



Document Name:	Policy for Students' Code of Conduct
Document Number:	DUHS / REG/ SOP / 09

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

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TERMS AND DEFINITION

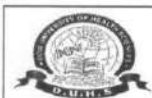
TERMS	DEFINITION
Code	Referring to the Code of Conduct
Rustication	To suspend from the college or University
Rolls	Enrollment of the student within the University
Plagiarism	Using someone else's text without attribution or reference is plagiarism, classified as minor or major, with degrees by HEC, Pakistan
Harassment	Aggressive pressure or intimidation with respect to pestering, badgering, intimidation, bothering, annoying aggravating, irritating, pressurizing, forcing, coercing others.



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LIST OF ABBREVIATIONS

DOC	Document
DUHS	Dow University of Health Sciences
HEC	Higher Education Commission
VC	Vice Chancellor



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1. PURPOSE:

The purpose of the Code of Conduct is to determine acceptable behaviors with the applicable laws, regulations, rules of accreditation council and HEC guidelines and with the highest standard of ethics and core values of the University.

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

1.1 DUHS VISION STATEMENT

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

1.2 DUHS MISSION STATEMENT

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

1.3 The Core Values of the Dow University of Health Sciences are as follows:

2. *CUSTOMER SERVICE: PUT PATIENTS & STUDENTS FIRST*
3. *EMPATHY AND COMPASSION: UNDERSTAND BEFORE YOU JUDGE; BE CONCERNED FOR SUFFERINGS & MISFORTUNES OF OTHERS*
4. *EXCELLENCE: BE THE BEST AND COMMIT TO EXCEPTIONAL QUALITY AND SERVICE*
5. *INNOVATION: ENCOURAGE CURIOSITY, IMAGINE, CREATE AND SHARE*
6. *TEAMWORK: ENGAGE & COLLABORATE*
7. *INTEGRITY & LEADERSHIP*
 - 7.1 *Be A Role Model And Influence Others To Achieve Their Best*
 - 7.2 *Have The Courage To Do The Right Thing*
 - 7.3 *Hold Yourself And Others Accountable*
8. *RESPECT & COLLEGIALLY*
 - 8.1 *BE KIND, LISTEN TO UNDERSTAND VALUE DIFFERENT OPINIONS*

2. SCOPE:

This procedure is applicable to undergraduate students of the constituent and affiliated colleges, provided by the Registrar Secretariat, under the supervision of DUHS.

This code of conduct rules are applicable to all students who are admitted to the Dow University of Health Sciences, and include undergraduate medical and dental students, and all those being trained in the medical and allied health sciences in the constituent or affiliated institutions of DUHS.



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The matters covered in this Code are for compliance within the University, its students and other stakeholders.

This Code shall come into force with immediate effect.

Each undergraduate and postgraduate student (as defined herein below) shall be duty-bound to follow the provisions of this Code in letter and true spirit.


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.

3. PROCEDURE: DUHS 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 BS program, and all those being trained in medical and allied health sciences in the constituent or affiliated institutions of DUHS.

University / College Identity Card, (ID) should be displayed, 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.

3. Students are forbidden to address higher authorities directly. Any communication intended for higher authorities, needs to be routed through proper channel (Vice Chancellor / Principal / Medical Superintendent / Director)
4. 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.
5. Unless specifically permitted, no student or group of students are allowed to enter administrative and department offices / telephone exchange, or teaching areas like laboratory, lecture hall of the institution or department and / or use office equipment(s) / machinery, like telephone, computer, printer, typewriter, overhead projector, slide projector or multimedia etc.
6. No student is allowed to bring a weapon and/or ammunition, liable to cause injury, or any other harmful item, inside the premises.
7. No student or group of students will threaten, stop, harass, forcibly disallow or evict another student or group of students.
8. 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 completely prohibited. Such misdemeanors would attract penalties as severe as expulsion and rustication.
9. 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.

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10. Students are not allowed to paste any poster, pamphlet or fix banners on the walls of the University.
11. 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, are also not allowed.
12. During teaching hours and / or Clinical posting, students are prohibited to play or roam around in the premises.
13. No student or group of students shall arrange any program, picnic, musical concert or sports activities etc., on their own, without prior written permission from the authorities, such as HoD/ Principal or Registrar.
14. No student or group of students is allowed to collect money/funds for any purpose, unsanctioned or sanctioned.
15. If any student wants to publish his/her scientific or literary article, he/she must get the draft approved, by the authorities. They are also required to submit the copy of the final article / paper (to be published) for record purposes to the University.
16. Students will not be allowed to address the media or the national press on any subject.
17. Smoking, pan chewing, littering, spitting and other activities, prejudicial to the conduct are prohibited in the classroom, laboratories, seminar / tutorial rooms, library during and after college hours and wards during clinical postings.
18. Willful, damage to either public or personal property in the University and / or its constituent college / institute / school etc., by a student or a group of students, is completely prohibited. Such misdemeanors would be liable to penalties as severe as expulsion and rustication.
19. Use of loud speakers / amplifiers, megaphone is prohibited in the premises of the University.
20. 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.


a. Suspension:

A student shall be liable for suspension up to six months if he/she commits any of the following act:-

- i. 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 4 weeks without prior permission or notice.

b. Suspension or Rustication of Student

- i. A student may be rusticated for a period of 1-3 years, to be determined by the Principal/Director or the Competent Authority, due to any of the following acts:-

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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, 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.
5. Displaying academic dishonesty, in submission of assignments or
6. Disobeying an order of suspension passed against him.
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:-

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.

c. Drop off/Struck off of Student from University Rolls

- i. A student is liable to be expelled from the college if he/she commits any of the following act and this order shall be final and irrevocable. If he/she.
- ii. 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.
- iii. Remains absent for more than three months without permission of the Principal / Director, his/her admission shall be cancelled by the disciplinary committee of that college / institute.

d. Student's Disciplinary Rules & Procedure

- i. 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.



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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.

e. Dress Code

1. All students must wear white coat, wherever applicable in clinical training programs, in the campuses of DMC and OJHA Campus (with a nametag clearly displaying name and class/college) and decent shoes / sandal but no slippers. In case of violation, they will not be allowed to enter the premises or a disciplinary action will be taken by the Vice-Principal.
2. Violation of appropriate dress code will be dealt with on a case to case basis, upon the discretion of the Principal.


f. Rules for Library

1. One book can be borrowed from the library at one time.
 - a) Books will not be issued without library card.
 - b) Book can be borrowed for a maximum period of 3 days.
 - c) There is no lending facility for reference books, CD's periodicals and newspapers.
 - d) Any title in the lending section can be reserved in advance, Please make request at the library desk.
- a. The following rules pertain to re-issuance of books. Books can be issued consecutively two times only.
2. A late fine determined by the library committee of each campus will be charged if book is returned late.
3. The following rules pertain to book lost / damaged.
 - i. In case of damage, full price of the book will be charged.
 - ii. 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.
 - iii. 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.
4. Reference books will not be issued for photocopy by any departmental or University library.
5. 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.

g. Classroom Misconduct, Plagiarism And Unfair Means For All Degree Programs

h. Classroom Misconduct

- a. The University has a strict policy to guard against cheating and other classroom misconduct. Examination process is monitored through strict invigilation by internal and

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external examiners to prevent cheating. Examiners are varied and chosen from external colleges/institutes.

i. Plagiarism Policy

1. Dow University of Health Sciences follows the Plagiarism Policy designed and recommended by the regulatory authority; Higher Education Commission (HEC), Pakistan.
2. 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.
3. 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.
4. 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.
5. 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.

a. Attendance Policy

1. Attendance is mandatory for appearance in examinations (professional and annual).
2. 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.

a. Attendance of Students (Short Attendance)

3. 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.
4. **RELATED DOCUMENTS: N/A**
5. **RELATED RECORDS: N/A**