



MANIPAL
ACADEMY of HIGHER EDUCATION
DUBAI CAMPUS
(Institution of Eminence Deemed to be University)

STUDENT CODE OF CONDUCT

Authored by

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STUDENT CODE OF CONDUCT POLICY

1. General

- 1.1. The University is a community of students, faculty, and staff involved in learning, teaching, research, and other activities. All members of this community are expected to conduct themselves in a manner that contributes positively to an environment in which respect, civility, diversity, opportunity, and inclusiveness are valued, to assure the success of both the individual and the community.
- 1.2. The purpose of this Student Code of Conduct is to define the general standard of conduct expected of students, provide examples of conduct that may be subject to disciplinary action by the University, provide examples of disciplinary measures that may be imposed, and set out the process and procedures that the University will follow when an allegation of academic and/or non-academic misconduct is made. Students are expected to be aware of and to conduct themselves in accordance with this Code.
- 1.3. The University respects the right of students to conduct their personal lives as per free will. This Code governs conduct only to the extent necessary to protect the integrity and proper functioning of the academic and non-academic activities of the University, the peaceful and safe use of University facilities by all of its members the freedom of members of the University to participate reasonably in all its programs and in activities in or on the University's premises, or to protect the property of the University or its members.

2. Definitions

2.1. In this Code:

- (a) "student" means: a person who is presently enrolled at the University in a credit course and all those who represent the university on all platforms

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- (b) the "University" means: The institution named Manipal Academy of Higher Education;
and
- (c) "premises" includes lands, buildings, and grounds of Manipal Academy of Higher Education

2.2. Unless otherwise stated, a student will only be liable for conduct that they knew, or ought reasonably to have known

3. Application

3.1. This Code applies to conduct that:

- a. occurs on or near the premises of the University and on online platforms involving the reputation of the University
- b. occurs elsewhere during activities sponsored by the University, or where the conduct is alleged to adversely affect, disrupt, or interfere with another person's reasonable participation in University programs or activities (including placement interviews and work placements); or
- c. occurs in the context of a relationship between the student and a third party that involves the student's standing, status, or academic record at the University

3.2. Any student found responsible for non-academic misconduct is subject to the disciplinary provisions of this Code, regardless of the action or inaction of civil authorities. Nothing in this Code precludes the University from referring an individual matter to the appropriate law enforcement agency before, during, or after disciplinary action is taken by the University under this Code. A student may be subject to criminal prosecution and/or civil proceedings notwithstanding, and in addition to, disciplinary action taken by the University against the student under this Code.

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3.3. The University may also define standards of professional conduct for students in programs where these are appropriate, and this Code does not replace or supersede such standards. Where alleged conduct is prohibited under this Code and standards of professional conduct in a program, the University will determine how the allegations will be addressed, which may include sanctions under this Code or in accordance with the set standards of professional conduct of the other party (including law of the land) or both with modification to procedure as appropriate, provided, they meet the requirements of procedural fairness in the university's context.

3.4. Students found to be present while any violation(s) are occurring may be considered participants and/or complicit in the violation(s) and may also be subject to disciplinary action. Similarly, possessing information or knowledge by a student of an occurrence or potential occurrence of a violation and deliberately not reporting this to the relevant University staff members can be considered as complicity in the violation and can lead to disciplinary action.

4. Prohibited Conduct

Any conduct on the part of a student that has, or might reasonably be seen to have, an adverse effect on the integrity or the proper functioning of the University, or the health, safety, rights, or property of the University or its members and visitors, is subject to discipline under this Code. The following list sets out specific examples of prohibited conduct. It is intended to help students understand the type of conduct that will be subject to discipline, it is not an exhaustive list and students should be aware that their conduct may still be considered prohibited conduct under this Code even if it does not appear in the list below. Prohibited conduct that is subject to disciplinary measures includes, but is not limited to, engaging in, attempting to engage in, or assisting others to engage in any of the actions described below:

4.1 Misconduct against persons, which includes:

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- a. physically aggressive behavior - Any sort of physical abuse to an individual or group of individuals whether known or unknown to the perpetrator. This also includes accompanying and/or supporting an individual or group of individuals for planned physical fights whether in campus or in the nearby premises.
- b. assault (the threat or attempt of force or battery on another that causes the victim to have a reasonable apprehension of imminent harm),
- c. harassment (including sexual harassment as according to Article 359 of UAE Penal Code),
- d. intimidation, threats or coercion.
- e. conduct that creates conditions that endanger the health, safety, property, or well-being of any person
- f. engaging in any form of discrimination and hatred on the basis of religion, belief, sect, faith, creed, race, colour or ethnic origin (each being a “Protected Characteristic”)engaging in unwelcome or persistent conduct that the student knows, or ought to reasonably know, would cause another person to feel demeaned, intimidated, or harassed.

4.2 Misconduct against property, which includes:

- a. taking without authorization, or misusing, destroying, defacing, or damaging University property or property that is not their own, or information or intellectual property owned by the University or by any of its members
- b. possessing University property or property that is not their own, if the student knows, or ought to reasonably know, that property to have been taken without authorization; or
- c. creating a condition that unnecessarily endangers or threatens destruction of University property or property that is not their own.

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4.3 Disruption

No student shall, by action, threat, or otherwise, disrupt any activity organized by the University or by any of its faculties, schools, or departments, or the right of other persons to carry on their legitimate activities, to speak or to associate with others.

4.4 Unauthorized Use of University Facilities, Equipment, or Services:

- a. No student shall use any facility, equipment, or service of the University, or enter or remain on any premises, to which they do not have legitimate access, or contrary to the expressed instruction of authorized persons.
- b. No student shall use any of the University's Information Technology (IT) such as, computing equipment, facility, network or system, for any disruptive or unauthorized purpose, or in a manner that violates any law, University regulation, policy or procedure.
- c. No student shall destroy, misplace, misfile, or render inoperable any stored information such as books, film, data files, or programs from a library, computer, or other information storage, processing or retrieval system.

4.5 False Charges

No student shall bring a false charge against any member of the University under this Code.

4.6 False Information and Identification

No student shall knowingly furnish false information to any person or office acting on behalf of the University, or forge, alter or misuse any University document,

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record or instrument of identification, or knowingly furnish false information to any person regarding their standing, status, or academic record at the University.

4.7 Aiding the Commission of Prohibited Conduct

No student shall encourage, aid, or conspire with another student in the commission of prohibited conduct, or encourage or aid behavior by a non-student which, if committed by a student, would be prohibited conduct under this Code.

4.8 Refusal to Comply with a Direction of a University Representative

No student shall refuse to comply with a reasonable direction to do, or not to do, something that is made by a University representative authorized to make such a direction.

4.9 Unauthorized Possession or Use of Dangerous Objects

No student shall store, possess, or use real or replica firearms or other weapons, explosives (including fireworks), ammunition, or toxic or otherwise dangerous materials on University premises.

4.10 Alcohol or Drug Use

No student shall use, possess, or distribute a controlled or restricted substance or contravene provincial liquor laws or the policies of the University governing the possession, distribution, and/or consumption of alcoholic beverages. Processing, making or consuming alcohol, dokha or any prohibited drugs / substances. Smoking cigarettes (only made of tobacco) is allowed in campus only in designated smoking area.

4.11 Hazing

No student shall engage in hazing, which is defined as an act which endangers the mental or physical health or safety of a student for the purposes of initiation or

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admission into, affiliation with, or as a condition for continued membership in, a group or organization.

4.12 Ragging

includes any conduct by a student, whether by words spoken or written or by an act which includes physical abuse, lewd acts, teasing, rough or rude treatment, indulging in rowdy, indiscipline and obscene activities which causes or is likely to cause annoyance, undue hardship, physical or psychological harm or mental trauma or raise apprehension or fear in a fresher / junior student or other students or forcing a student to do any act which such a student is not willing to do and which has the effect of causing or generating a sense of shame or embarrassment or danger to a student's life or adversely affect the physique or psyche of a fresher or a junior student.

4.13 Bullying

Bullying is a form of abuse. It comprises repeated acts over time that involve a real or perceived imbalance of power with the more powerful individual or group abusing those who are less powerful. This includes and not limited to name calling, making fun of the person, spreading rumors about a person, participating in initiation rituals.

4.13.1 Physical Bullying: includes hitting, kicking, tripping, pinching and pushing or damaging property. Physical bullying causes both short term and long term damage

4.13.2 Verbal bullying includes name calling, insults, teasing, intimidation, homophobic or racist remarks, or verbal abuse. While verbal bullying can start off harmless, it can escalate to levels which start affecting the individual target

4.13.3 Social bullying, sometimes referred to as covert bullying, is often harder to recognise and can be carried out behind the bullied person's back. It is designed to harm someone's social reputation and / or cause humiliation.

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4.13.4 **Cyberbullying** – Intentional and repeated harm inflicted through the use of computers, phones, and other electronic devices. It includes all the 10 types of cyberbullying, namely (*please refer to appendix):

- Exclusion
- Harassment
- Outing/doxing
- Trickery
- Cyberstalking
- Fraping
- Masquerading
- Dissing
- Trolling and
- Flaming

4.13.5 Contravention of University Regulations

When a rule, regulation, or policy of the University prohibits or proscribes certain conduct but does not provide any penalty for breaches of the rule, regulation, or policy, breaches shall be dealt with under this Code.

5 Disciplinary Measures

5.1 Disciplinary measures which may be imposed, singly or in combination, for academic, non-academic misconduct and recorded by the Office of Student Affairs, include, but are not limited to, the following:

5.1.1 **Counselling:** A corrective counselling process will be designed specifically to assess the student evaluate the actions undertaken with an aim to introspect and take some form or remedial action. Or to establish a further counselling/training need

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- 5.1.2 Oral Warning** – verbal warning to students using the verbatim “You are being officially warned ...”
- 5.1.3 Written Warning** – A written warning or reprimand to the student
- 5.1.4 Probation** – A written reprimand and order for a designated probationary period in which a student must fulfill certain conditions and have good conduct or otherwise be subject to the imposition of further or more severe disciplinary sanctions.
- 5.1.5 Restitution** – Payment of costs, or compensation for loss, damage, or injury that may be monetary or in the form of appropriate service or material replacement.
- 5.1.6 Apology** - Issuance of a statement, apology, or retraction in an appropriate form in public or in private
- 5.1.7 Loss of privileges** – A denial of specified privileges for a specified period of time. Privileges are those that if restricted may affect full participation in campus life but not make it impossible to complete academic requirements
- 5.1.8 Restriction or prohibition of access or use** – A denial for a specified period of time of, or conditions imposed on, a student's right to access to or use of any part or all of the University's lands, equipment, facilities, services, activities, programs, meetings, or events or those held by, on, or in association with the University
- 5.1.9 Discretionary sanctions** – Imposition of work assignments, service to the University or other such discretionary assignments that are considered appropriate and punitive, compensatory, restorative, educational, or deterrent in nature, provided that any such work or service is available and not prohibited by labour or other service agreements
- 5.1.10 Fines** – Levying of a fine based on the level of offence*(please refer appendix)
- 5.1.11 Deregistration or Academic Withdrawal** – Removal of the student from one or more courses for one or more terms (which may require re-application for admission to a program or faculty, or withdrawal from any internship, practicum, or research project

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5.1.12 Suspension from the University – Suspension of the student from the University for a specified period of time after which the student is eligible to return. Conditions for readmission may be imposed

5.1.12.1 **Full Suspension** : restricted from accessing campus for all purposes and restricted from attending classes online

5.1.12.2 **Campus Suspension** – restricted from accessing campus for all purposes but online classes allowed

5.1.13 Termination from the University – student unenrolled from University registers.

5.2 Disciplinary measures for non-academic misconduct shall not ordinarily be recorded on a student's transcript unless the student is suspended or expelled. In the case of suspension, the transcript notation shall be removed upon lapsing of the suspension.

5.3 Refusal to comply with a disciplinary measure or disciplinary measures imposed under this Code is itself a serious offence and may result in suspension for up to two years.

5.4 Where the non-academic misconduct resulted in property damage, the disciplinary measures should include restitution or rectification.

5.5 Where a monetary disciplinary measure is imposed, the costs to the University and the degree of financial hardship imposed upon the student, if any, should be taken into consideration.

Please refer to the Disciplinary Escalation Matrix*(please refer appendix) for more details

6 Process and Procedures

6.1 Subject to section 5.2, all incidents of suspected non-academic misconduct will be reported to the Office of Student Affairs. The Office will consider the allegations and may do any of the following:

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- 6.1.1 meet with the student suspected of the misconduct
- 6.1.2 investigate further by any means deemed necessary and appropriate
- 6.1.3 Set up a disciplinary investigative committee for Level 3 cases*(please refer appendix)
- 6.1.4 refer the matter to the Head of Business & Student Affairs and the Academic President
(as deemed)

6.2 Incidents of suspected non-academic misconduct that involve Sexual Misconduct or Discrimination will be addressed pursuant to **POSH Policy**.

7 **Right to Appeal** *(please refer to appendix for details)

A request for appeal of a decision delivered through the Disciplinary Investigative Committee set up by the Office of Student Affairs must be submitted by the students/parent, in writing to the Deputy Registrar with seven calendar days of the official notification of the decision.

The basis of an appeal will be limited to one or more of the following cases:

- A gross procedural error that materially affected the outcome
- The sanction/punishment imposed were not proportionate with the violation(s) according to community standards for which the respondent(s) were found responsible
- The decision was not consistent with that of the evidence
- New information, which was unavailable at the time of the hearing, that merits re-consideration of the final disposition

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Appendix

Document 1: Disciplinary Matrix

The outcome must be determined based on specifics of the case obtained through the *fact-finding* process and should consider *escalating and mitigating factors* as described in the Student Code of Conduct and Guidelines. [Contact the Office of Student Affairs](#) when determining any level of discipline. Please refer to the Escalation Matrix to determine what is not punishable included under the minor and gross misconduct category of offenses.

Key	Level of Action
Verbal Warning (V)	First Level
Written Warning (W)	Second Level
Suspension (S)	Third Level– <i>Requires a Notice of Contemplated Action prior to final action</i>
Termination (T)	Final Level – <i>Requires a Notice of Contemplated Action prior to final action</i>
Fine (F,F+)	Fine is imposed on discussion with Program Coordinator/ Chairperson and Office of Student Services

Variation to the recommended violation levels is annotated with a (+) for higher level and (-) for lower level of suggested action in the Violation section.

****IMPORTANT:** These are non- exhaustive listed areas and can be dealt by the University subject to severity or nature of the act/incident. The final decision to be made by the Academic President, Business Head and Office of Student Affairs.

**Minor Misconduct	1 st Level	2 nd Level	3 rd Level	4 th Level
Refusal to readily identify themselves/ by presenting Student ID card	V	W	F	F+
Disruptive behavior including disruption of the student learning activity or recreation of others	V	W	F	F+

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Behavior in any part of the Campus or on placement that interferes with the rights of others namely. <ul style="list-style-type: none"> • Playing loud music, • Loud telephone conversations etc. 	V	W	F	F+
Disruption of teaching or learning activity through usage of mobile phones.	V	W	F	F+
Offensive language (profanity) or rude/impolite/inconsiderate behavior.	V	W	F	F+
Failure to adhere to an employer's rules when on a visit/ industrial visit, internship, international study tour etc.	V	W	F	F+
Causing safety hazard through negligence	W	F	F+	S
Smoking in campus	V	W	F	F+
Misuse of email/ the internet/ College resources	W	F	F+	S
Disrespect for University faculty/staff	W	F	F+	S

**Gross Misconduct	1 st Level	2 nd Level	3 rd Level	4 th Level
Repeated or persistent acts of minor misconduct	W	F	F+	S
Distribution and use of : <ul style="list-style-type: none"> • Alcoholic Beverages • Drugs • Other illegal substances on campus or off-campus (on a university related activity) 	W	F	F+	S
Vandalism (deliberate / willful act causing damage to University property or the property of others at the University Campus)	F	F+	S	T
Failure to abide by the laws of UAE including but not limited to the Dubai Code of Conduct related to Public Display of Affection	W	F+	S	T
Misconduct against individuals including Bullying/intimidation/ragging/ physical fighting	F	F+	S	T
Attempting to enter University during one's suspension period	F	F+	T	-

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Gross negligence / recklessly causing a safety hazard	F	F+	T	-
Any criminal activity / failure to disclose a criminal record	T	-	-	-

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Document 2: ESCALATION MATRIX

Complaints Handling Procedure - Academic/ Non-academic Complaints

Type of Offence: MINOR	
Description	<p>Minor offenses DO NOT</p> <ul style="list-style-type: none"> • Cause physical, mental, or emotional harm/injury/trauma to self or any other individual • Cause major disruption in the academic functioning of the respective class/school • Cause any major disruption in any activities within University • Defame any individual/department /University (defamation includes all forms of written or verbal communication)
Responsibility for Course of Action	<ul style="list-style-type: none"> • Can be dealt with at School/Department levels in alignment with Office of Student Affairs. • <i>The Office of Student Affairs should be intimated before any action is taken by the school.</i>
Commitment	<ul style="list-style-type: none"> • To always maintain confidentiality of the student and the matter raised • For issues that are straightforward, and easily resolved, requiring little or no investigation, necessary action may be taken as deemed fit, in alignment with Office of Student Affairs. • Academic complaints can also be addressed by concerned faculty and respective Program Coordinator in alignment with the respective Chairperson • Office of Student Affairs to be kept in loop at all levels.


Type of Offence: MAJOR	
Description	Any offence that goes beyond the purview of minor offences
Responsibility for course of Action	<ul style="list-style-type: none"> • To be immediately intimated to the Student Affairs Office. • <i>The Office of Student Affairs shall directly deal with this in alignment with the School/Department</i>
Their Commitment	<p>Upon discretion of the Student Affairs Office, a disciplinary committee may be called which may lead to the following disciplinary actions:</p> <ul style="list-style-type: none"> • Warning Letter • Fines • Suspension

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	<ul style="list-style-type: none">• Termination <p><i>Offenses of Sexual Misconduct will be dealt with in accordance with POSH Policy</i></p>
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Policy Effective Date: 1st September 2005

Policy Amendment Date: 29th December 2022 ;
Reviewed Annually


20/7/2023

Policy Approved by

Dr Sudhindra Shamanna
Academic President
Manipal Academy of High Education, Dubai

