	Student Code of Conduct Policy
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Administering Entity	Chief Operating Officer, Dean, Registrar, Director of Examinations
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1. Purpose

S P Jain London School of Management (SPJUK) is committed to ensuring that all members of the SPJUK community enjoy and uphold an environment that is collegial, safe and respectful. SPJUK is committed to the protection and promotion of a diverse and open community of students and staff.

This Code of Conduct outlines the expectations and responsibilities of all students enrolled at SPJUK and should be read in conjunction with the approved policies of the School, and in the context of the student's letter of offer of enrolment.

2. Scope

This Code applies to all students at SPJUK.

3. Student Code of Conduct

a. Enrolment obligations

All students must:
  i. Keep the School updated if there is any change to enrolment and contact information;
 ii. Check their student email account and other modes of communication or notifications used by the School frequently;
iii. Pay their enrolment fees in accordance with the timelines set out in their Letter of Offer and Fee Statements;
 iv. Abide by the laws of each jurisdiction in which the student is studying including complying with their visa conditions in relation to enrolment in a course.;
  v. Read, understand and comply with the School's policies and procedures;
 vi. Carry their Student ID card with them at all times while on campus and produce it when required as proof of identity;
vii. Know the requirements of the course and progression rules and seek timely advice and assistance from School services, as required, to maintain their progress.

b. Personal Behaviour

All students must:

i. Treat others with fairness, respect and courtesy and act in a manner that is not threatening, violent, indecent, offensive or intimidating or likely to jeopardise the safety of others;
ii. Not communicate using or distributing threatening, offensive or obscene language, images or information whether in person or online;
iii. Respect the views of others provided they are expressed lawfully;
iv. Not use mobile phones, cameras, MP3 players and the like in lectures, classes, or formal learning and study spaces except with the consent of the lecturer, as part of the teaching content of the unit, or in emergency situations and then with the least disruption to other students and staff;
v. Respect the privacy and confidentiality of others, particularly in situations of group work, electronic or other communications and in the use of personal information gathered as part of an academic piece of work or research;
vi. Maintain a smoke free and drug free environment;

c. Well-being and Safety

All students must:

i. Take every precaution, as reasonable and in control of the student, to avoid risks to personal safety and security;
ii. Respect the property, facilities and resources of the School and not wilfully cause damage.
iii. Avoid behaviours that threaten the well-being and safety of other members of the SPJUK community;
iv. Follow and comply with the School's policies that are designed to prevent, educate, manage and report safety and security measures including the Health and Wellbeing Policy, Staff and Student Equity and Fair Treatment policies and the Critical Incident Policy;
v. Take direction from staff in the event of an incident including evacuation or system security breach.

d. Academic Integrity

All students must:

i. Act honestly and ethically and with integrity in the production of all academic work, research and assessment tasks;
ii. Appropriately acknowledge the use of the work of other authors or whose work has made an intellectual contribution to the contents of your work using academic referencing conventions;
iii. Acknowledge shared ownership of ideas in group projects or assessment tasks;
iv. Undertake research in line with established ethical practices as set out in the School's Research Framework;
v. Not engage or commission others to complete assessment tasks on your behalf and present work as your own.

e. Academic freedom and freedom of speech

All students must:
i. Respect academic freedom and free intellectual inquiry
ii. .Respect the School's policy on freedom of speech within the law.

f. Discrimination and Harassment

All students must:
iii. Read and understand the School's commitment to promoting equity and diversity.
iv. Not discriminate against any member of the SPJUK community, for example, on grounds including gender, gender identity, age, marital status, sexual orientation, race, cultural background, religion, or political conviction;
v. Not engage in unwanted sexual behaviour or sexual, racial or other harassment. The School has a zero-tolerance approach to sexual harassment and assault and any incident will be dealt with as a breach of the Student Code of Conduct under the Disciplinary Policy and Procedures.

4. **Compliance with this Policy**

a. Compliance with this policy forms part of each students' conditions of admission and enrolment. Where a student is aware of a breach of this policy, or suspects a breach, they must immediately report the breach to the School.

b. Disciplinary action may be taken against any student that breaches this Code of Conduct or other policies of the School.

c. Breaches that relate to existing and relevant policies will be managed through the processes set out in those policies and procedures. All other disciplinary matters will be decided by the Chief Operating Officer in consultation with the Registrar.

d. Any decision made by the School in relation to breaches of the policy are subject to appeal as set out in the Appeals Policy.