



Shifa Tameer-e-Millat University

شفا تعمیرِ ملت یونیورسٹی

CODE OF ETHICS & CONDUCT

University Vision:

To work, within parameters of the charter, to create and disseminate knowledge in the fields of Health, Engineering, Business, Basic and Social Sciences in order to contribute to the process of nation building in keeping with our religious, historical and cultural ethos.

University Mission Statement:

To equip upcoming generations with intellectual, social and scientific knowledge and skills in varied academic disciplines at par with international standards by establishing state of the art academic facilities and provision of highly qualified teaching faculty.

Disclaimer:

This handbook is provided to the faculty, students and administrative staff for their general guidance only. It does not constitute a contract; either expressed or implied, and is subject to change at the University's discretion. If there are any inconsistencies between this handbook and University Statutes / Regulations / Policies, the later will always take precedence. Faculty, students and administrative staff are advised, in their own interest, to read, understand and follow respective college policies and procedures. Acquisition of revised copy of the said document (as and when announced) is the responsibility of the faculty, student and administrative staff.

Hard form of STMU Code of Ethics is available from: HR Office, Shifa Tameer-e-Millat University, Pitras Bukhari Road, Sector H-8/4, Islamabad.

Soft form of STMU Code of Ethics is available from: University Website www.stmu.edu.pk/downloads

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PREAMBLE

Today, knowledge- and information-based technological changes are taking place in real time on a planetary scale, exposing our world to greater ethical challenges. The market forces seem to dilute the sensitivity of universities towards nurturing ethically mature community as a result this needs to be addressed on urgent basis to raise the ethical self-awareness of faculty, students, and staff so that they could act with integrity, fairness, and trustworthiness.

To pursue the vision, mission and objective, a university needs to develop an institutional code of ethics built around higher education and its associated academic activities. This institutional frame of ethics, although not mutually exclusive to existing code of conduct based on local cultural and religious traditions, is essentially keyed in a broad universal perspective.

As a progressive and forward-looking institution, Shifa Tameer -e-Millat University (STMU) is keen on nurturing in its faculty, students, and academic staff a sense of responsibility by disciplining them ethically. A befitting mechanism translating appropriate procedures and corrective actions does exist at STMU to handle ethical deviations and violations effectively. Formal codes of conduct are in place both for students and faculty guiding their behavior. While formal instruction in ethics and religious teachings forms an integral part of all undergraduate programs, the University also, at appropriate intervals, arranges seminars where learned scholars with deliver talks to the students, faculty and other organizational members so that they could be inspired and enlightened ethically.

Although, we at STMU are fully responsive to the need of ethical integrity of higher education in a civilized society; as well as the aspirations of all the stakeholders have previously been relying on the brief and discursive guidelines contained in various documents to govern the ethical conduct of students, faculty and administrative staff. But our Chancellor as per his vision and our Vice Chancellor due to his commitment to the ethical character of higher education conceived the idea of developing a comprehensive code of ethics in the light of guidelines provided by International Association of Universities and assigned the task to a special committee with an adequate representation of all the stakeholders including students, faculty, and administrators/non-teaching staff. STMU Code of Ethics, which was approved and proclaimed on 28th Nov, 2018 is the result of extensive deliberations and discussions held time and again to reach a consensus by the members of the Syndicate as a whole.

Code of Ethics & Its Importance

'Character is higher than intellect'

Ralph Waldo Emerson (1803-1882)
noted American essayist, lecturer and poet

A Code of Ethics, being the beacon light, promotes moral behavior; it enables members of an organization to make sound decisions and work professionally; adhering to core ethical values of integrity, fairness, trustworthiness, courtesy, respect and tolerance whereby, enhancing the reputation of the organization, preventing negative legal effects, encouraging positive relationships, solving ethical dilemmas and prevention of discrimination or harassment.

To administer quality education and to conduct indigenous research, it is all prevailing need of every university to have a code of ethics and conduct that must be followed by all stakeholders including students, faculty and staff. The prime objective of a code of conduct within an organization is to define acceptable standards and provide general guidelines for professional behavior to its members in order to act in an appropriate way conduct in an appropriate way and to prevent misconduct. The code of conduct is paramount for any professional institution to regulate and monitor the behavioral changes required to be inculcated among its stakeholders. The also aims towards preparation of the finest quality of graduates meeting the demands and expectations of the society.

CORE - STMU Code of Ethics

It is a fact that a code of ethics cannot attend to all ethical issues. The primary function of the same is to set forth values and ethical principles allowing its members to get inspiration from whereby, judging their actions. The STMU Code of Ethics reflects the commitment of its students, faculty and staff to engage in ethical practices to ensure upholding of the mission and values of the university.

STMU Code of Ethics is based on a broader framework for approaching morals from a universal perspective and in consistence with international practices. It delineates the ethical obligations of faculty, students and administrative staff so that they could perform well in their respective spheres of responsibility. Thus, STMU Code of Ethics defines appropriate code of conduct for faculty, students and administrative staff in order to regulate their professional behavior in a well-considered ethical framework for their own benefit, as well as for the benefit of the university and the society at large.

The following broad ethical principles are based on the University's core values of service, social justice, dignity and worth of the person, importance of human relationships, integrity, competence, and discipline. These principles set forth ideals to which faculty, students and administrators/non-teaching staff should aspire.

Value: Service

Ethical Principle: STMU's faculty, body of students and administrative staff are committed rather bound to work for the cause of education in their respective spheres. They have an obligation to contribute to the growth of university through their knowledge, skills, and attitude.

Value: Social Justice

Ethical Principle: Every stakeholder of the university is responsible to promote social justice by proving to be sensitive to the knowledge about oppression and cultural and ethnic diversity. All the members in their respective sphere, must have access to needed information, services, and resources; equality of opportunity; and meaningful participation in decision-making at appropriate levels.

Value: Dignity and Worth of the Person

Ethical Principle: Every stakeholder of the university is morally bound to treat one another in a caring and respectful manner, deferring to individual differences, as well as cultural and ethnic diversity. They should be well aware of their dual responsibility to the university and to the society at large.

Value: Importance of Human Relationships

Ethical Principle: Human relations are an integral process through individual's attitudes work are combined or integrated. These relationships promote harmony and understanding and helps in working more effectively with other people in organizations. All the stakeholders of the University are responsible both to their own advantage and the larger interest of the university and society to strengthen relationships in a purposeful effort to promote, restore, maintain, and enhance the collective well-being of individuals, families, the organization, and the civil society at large.

Value: Integrity

Ethical Principle: It is incumbent upon all the stakeholders of the University to be cognizant of University's mission, values, ethical principles, and to show ethical behaviour consistent with them. They must act honestly and responsibly and promote ethical practices within the organizations with which they are associated.

Value: Competence

Ethical Principle: Given the critical importance of competence in today's world, it is becoming increasingly important for all the stakeholders of the University to continually seek to improve their professional knowledge and skills. And, they should aspire to contribute to the knowledge in their own ways and manners.

Value: Discipline

Ethical Principle: Discipline refers to training of the mind and character. There is a need and importance of discipline in all walks of life as it forms the core of other virtues like punctuality, honesty, responsibility, fortitude, integrity and decorum.

STMU urges its stakeholders to observe in true letter and spirit, the values outlined above in University Code of Ethics. Maintaining a hierarchy, strict observance of university's rules and regulations; as well as due respect to law of country are expected all the time in all situations.

This document outlines a set of the following three codes governing the conduct of (1) faculty, (2) students, and (3) administrators/non-teaching staff of the university.

1. Faculty Code of Conduct
2. Students' Code of Conduct
3. Administrators' / Non-teaching staff Code of Conduct

It is desired that faculty, students, and administrators/non-teaching staff should acquaint themselves with the STMU Code of Ethics in entirety to deepen their understanding, and study their respective code of conduct and internalize the guidelines provided therein.

1. CODE OF CONDUCT – FACULTY

STMU strives hard to elevate the status of teaching & learning by maintaining and promoting the higher standards of professional practice and conduct in the interest of faculty, students, parents, and the society at large. The University expects its teaching faculty to demonstrate highest standards of professional and moral conduct. It is expected that this code guides the faculty members to adopt an informed approach to their teaching and its context and to reflect on the good and correct practices as professional teachers.

1.1. Introduction

The Faculty code of conduct sets out the key principles of good demeanor and practice for faculty of STMU. Every STMU faculty member shall accept the responsibility to abide by these ethical principles and endeavor to be a role model by acting within the community in a manner which enhances the prestige of the teaching profession.

1.2. Professional Commitment

Achieving higher academic standards is only possible when the faculty members have the necessary knowledge, skills, wisdom, character, and compassion. The faculty members should maintain high standards of performance, demonstrate good moral character, and compliance with equal opportunity laws.

Faculty member(s), in compliance of his/her contractual and professional responsibilities shall:

- a. accept responsibility or employment only based on existing competence or the intention to acquire the necessary competence.
- b. strive to become and remain proficient in professional practice and the performance of professional functions.
- c. avoid discrimination based on race, ethnicity, national origin, color, sex, sexual orientation, gender identity or expression, age, marital status, political belief, religion, immigration status, or mental or physical disability.
- d. avoid participation in or any association with all acts of dishonesty, fraud, or deception.
- e. work toward the maintenance and promotion of high standards of practice.
- f. uphold and advance the values, ethics, knowledge, and mission of the teaching profession.

- g. avoid the use of coercive means, preferential/discriminatory treatment to students, colleagues, university administration in order to influence professional decisions
- h. refrain from making any fraudulent statement or concealing or suppressing a material fact for which he/she is responsible.
- i. take responsibility and credit, including authorship credit, only for work they have actually performed and to which they have contributed.
- j. honestly acknowledge the work of and the contributions made by others.
- k. remain alert to and avoid conflicts of interest that interfere with the exercise of professional discretion and impartial judgment.
- l. avoid taking unfair advantage of any professional relationship or exploit others to further their personal, religious, political, or business interests.
- m. protect the confidentiality of all information obtained during professional service, except for compelling professional reasons.
- n. promote and facilitate evaluation and research to contribute to the development of knowledge.
- o. educate themselves, their students, and their colleagues about responsible research practices.
- p. follow research principles and ethical standards in human/ animal research.
- q. be mindful of laboratory safety to avoid accidents to individuals and damages to equipment.
- r. not reveal confidential information concerning students, unless required by law.
- s. report to the concerned authority of any violation of the rules contained in this section.

1.3. Commitment to the Student

Teachers are best known for the role of educating the students that are placed in their care and this calls for genuine interest, concern, and consideration on the part of faculty members for their students. They should build a warm and conducive environment, mentor, and nurture students for the pursuit of worthy goals.

To fulfill his/her obligation to the students, the faculty member shall:

- a. provide quality education to all students.
- b. recognize students' individual potential and help develop them in best possible manner.
- c. conduct academic activities in accordance with sound educational practices that are in the best interest of the student.
- d. abstain from showing favoritism or discriminate against students and interact with them appropriately.
- e. contract students considerately and justly seeking to resolve problems, including discipline, as per law and university policy.
- f. make constructive effort to protect the student from conditions detrimental to learning, health, or safety.
- g. avoid disparaging students for their academic weaknesses and demoralizing them by passing derogatory or indecent remarks.
- h. avoid soliciting private information from students unless it is essential to providing services.
- i. provide students reasonable access to the records of their academic performance.
- j. not sexually harass students, fellow colleagues, or other employees of the University. Sexual harassment includes sexual advances, sexual solicitation, requests for sexual favours, and other verbal or physical conduct of a sexual nature.
- k. avoid using derogatory language in their written or verbal communications to or about students, fellow colleagues, or other employees of the University.
- l. present facts without distortion, bias, or personal prejudice.
- m. facilitate the student to pursue reasonable independent scholastic effort.
- n. facilitate the student freedom to express his/ her different point of view.

- o. refrain from manhandling or inflicting on students any corporal punishment.
- p. set as role-model personal examples of integrity and punctuality.
- q. take out time to counsel and encourage students to overcome their academic deficiencies.
- r. keep no contact with the students outside the university premises, or to a minimum extent if advised by the concerned authority in a prescribed manner and focus on academic activities and events.

1.4. Commitment to Colleagues

A balanced professional environment helps all the stakeholders especially, the organizational members to develop and maintain a healthy working relationship based on mutual respect and trust with the fellow colleagues leading to win-win situations. In order to ensure such a harmonious environment following obligations must be fulfilled by faculty members. The faculty member shall:

- a. treat colleagues with respect and should represent accurately and fairly the qualifications, views, and obligations of colleagues.
- b. avoid unwarranted negative criticism of colleagues in communications with other professionals. Unwarranted negative criticism may include demeaning comments that refer to colleagues' level of competence or to individuals' attributes such as race, ethnicity, national origin, color, sex, sexual orientation, gender identity or expression, age, marital status, political belief, religion, immigration status, and mental or physical disability.
- c. cooperate with colleagues and with colleagues of other professions to promote the interest of organization.
- d. accord just and equitable treatment to the members of organization in order exemplify ethical relations with the members of profession.
- e. refrain from revealing confidential information shared by colleagues during the course of their professional relationships and transactions unless required by law.
- f. refrain from making false statements about a colleague or the organization.
- g. refraining from interfering with a colleague's freedom of choice, and will work to eliminate coercion that forces a colleague to support actions and ideologies that violate individual professional integrity.

- h. refrain from taking advantage of a dispute between a colleague and the employer to obtain a position or otherwise advance his/her own interests.
- i. seek the advice and counsel of colleagues whenever such consultation is in the best interests of all stakeholders of the University.
- j. not indulge in sexual harassment with his/her colleagues (sexual advances, sexual solicitation, requests for sexual favours, and other verbal or physical conduct of a sexual nature)
- k. follow University guidelines and take timely action through prescribed channels if a colleague is believed to be incompetent and unwilling to take steps to overcome one's professional deficiencies.
- l. take report, counsel, discourage, prevent, and correct the unethical conduct of colleagues.
- m. defend and assist colleagues who are unjustly charged with unethical conduct.

1.5. Commitment to Parents and Community

Teachers and their commitment to work is exposed to scrutiny and is critically evaluated by the parents, policy makers, and other stakeholders. Parents and the community have high expectations of faculty members as professional persons, role models and community leaders. This binds faculty members to keep quality education and service to the community as prime objective, and to fulfill the responsibility of interacting with the parents and community to enhance public respect for the integrity of teaching profession. In fulfilment of the obligation to parents and community, the faculty member shall:

- a. keep quality education as the prime goal and attend to the duties and obligations of his/her professional assignment with due diligence.
- b. make concerted efforts to communicate to parents all information that should be revealed in the interest of students.
- c. refrain from offering or accepting favors or gifts to protect the impartiality of his/her professional judgement.
- d. manifest a positive role in university/community relation.
- e. understand and respect the values and traditions of the diverse cultures represented in the community and in his/her classroom.
- f. refrain from misrepresenting the institution he/she is associated with and shall take

all the possible care in distinguishing between his/her personal and institutional views.

- g. avoid using institutional privileges for private gains or to promote political candidates, political issues, sectarian, ethnic or partisan activities.
- h. neither indulge in any act of moral turpitude nor commit any offence under the laws of Pakistan or any state or territory
- i. ensure that his/her public engagement efforts are consistent with the vision and mission of STMU.

1.6. Commitment to the University and its Allied Institutions

Recognizing that the status of teaching profession depends to a considerable extent upon the faculty members themselves, they should seek to achieve the highest possible standards in all their professional work to bring about conditions holding out attraction for person(s) worthy of the trust to join careers in education. Faculty members should in order to enhance the prestige of the profession, exercise their professional duties in accordance with agreed principles and seek to cooperate with the authorities in the best interest of students, service of education and society at large. In order to fulfill the obligations to profession and the authorities, the faculty member shall:

- a. represent his/her qualification, experience, and professional position honestly.
- b. enter the profession only with proper certification, and shall actively help prevent the practice of the profession by persons known to be unqualified.
- c. apply for, accept, offer, or assign a position or responsibility on the basis of professional preparation and legal qualifications.
- d. take responsibility for maintaining the quality of his/her professional practice in order to uphold trust of authorities and other stakeholders.
- e. not engage in activities which advance their personal financial interest to the detriment of the employer during duty hours.
- f. seek compliance with the policies and procedures issued at department/ college or university level regarding the use of property, facilities, and finances.
- g. not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
- h. be sensitive to need for confidentiality where appropriate

- i. only disclose confidential information within the parameters of university laws.
- j. seek support, advice and guidance where necessary.
- k. refrain from any commercial/ personal exploitation of his/her professional position.
- l. adhere to the terms of the contract or appointment.
- m. give prompt notice to the employer of any change in availability of service.
- n. act with honesty, integrity and fairness to uphold the trust and confidence of authorities.
- o. be committed to contribute to the mission and vision of STMU.

2. CODE OF CONDUCT – STUDENTS

“Develop a sound sense of discipline, Character, Initiative and a solid Academic Background. You must devote yourself whole-heartedly to your studies, for that is your first obligation to yourselves, your parents and to the State. You must learn to obey for only then you can learn to command”.

Quaid-e-Azam’s address to the Students
(Islamia College, Peshawar - 12th April, 1948)

The core objective of education is facilitating students to acquire knowledge, skills, values and beliefs to help them in their professional, personal, and moral development. Today, educationists are faced with a greater challenge of tempering students with adequate moral grooming so as to help them cope with social and moral challenges of the society. STMU believes in quality education and is committed to attend to ethical growth of its students by inculcating in them the sense of adhering to the highest standards of academic integrity and moral conduct so they could prove to be contributing and responsible member of the society.

The university requires its students in their representation of themselves as members of STMU community, to act honestly, responsibly and with integrity. University binds its students to uphold and follow the specific guidelines described in the student Code of Conduct.

2.1. Definitions

“The Code” means the Code of conduct

“Student” means an individual who has sought admission in the university, registered for the classes, or otherwise has entered into a contractual relationship with university to undertake project or conduct research

‘University premises’ includes all the land, buildings, facilities, and resources owned, leased or operated by the university.

2.2. Purpose

The student Code of Conduct has been formulated to set the standards of conduct expected of students so as to foster and protect the core values of the university. It proves to be a guide to the students as to how they can conduct themselves in a manner that contributes positively to a learning environment where respect, civility, diversity, opportunity and inclusiveness are valued so as to assure the success of individual and community.

2.3. Jurisdiction

The student code applies to any student enrolled in any credit course at the University, and including co-op and exchange students. The code also applies to the off-campus conduct if it is related to university sponsored programs or activities including internship, field trip, study abroad, student teaching, and professional assignment or research at another institution.

The code governs all the campuses of the university. However, students registered with the sub campuses, centers, or institutes are advised to consult their local resources for additional information or rules pertaining to those locations.

University reserves the rights to administer the code and proceed with the inquiry regardless of student's withdrawal from the university, is no longer registered in courses, or subsequently fails to meet the definition of a student while a disciplinary matter is awaiting conclusion or decision.

Any violation of city, state laws by a student of the university shall be deemed as the violation of code. In such situations, the university holds the right to proceed with university's disciplinary code independently regardless of any criminal proceedings. In such instances, the university may proceed with university disciplinary action under the code independently of any criminal proceeding involving the same conduct and may impose sanctions for the violation of the code irrespective of criminal proceeding reaching any decision.

Vision of STMU is to create and disseminate knowledge in the fields of health, engineering, business, basic and social sciences in order to contribute to the process of nation building in keeping with our religious, historical and cultural ethos". The University strongly believes that Islam provides the guideline for establishment of a strong basis for the students to shape their personal and professional lives in a manner that they can contribute positively to the building and development of the nation.

"Say the only guidance is Allah's guidance" (Quran 6:71)

The faculty at STMU believes and ascertains that the teachers are the spiritual parents of the students and they bear equal responsibility and rights to take appropriate steps for the betterment of the students. The guidelines provided in Quran (Chapter 31) for training of one's wards form the basis of the student code of conduct.

*"We bestowed (in the past) Wisdom on Luqman: "**Show (thy) gratitude to Allah.**" Any who is (so) grateful does so to the profit of his own soul: but if any is ungrateful, verily Allah is free of all wants, Worthy of all praise.*

Behold, Luqman said to his son by way of instruction: "O my son! join not in worship (others) with Allah: for false worship is indeed the highest wrong-doing."

*And We have enjoined on man (to be good) to his parents: in travail upon travail did his mother bear him, and in years twain was his weaning: (hear the command), "**Show gratitude to Me and to thy parents: to Me is (thy final) Goal.***

*"But if they strive to make thee join in worship with Me things of which thou hast no knowledge, obey them not; yet **bear them company in this life with justice (and consideration)**, and follow the way of those who turn to me (in love): in the end the return of you all is to Me, and I will tell you the truth (and meaning) of all that ye did."*

"O my son!" (said Luqman), "If there be (but) the weight of a mustard-seed and it were (hidden) in a rock, or (anywhere) in the heavens or on earth, Allah will bring it forth: for Allah understands the finest mysteries, (and) is well-acquainted (with them).

*"O my son! **establish regular prayer, enjoin what is just, and forbid what is wrong: and bear with patient constancy whatever betide thee; for this is firmness (of purpose) in (the conduct of) affairs.**"*

*"And **swell not thy cheek (for pride) at men, nor walk in insolence through the earth;** for Allah loveth not any arrogant boaster.*

2.4. Misconduct

".....but transgress not the limits. Truly, Allah likes not the transgressors" (Quran 2:190)

STMU is committed to providing a safe, inclusive, and respectful learning, living, and working environment for its students, faculty, and staff members. To this end, through this policy, the university provides means to address bias, discrimination, harassment and related misconduct. 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 of prohibited conduct is non-exhaustive and any other act that damages the integrity of the University members might be considered a part of it. A misconduct may be subject to disciplinary action and may include engaging in, attempting to engage in, or assisting others to engage in any of the following actions:

- (a) physically aggressive behavior, assault, harassment, intimidation, threats or coercion;
- (b) threatening or endangering the health, safety or property of any person;

- (c) creating conditions that endanger the health, safety, property, or well-being of any person;
- (d) engaging in a course of troublesome conduct, harassment, or discrimination that is directed at one or more specific persons; and
- (e) engaging in unwelcome or persistent conduct that the student knows, would cause another person to feel demeaned, intimidated, or harassed

Students are strictly reminded that gender mixing is permissible only within the accepted social and cultural norms of the society. Faculty tolerance should not be constructed as an approval to undue intimacy and unacceptable proximity, openly or in isolated areas.

2.5. Dress code

The Dress Code is based on the theory that learning to use socially acceptable manners and selecting attire appropriate to specific occasions and activities are critical factors in the total educational and training process. Understanding and employing these behaviors not only improves the quality of one's life, but also contributes to optimum morale, as well as embellishes the overall campus image. They also play a major role in instilling a sense of integrity and an appreciation for values and ethics.

The continuous demonstration of appropriate manners and dress insures that STMU students meet the standards of quality achievement in the social, physical, moral and educational aspects of their lives; essential areas of development necessary for propelling students toward successful careers. A simple decent dress conforming to our cultural and professional norms is preferred i.e.,

FOR BOYS: Trousers and shirt tucked in, along with tie/ coat/ sweater with sleeves. Kameez shalwar suit along with coat or waistcoat.

FOR GIRLS: Kameez shalwar with dupatta along with coat/ sweater with sleeves with tied/ covered hair.

Students are required to wear clean, white coat and display their University ID cards in all settings within the STMU and SIHL premises.

2.6. Cultural / Official norms

The expected cultural norms as mentioned in The Quran, Surah Nur (Ayat 30-31):

“Tell the believing men to lower their gaze and be mindful of their chastity. This will be most conducive to their purity. And tell the believing women to lower their gaze and be mindful of

their chastity, and not to display their charms (in public) beyond what may (decently) be apparent thereof. Hence let them draw their head-coverings over their bosoms”.

Students will obtain written authorization from the University Registrar’s Office before

- (a) making any public statements, communications, correspondence with the press, media for mass communication and / or editorial boards of magazines, journals etc.
- (b) inviting government / semi-government / private and / or foreign dignitaries, ministers, or other public personalities in their official capacity on Campus / function etc.

2.7. Academic misconduct

Academic misconduct includes any act that violates the standards of integrity in the conduct of academic sessions and / or scholarly and scientific research and communication. This includes, but is not limited to, plagiarizing the work of others, i.e., intentionally or knowingly representing other people's words or ideas as one's own; deliberately falsifying or fabricating data, citations, or information; forging academic documents; abusing the confidentiality of information obtained from colleagues or other persons; intentionally or knowingly helping another to commit an act of academic misconduct, or otherwise facilitating such acts; or other practices that seriously deviate from ethical standards that are commonly accepted within the scientific and scholarly communities for proposing, conducting, or reporting research. Academic misconduct also includes any form of retaliation against a person who, while acting in good faith, provides information about suspected or alleged misconduct.

2.8. Expectations from the students

It is expected that the students will attend lectures, tutorials, seminars, practical sessions, clinics, ward assignments and examinations and / or any un-scheduled courses and activities except for the reasons acceptable to the College. Students will ensure that any original academic writing including essays, thesis, research project, assignments relating to a course or a program of the study either represents their own words, ideas, images and data or is appropriately referenced / cited. Students must ensure that they themselves complete scheduled examinations or attend other academic activities for which they are primarily responsible. Students must also respect confidentiality of information pertaining to patients including their records or files.

2.9. Complaint policy

All members of the STMU community are obligated to report suspected acts of academic misconduct. The initial report of such an allegation, whether on the part of a faculty member, a member of the staff, a student (including those with university appointments), or any other person with a university appointment, should be made to the Dean / Principal / Director / Chairperson of the Faculty / College / Institute / Department.

Upon receiving such a report, the Dean / Principal / Director / Chairperson of the Faculty / College / Institute / Department will conduct a preliminary Inquiry into the allegation or other evidence of possible academic misconduct. Should the Dean / Principal / Director / Chairperson of the Faculty / College / Institute / Department have a real or apparent conflict of interest or are party to the case, the University level disciplinary Committee shall carry out an inquiry.

Such an Inquiry should normally be concluded within 10 days of receipt of the initial report of alleged misconduct. In the course of the Inquiry, the Inquirer:

- (a) will take all reasonable precautions to protect the interests and the reputation of the individual against whom the allegation was made and the person who made the disclosure;
- (b) will conduct interviews with complainant, subject or subjects of the Inquiry, and others as necessary or appropriate for purposes of the Inquiry;
- (c) will prepare a written report that summarizes the evidence reviewed and interviews conducted; documents the reasons for exceeding the 10-day inquiry period (if applicable); and includes the conclusion of the Inquirer as to whether an Investigation is warranted;
- (d) will provide a copy of the report to the subjects of the Inquiry and the complainant for written comment; which comments, if any, together with the report, will become a part of the record of the Inquiry

The Inquirer may, at his or her discretion, either accept or modify the findings and recommendations and prepare findings or recommendations of his / her own. Before reaching a final decision concerning any modifications, however, he / she will explain the rationale for the decision in a written communication to the Investigator and will consider the Investigator's response to those modifications.

2.10. Destruction and misuse of property

University property and services may be used only for university functions during the hours and at the locations that have been approved through advance scheduling. Inappropriate use of university property and / or services may result in referral to the Student Conduct System.

Attempted or actual theft of and / or damage and / or vandalism to university property or the property of a member of the STMU community are prohibited. In addition, knowingly possessing or utilizing stolen property, or being a bystander to damage or vandalism will also be seen as a violation of this policy.

Students reported for property damage and/or theft are subject to one or more of the following:

- (a) prosecution for criminal charges;
- (b) assessment of the costs for repair, replacement or recovery of the property; and / or,
- (c) University and / or disciplinary action via the student conduct process.

Course-related presentations are owned by the presenter. Students may take written notes or make other recordings for educational purposes, but specific written permission to sell the notes or recordings must be obtained from the presenter. Failure to secure permission is a violation of these conduct regulations.

2.11. Possession of dangerous weapons and devices

All the premises of STMU and SIH are designated weapon-free areas. Possession of weapons, unless authorized by the university, is a violation. A weapon is any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death or injury when used in the manner for which it was designed. Additionally, any instrument or device of any sort whatsoever which is actually used in such a manner as to indicate that the possessor intends to inflict death or injury upon another, and which, when so used, is capable of inflicting death or injury upon another, is a weapon. Weapons include any pistol, revolver, shotgun, machine gun, rifle or other firearm, BB or pellet gun, Taser or stun-gun, bomb, grenade, mine or other explosive or incendiary device, ammunition, archery equipment, dagger, stiletto, switchblade knife, or knife having a blade exceeding five inches in length. Residents of university housing may possess knives having a blade exceeding five inches for cooking purposes. A "weapon" also means an object that is not an instrument capable of inflicting death or injury but closely resembles such an instrument (for example, a realistic toy, replica, imitation weapon or look-a-like gun that is reasonably capable of being mistaken for a real weapon). Failure to abide by the no-weapon policy on campus would result in the immediate involvement of the law-enforcing authorities and registration of a police case against the possessor of the weapon.

2.12. Smoking, alcohol and intoxicant use

STMU aims to establish smoke-free campuses and implement a strict no-drug policy on the university premises. Any member of the STMU community is liable to disciplinary action if found smoking or using drugs. Violations of the no-drug policy include, but are not limited to, the illegal possession, use, manufacture, distribution, or sale of cigarettes, alcoholic beverages or controlled substances both on and off campus. Members of the university community are accountable for their own actions and are expected to make responsible, lawful decisions regarding the use of alcohol.

2.13. Trespassing and unauthorized presence

Any STMU student who attempts or facilitates the unauthorized or attempted unauthorized entry, occupation or use of any university-owned or controlled property, equipment or facilities is liable to the violation of STMU code. It is a violation to enter restricted areas of the university such as restricted research areas, examination cells, paper moderation areas etc. Remaining in or on premises after permission to remain has been revoked, and is also considered trespassing. This violation is defined as unauthorized possession, duplication or use of keys or cards that permit access to any university or university-related services, vehicles, or premises. The student would be liable to STMU disciplinary action and/ or handing over to the law-enforcement authorities of Pakistan.

2.14. Other prohibitions in the light of Quran and state law

The following actions are also prohibited and a person involved directly or indirectly in any of such act is liable to STMU and state laws:

- (a) Sexual misconduct, sexual harassment and sexual assault
- (b) Discrimination based on race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age, marital status when the treatment has a negative effect on the student's employment or education.
- (c) Discriminatory harassment
- (d) Stalking
- (e) Hazing
- (f) Public disorder, rioting, group violence and mass disturbance
- (g) Bribery and extortion
- (h) Gambling and bookmaking
- (i) Misuse of technology resources

2.15. Violation of university code of conduct

Report Process

The student disciplinary process normally begins with the filing of a report by a complainant or a person who has observed or is aware of alleged student misconduct, whether the conduct was directed at the reporter or another person. Misconduct reports should be submitted as soon as possible after the misconduct event occurs. Although there is no time limit on the reporting of misconduct, the university may ultimately be unable to adequately investigate if too much time has passed or if the students involved have graduated.

Investigation

After receiving a complaint, copies shall be dispersed to the College principal and STMU Registrar. The college principal has the authority to initiate an investigation in the absence of a report, if they become aware of possible misconduct by a student or student / campus organization.

If it appears an investigation is warranted, the college chair may schedule initial meetings with the complainant or with the accused student(s) to provide information as to 1) the allegations; 2) the possible hearing processes; 3) the student's rights; and 4) possible outcomes of the process. The complainant's initial meeting shall be separate from the initial meeting with the accused student. Failure to respond to a request for an initial meeting, or failure to appear for an initial meeting, will not prevent an investigation from proceeding.

Interim Measures

The following interim measures may be taken prior to the final adjudication of a case after an allegation of misconduct has been reported.

- (a) Hold on Registration and Records
- (b) Interim Suspension
- (c) Restricted Contact Notice
- (d) Interim Removal from University Housing
- (e) Other interim measures as considered appropriate by the college chair

Sanctions

The following sanctions are permissible in case a student is found guilty of violation of the STMU code of conduct.

- (a) **Restitution:** A requirement to pay the cost of property damage or medical expenses to another student or student incurred during conduct violation or make other appropriate restitution, as per costs determined by the disciplinary committee.
- (b) **Long-Term Limitation on Activity or Access:** A requirement that the student be limited in or excluded from participation in an extracurricular activity, club or organization for a period of more than six months. Access to university facilities and premises may be limited or denied.
- (c) **Revocation of Admission:** If a student violates the Student Conduct Code after admission, but before attendance at the university, admission may be revoked and fees may be refunded.
- (d) **Defined Length Suspension:** The student is dropped from the university for a specific length of time. This suspension may not be less than one semester or more than two years.
- (e) **Indefinite Suspension:** The student is dropped from the university indefinitely.
- (f) **Expulsion:** The student is permanently deprived of their opportunity to continue at the university in any status.
- (g) **Transcript Notation:** When a student is sanctioned with an expulsion, suspension or revocation of admission, a written notation will be placed on the student's official transcript.
- (h) **Disciplinary Reprimand:** An official warning followed by the written notice to the student that their conduct is in violation of university rules and regulations.
- (i) **Conduct Probation/Conditions:** A more severe sanction than a disciplinary reprimand. It is a period of review during which the student must demonstrate the ability to comply with university rules, regulations, and other requirements stipulated for the probation period. While under conduct probation, a student may be disqualified from serving as an officer of a student or campus organization or as a member of a university committee or council.
- (j) **Education:** A requirement to participate in some project, class or other activity that is relevant to the nature of the offense and appropriate for the violation.

3. CODE OF CONDUCT – ADMINISTRATORS / NON-TEACHING STAFF

Administrators/non-teaching staff form the cornerstone of an academic setup. Educational administration and management at STMU is governed by the four basic principles of interactions in order to promote positive working environment and to gain the maximum output from the employees. These include:

Respect for Governance is the expectation that members of the STMU community will act in compliance with the laws, regulations and policies that are in effect and govern behavior at the University and the conduct of University business. Whether physically on campus or conducting University business, members of the University administration are expected to comply with all the laws of the country. When members of the University administration are in another country on University business, they are also expected to act in compliance with all relevant laws.

Respect for Others is the central principle that governs interactions between people at STMU. Two primary expectations that flow from this principle are to act with civility and to refrain from abuse of power. Respect for others is expected in peer-to-peer relationships, between service providers and people within and outside of the STMU community, between people who are clients or customers and service providers at the University, and within a supervisory context (e.g., manager-to-employee and employee-to-manager). Respect extends to those people who are contractors doing work on behalf of the University.

Respect for Information Officers of Administration, by the nature of their positions and responsibilities, often have access to information that is confidential, sensitive, and / or personal. In addition to adhering to the rules and regulations that govern the proper handling of information, everyone is expected to respect the privacy of others by respecting the information that pertains to others. Business at the University can involve sensitive matters, livelihoods, professional reputations and, of course, the reputation of the University itself.

Respect for Property Officers of Administration act as stewards of University property. Property includes physical assets, intellectual property, the University name, and other resources. Respect for property therefore entails both the efficient and appropriate use of University assets and resources. Members of the University administration are expected to do nothing that would jeopardize the University's reputation or standing with donors, grantors, or the many people who provide hard-earned resources to the University in order to educate members of their family or themselves.

“Every one of you is a shepherd and is responsible for his flock. The leader of people is a guardian and is responsible for his subjects. A man is the guardian of his family and he is responsible for them...” (Sahih Bukhari:6719; Sahih Muslim:1829)

While exercising the above, the administrators/non-teaching staff at STMU are expected to fulfill the following responsibilities with full dedication, commitment and devotion. The administrators/non-teaching staff in full recognition of the obligations of their profession and commitment to religious and national responsibilities are expected to fulfill the following duties:

3.1. Responsibility to the profession and staff

- (a) Maintain the highest standards of professional conduct, realizing that one’s behavior reflects directly upon the status and substance of the University;
- (b) Engage in administrative, supervisory and evaluative practices with staff members and provide leadership to ensure the highest standards of services for students;
- (c) Encourage student learning through the effective support of all staff engaged in the learning process;
- (d) Encourage the participation of administrators/non-teaching staff and teachers in the process of curriculum development and educational decision making;
- (e) Maintain the standards and seek to improve the effectiveness of the profession through research and continuing professional development for self and staff;
- (f) Promote the employment of only qualified, certified educators, and qualified non-certified staff;
- (g) Encourage promising, qualified and competent individuals to enter the education profession; and
- (h) Maintain the confidentiality of all information obtained in the proper course of one’s administrative duties and dispense the information when prescribed or directed by law, governing statutory bodies / policies or professional practice.

3.2. Responsibility to the student

- (a) Make the well-being of students the fundamental value in all decision making and actions;
- (b) Recognize, respect and uphold the dignity and worth of students as individuals and deal justly and considerately with students;

- (c) Promote in student's pursuit of truth, knowledge and wisdom, and provide access to all points of view without deliberate distortion of subject matter;
- (d) Nurture in student's lifelong respect and compassion for themselves and other human beings regardless of race, ethnic origin, gender, social class, disability and/ or religion;
- (e) Foster in students the full understanding, application and preservation of democratic principles and processes;
- (f) Guide students to acquire the required skills and understandings for participatory citizenship and to realize their obligation to be worthy and contributing members of society;
- (g) Assist students in the formulation of positive goals;
- (h) Promote the right and freedom of students to learn, explore ideas, develop learning skills and acquire the necessary knowledge to achieve their full potential;
- (i) Develop within students fundamental critical thinking skills and problem-solving techniques;
- (j) Ensure quality education for all students;
- (k) Maintain confidentiality of all information concerning students obtained in the proper course of the educational process and dispense the information when prescribed or directed by law, governing statutory bodies / policies or professional practice;
- (l) Ensure that all students are provided educational opportunities in environments safe from sexual, physical, and emotional abuse; and
- (m) Promote ongoing development and evaluation of curriculum.

3.3. Responsibility to student's family

- (a) Respect the dignity of each family, its culture, customs and beliefs;
- (b) Promote and maintain appropriate, ongoing and timely written and oral communications with the family;
- (c) Respond in a timely fashion to families' concerns;
- (d) Consider the family's perspective on issues involving its children;

- (e) Encourage participation of the family in the educational process; and
- (f) Foster open communication among the family, staff and administrators/non-teaching staff

3.4. Responsibility to the community

- (a) Be conscious of the influence of school administrators/non-teaching staff upon the community at large and, therefore, not knowingly misrepresent facts or make false statements;
- (b) Obey the federal and national laws;
- (c) Implement the governing board policies and administrative rules and regulations;
- (d) Encourage the community to exercise its responsibility to be involved in the formulation of educational policy;
- (e) Pursue appropriate measures to address those laws, policies and regulations that are inconsistent with sound educational goals;
- (f) Avoid misusing administrative position for personal gain;
- (g) Honor professional contracts until fulfillment, release or dissolution mutually agreed upon by all parties to contracts;
- (h) Endeavor to secure equal educational opportunities for all students.

Adapted and Compiled from:

1. The Holy Quran.
2. Sahih Bukhari.
3. Sahih Muslim.
4. 'Code of Ethics for Educators' developed by the Association of American Educators Advisory Board and by the Executive Committee of AAE.
5. 'Code of Ethics of the National Association of Social Workers' approved by the 1996 NASW Delegate Assembly and revised by the 2008 NASW Delegate Assembly.
6. 'Teachers' Code of Ethics and Practice' developed by The Council for the Teaching Profession in Malta and approved by Ministry of Education and Employment in 2012.
7. 'Student Code of Conduct', University of British Columbia, Vancouver, BC Canada.
8. Connecticut Code of Professional Responsibility for School Administrators (Regulations of Connecticut State Agencies Section 10145d400b) by Connecticut State Department of Education, Connecticut, USA.
9. Statement of Ethical Conduct - Administrative Code of Conduct by The Trustees of Columbia University in the City of New York, New York, USA.
10. Campus Code of Conduct by Cornell University, Ithaca, USA.
11. Student Disciplinary Regulations (Code of Conduct) by Dean of Students Office - Division of Student Affairs , Iowa State University, USA.
12. Student Code of Conduct in Students Rights and Responsibility Policy of Pacific Lutheran University, Tacoma, USA.
13. Regulations of the University of Florida, USA.
14. Student Code of Conduct and Conflict Resolution by Division of Student Affairs, Rochester Institute of Technology, Rochester, NY, USA.
15. Dress Code of Hampton University, VA, USA.
16. Stanford University Administrative Guide Memo of Stanford University, CA, USA.
17. Student Conduct by Student Affairs, University of Pittsburg, PA, USA.