduct;
- the student's motivation and state of mind at the time of the incident;
- the student's prior disciplinary record; and
- the student's attitude and demeanour subsequent to the violation.

The relevant authorised staff member may combine any of the above penalties, depending on the severity of the infraction, or impose some other penalty appropriate to the violation. Whatever the penalty, a signed form recording the settlement will be kept in the relevant office and in the student's file. The purpose of this



record keeping is to ensure that students who breach the Code of Conduct for a second time are dealt with appropriately, and to deter students from repeating offences.

Some first offences and all second offences have serious implications and are handled by the relevant department, Principal, or Quality Assurance Department, with a greater range of penalties available.

REVIEW OF POLICY

- This Policy will be reviewed every three years, or earlier where required by institutional need, legal change, quality assurance findings, serious incident review, student feedback, or senior management decision.
- The Quality Assurance Department will coordinate the review in consultation with academic departments, campus heads, student support staff, administrative teams, and senior leadership.
- Approved changes will be communicated to students and staff through appropriate institutional channels.