# DOW UNIVERSITY OF HEALTH SCIENCES

**STANDARD OPERATING PROCEDURE**

**Policy for Students’ Code of Conduct**

(CLAUSE 1.1 OF ISO 9001:2008)

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**DISTRIBUTION LIST**

The following personnel are on the controlled distribution list:

* Vice Chancellor
* Pro-Vice Chancellor(s)
* Registrar
* Department of Post-Graduate Studies
* Head of Institutes and Colleges/ Program Director
* QMR
* Finance department

**TERMS AND DEFINITION**

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| --- | --- |
| TERMS | DEFINITION |
| Code | Referring to the Code of Conduct |
| Rustication | To suspend from the college, school, or Institute. |
| Rolls | Referring to the enrollment of the student within the University |
| Plagiarism | Using someone else's text without attribution or reference is plagiarism, classified as minor or major, with degrees by HEC, Pakistan |
| Harassment | Aggressive pressure or intimidation with respect to pestering, badgering, intimidation, bothering, annoying aggravating, irritating, pressurizing, forcing, and coercing others. |
| Bullying | Seeking to harm, intimidate, or coerce (someone perceived as vulnerable). Bullying is classified as with hostile intent, imbalance of power, repetition, distress, and provocation of the intended target, either through use of social media or otherwise. |

**LIST OF ABBREVIATIONS**

DOC Document

DUHS Dow University of Health Sciences

HEC Higher Education Commission

VC Vice Chancellor

1. **PURPOSE:**

The purpose of the Code of Conduct is to determine and set acceptable and unacceptable behaviors of students of the University, with the applicable laws, regulations, rules of accreditation councils, the University’s Mission &Vision, in light of HEC guidelines, and taking into account the standard of ethics and core values of the University.

Accordingly, the students enrolled in the University are expected to read and understand this Code of Conduct and uphold these standards in their everyday actions, behaviors, and attitudes, taking into account the Mission, Vision and Core Values of the Institution.

* 1. **DUHS VISION STATEMENT**

*To Be a Pre-Eminent Academic Institution Committed to Changing and Saving Lives*

* 1. **DUHS MISSION STATEMENT**

*Providing Outstanding Patient Centered Education, Training and Clinical Care* Informed by Cutting Edge Research and Innovation, Generating and Disseminating New Knowledge

* 1. **The Core Values of the Dow University of Health Sciences are as follows:**
  + Customer Service: Put Patients & Students First
  + Empathy And Compassion: Understand Before You Judge; Be Concerned For Sufferings & Misfortunes Of Others
  + Excellence: Be The Best And Commit To Exceptional Quality And Service
  + Innovation: Encourage Curiosity, Imagine, Create And Share
  + Teamwork: Engage & Collaborate
  + Integrity & Leadership
  + Respect & Collegiality: Be Kind, Listen To Understand Value Different Opinions

1. **SCOPE:**
2. This procedure is applicable to undergraduate students of the constituent and affiliated colleges. Institutes, schools, with active enrollment at DUHS.
3. The Code of Conduct rules are applicable to all students of various disciplines, who are admitted to the Dow University of Health Sciences, and include undergraduate medical and dental students, and all those being trained in the health professions, management and allied health sciences in the constituent or affiliated institutions of DUHS.
4. The matters covered in this Code are for compliance within the University, its students and other stakeholders.
5. Each undergraduate and postgraduate student, during their active enrollment or on campus, shall be duty-bound to follow the provisions of this Code in letter and true spirit.
6. Any instance of non-compliance of any of the provisions shall be a breach of ethical conduct and shall be viewed seriously by the University for further action and consequence. This Code shall come into force with immediate effect and applicable through the procedure defined herein.
7. **Student’s Code of Conduct & Rules**

These rules are applicable to all students who are admitted to the Dow University of Health Sciences, and include undergraduate and postgraduate medical and dental students, students of management and other BS program, and all those being trained in medical and allied health sciences in the constituent or affiliated institutions, hospitals, healthcare institutions of DUHS.

**Rules of Overall Conduct:**

1. Students should avoid behaving against standards of ethics and morality while being on Campus, during University Hours and within the means of transportation provided by the University.
2. Student must behave ethically and respectfully during all dealings with officials and staff members, and during interaction for academic and administrative matters.
3. Student must strictly follow deadlines announced for submission of candidature for any academic purpose (e.g. elective placements etc.).
4. Student should not engage in any such behavior which may create disruption during the class, including distracting during discussion sessions, taunting others, reading unrelated material, causing general disruption, or any such related activity.
5. Student is to avoid using mobile phone or such devices, which may disrupt learning process of other students during class time or sessions with teacher/faculty interaction.
6. Student can attend any training / curricular / co-curricular / extracurricular activity during the active academic session, with written and explicit permission from the Principal / Head of Institution.
7. Student must conform to the orders / directives /decision taken by the authorities, including Head of Institution / Disciplinary Committee / Academic Committee / Medical Board etc.
8. Student is to conform to the University’s requirement of payment of fee for using any facility, including academic sessions, transport, examinations, sports, hostel etc.

**Student Conduct Rules for Scholarships, Permissions & Documentation:**

1. Student must provide accurate / authentic information while applying for any scholarship / financial assistance/loans, and should provide all pertinent documents as and when asked by the concerned offices for such purpose.
2. Student must avoid any act of taking unfair advantage either by deliberately hiding information or providing fabricated documents / misrepresentation of facts for award of scholarship / financial assistance / academic credit.
3. Student should strictly abide the terms and conditions accepted through undertaking / prescribed by the University for any Permission / waiver / financial award / scholarship.
4. Student should avoid unfair means / use of pressure to take advantage of financial / non – financial nature.
5. Tempering documents issued by the University / Institution for academic purpose will be considered major misconduct by the student.
6. Students are not permitted to engage in any sort of alteration in documents after signature / endorsement of stamp on any document and misrepresentation of facts to avail advantage form any other institution.

**Other Rules for Conduct of Behavior during University hours and on Premises of the University:**

1. University / College Identity Card, (ID) should be displayed by the student at all times, when the students are in the premises of the University or its constituent college / institute / School / Hospital etc. Faculty members and security staff are authorized to check I.D cards at any time.
2. Students are encouraged to follow proper channel for communication or writing to higher authorities. Any communication intended for higher authorities, needs to be routed through proper channel of the administrative authorities, such as the Vice Principal / Principal / Medical Superintendent / Director onward to the Dean/Registrar and then to the Vice Chancellor.)
3. No student or group of students shall form or participate in demonstrations for political societies / associations / organizations within the campus, unless sanctioned by the DUHS administration.
4. Unless specifically permitted, student or group of students are not allowed to enter critical areas, such as in construction floors/buildings, Building roofs, telephone exchanges, or laboratories, for use of office equipment(s) / machinery or lab equipment, unless supervised by staff or faculty.
5. No student is allowed to bring a weapon and/or ammunition, liable to cause injury, or any other harmful item, inside the premises of the campuses or sub-campuses of the University, including the affiliated hospitals.
6. No student or group of students will threaten, stop, harass, forcibly disallow or evict another student or group of students for any reason.
7. Misbehavior with faculty members and other staff members of the University and / or its constituent college / institute / school, hospital etc., by a student or a group of students is also prohibited. Such misdemeanors would attract penalties as severe as rustication and expulsion.
8. No outsider will be invited by the students to address any meeting at the University or its constituent college / institute / school, hospital etc. whether academic, social, religious or political, without prior written permission of the authorities. Decision of authorities will be final and taken on case to case basis for such visitors.
9. Students are not allowed to paste any poster, pamphlet or fix banners on the walls of the University.
10. Graffiti on walls (wall chalking) of the premises of the University or its constituent college / institute / school, hospital etc. be it, academic, social, religious or political, is also strictly prohibited.
11. Students are prohibited to play sports on the premises specifically during their own teaching hours and / or Clinical posting, as per their academic schedules.
12. Prior written permission from the authorities is required to arrange any program, picnic, musical concert or sports activities etc. within and outside of the University premises. In this regard, if granted, consent will be forwarded from HoD/ Principal/ Director to be notified to the Registrar and the concerned Department/ Institute/ school or College will make any arrangements of the outside program/activity, including any appropriate transport and chaperone/supervision from the University. For any external event/ program, 1-2 university officials may be included, upon the discretion of the Principal, for chaperone/supervision purposes, depending on the number of students allowed to participate in the program.
13. No student or group of students is allowed to collect money/funds, unsanctioned or sanctioned within the University for any purpose, unless sanctioned by the Competent Authority.
14. If any student wants to publish his/her scientific or literary article, he/she must get the draft approved by the Principal/Director, along with the research department Head/ or any appropriate authority. They are also required to submit the copy of the final article /paper (to be published) to the Office of Research Innovation, and Commercialization- DUHS, for record purposes to the University.
15. Students will not be allowed to address the media or the national press on any subject, political or otherwise.
16. Smoking, pan chewing, littering, spitting and other activities is strictly prohibited in the classrooms laboratories, seminar / tutorial rooms, library or any other premises, during and after college hours and wards during clinical postings.
17. Willful, damage to either public or personal property of the University and / or its constituent college / institute / schools, Department by a student or a group of students is prohibited and would be liable to penalties as severe as expulsion and rustication, along with payment to repair damages.
18. Use of loud speakers / amplifiers, megaphone is prohibited within and close by to the premises of the University, its departments and especially nearby to any teaching or affiliated hospital areas.
19. No student will be allowed to park his / her car inside the premises of the college / University, unless specifically allowed by the competent authority or the Principals or Resident Directors of the campuses. The students, if allowed, are to park with their own liability regarding vehicle safety.
    1. **Suspension:** A student shall be liable for suspension up to six months if he/she commits any of the following act:-
       1. Misbehaves or quarrels, including physical violence, with any teacher or member of the staff, uses unbecoming, indecent or filthy language, Incites other students to violence., shouts, abuses, quarrels or fights with fellow students, riots or raises slogans to hurt others, politically or religiously, Interferes with the administration, including the mode or schedule of the examination, indulges in acts of immorality, including remains absent continuously for more than a prescribed period of time,without prior permission or notice.
       2. Must avoid using social media against any student / group of students in order to malign them or to spread false gossip/rumors that may be classified as bullying. Bullying is classified as hostile intent, with imbalance of power, repetition, distress, and provocation of the intended target, either through use of social media or otherwise.
       3. **Suspension and Rustication of Student:** A student may be suspended for a period of 1-3 years, to be determined by the Principal/Director and the Competent Authority, due to any of the following acts:-
          1. Taking forceful possession, making unauthorized use or damaging any property of the University or its premises.
          2. Involving in any agitation activity, including harassment, sexual harassment, and stalking, threatening or violent acts.
          3. Found indulging in activities, prejudicial and detrimental to the good order of the College.
          4. Adopting unfair means during examination or any other tests.
          5. Displaying academic dishonesty.
          6. Disobeying an order of suspension passed against him or her.
          7. Any other act, which the principal or the disciplinary committee considers inappropriate.
          8. Anybody who does not submit the prescribed undertaking about non-involvement in political activities.

**NOTE:-**

* 1. **Any student suspended or rusticated for the reasons mentioned above shall not be allowed to appear in the examinations of that year, until determined by the Principal or the Competent Authority of DUHS.**
  2. **Drop off/Struck off of Student from University Rolls** 
     1. A student is liable to be expelled from the college if he/she commits any of the following acts and this order shall be final and irrevocable.
     2. If he/she is found in possession of fire arms or lethal weapons or Narcotic drugs in the college premises, hostels, examination halls, teaching hospitals or any other area as specified by the university administration.
     3. If he/she is remains absent for more than the prescribed period of time, without permission of the Principal / Director, his/her admission shall be cancelled by the disciplinary committee of that college / institute and struck off rolls by the Principal/ Director.
     4. In violation of academic rules, as per PMDC, PNC, PCP, NBEAC, or HEC policy for other BS/ Bachelors and Masters/ MPhil/ Ph. D program policy.
     5. For Master/ M.Phil. and Ph.D. programs, a student may be struck off from the University, Program enrollment, after exceeding max. Duration of the program, as notified by School of Postgraduate studies & BASR.
  3. **Student’s Disciplinary Rules & Procedure**
     1. Any student indulging in conduct contrary to the above mentioned rules shall be dealt with in accordance with the Dow University of Health Sciences Conduct Rules and the procedure mentioned below:

1. Each constituent college will have a Disciplinary Committee to be notified with the approval of the Vice Chancellor to deal with all the disciplinary matters.
2. The Principal on any complaint, may initiate action against any student of the college and refer the case to the Disciplinary Committee of the college for appropriate recommendation.
3. Before taking any action, the Principal shall serve a show cause notice to the student indicating briefly the charges against him. The accused student will have to give a written reply within seven days. He / She will be afforded a chance for personal hearing after which the Principal of the constituent college is empowered to suspend, rusticate or expel the student.
4. The student to whom the Principal has suspended, rusticated or expelled from the college may make appeal to the Vice Chancellor against the decision of the Principal within 30 days.
5. Any student whose name appears in the F.I.R. pertaining to any non-bailable offence as specified in the criminal procedure code (CrPC) will be suspended. During the pendency of the case he/she will not be allowed classes or take up any examination.
   1. **Dress Code**
6. All students are to wear white coat, wherever applicable, especially in the clinical training programs, in the campuses of DMC and OJHA, with a nametag clearly displaying name and class/college, and decent shoes, but no sandals or slippers. In case of violation, they will not be allowed to enter the premises or a disciplinary action can be taken by the Vice-Principal.
7. Violation of appropriate dress code will be deal with on a case to case basis, upon the discretion of the Principal.
   1. **Rules for Library**
8. One book can be borrowed from the library at one time.
   * + 1. Books will not be issued without library card.
       2. Book can be borrowed for a maximum period of 3 days.
       3. There is no lending facility for reference books, CD’s periodicals and newspapers.
       4. Any title in the lending section can be reserved in advance, Please make request at the library desk.
          1. The following rules pertain to re-issuance of books. Books can be issued consecutively two times only.
       5. A late fine determined by the library committee of each campus will be changed if book is returned late.
       6. The following rules pertain to book lost / damaged.
     1. In case of damage, full price of the book will be charged.
     2. In case of loss of book, full price of the purchase price will be charged to the student and will be required to be paid prior to clearance upon graduation from program.
     3. No marking, either in pencil, pen or highlighter is allowed on the books. The book will be inspected at the time of return. In case books are found marked, a fine will be charged.
        1. Reference books will not be issued for photocopy by any departmental or University library.
        2. Privileges and usage or membership of library or digital libraries of DUHS can be withdrawn/cancelled, wherein case of the student is found to be in continual violation of rules of the digital or reading library.
   1. **Classroom Misconduct, Plagiarism And Unfair Means For All Degree Programs**
      1. **Classroom Misconduct:** Faculty members have the authority to protect against classroom misconduct by creating and maintaining an environment that is conducive to learning.
      2. Classroom misconduct is any behavior which disrupts or interferes with the learning environment.
      3. Therefore, students are required and expected to conduct themselves in a mature and considerate manner, taking into account the Core Values of DUHS.
      4. Students should conduct and express themselves in a way that is respectful to all individuals, including, faculty, staff and peers.
      5. This includes respecting the rights of others to comment and participate fully in class, without interruption and without judgment.
      6. In this regard, should follow instructions of teacher during the class and avoid arguments of nature not related to the class discussion or other than the topic under discussion in class.

**Examples of Classroom Misconduct may include the following:**

* + 1. Engaging in behavior that disrupts or interferes with the learning environment.
    2. Behavior such as, but not limited to, talking in class while the faculty member or other students are speaking, using offensive language, creating distractions or disturbances, sleeping, reading unrelated materials, and moving about the classroom is, in many situations, considered disruptive behavior to the learning process.
    3. Using cell phones or other electronic devices, including laptops, hand held devices, Tablets that disrupt the learning process or disrupt teaching environment may amount to classroom misconduct and faculty members have the right to restrict the use of electronic devices in their classrooms.
    4. Entering the classroom late or leaving the classroom prior to the end of class may be considered a disruption to the learning environment.
    5. Students with approved accommodations with respect to disability, have the right to receive and utilize appropriate accommodations, which may include behavior or the use of technology otherwise restricted.

1. The University has a strict policy to guard against cheating and other classroom misconduct. Examination process is monitored through strict invigilation by internal and external examiners to prevent cheating. Examiners are varied and chosen from external colleges/institutes.
   1. **Plagiarism Policy**
2. Dow University of Health Sciences follows the Plagiarism Policy designed and recommended by the regulatory authority; Higher Education Commission (HEC), Pakistan.
3. The formation of the University Plagiarism Standing Committee, DUHS ensures the implementation of the HEC’s plagiarism policy, along with adoption of the Policy, which was approved in the 70th Meeting of the Syndicate of DUHS. Furthermore, all cases are investigated and findings provided to the competent authority for further action, as per HEC the policy guidelines.
4. The cases of plagiarism are dealt in the light of the plagiarism policy of HEC, through the University Plagiarism Standing Committee and the recommendations of this committee are then forwarded to Vice Chancellor, onward to the Syndicate for final implementation of actions.
5. The integrity of the University is maintained to guard against plagiarism by following HEC guidelines for plagiarism. The thesis work of a student is not allowed to be submitted to the BASR, nor is it allowed to be defended, unless it is cleared by Turnitin, plagiarism detecting software, which clearly indicates the level of similarity of students‟ work with others submitted. Therefore, a clearance certificate is necessary before students‟ theses are accepted for submission.
6. Furthermore, in accordance with HEC guidelines, a University Standing Plagiarism Committee is constituted that maintains the standards of integrity and investigates all cases of plagiarism, in accordance with HEC’s plagiarism policy.
   1. **Attendance Policy**
7. Students should avoid entering the classroom late and early leaving, without a valid reason and due permission of the teacher.
8. Students should not use unfair means for attendance.
9. Satisfactory Attendance is mandatory for appearance in examinations (professional and annual). Attendance requirement is at least 75% as per PMDC policy for all Bachelor MBBS/BDS programs, 75% for all other undergraduate University programs, which may be strictly enforced at all times.
10. The students are referred to the website for the examinations calendar of their respective college or institute. The examination calendar is to be adhered to for all dates of semester and annual examinations, and is uploaded on the website prior to the conduct of classes in professional year course and semester programs.
    1. **Attendance of Students (Short Attendance)**
11. Students having attendance in the class of less than University policy or accreditation council requirement will **not** be allowed to appear in the module/semester or annual examination, whichever applicable.
12. **RELATED DOCUMENTS: N/A**
13. **RELATED RECORDS: N/A**