

Preamble

The Lahore University of Management Sciences (LUMS) is a unique residential campus and a site of learning, discovery, transformation, advancing knowledge and intellectual growth for its students. The University has accomplished this by maintaining academic freedom, the free flow of ideas, open dialogue, accessibility, and through maintaining the integrity of the University’s processes. This is made possible by a highly diverse community that comprises students, staff, and faculty. In order to uphold the integrity of the institution LUMS expects its students to understand and adopt the guiding principles that undergird this institution. The values, principles and general practices are laid out in the Student Code of Conduct.

The Student Code of Conduct is based on the premise that LUMS is a shared community comprising students, staff and faculty, many of whom also live on campus. Each community member’s behaviour impacts both their own learning as well as the ability of others to access or participate in this university’s learning experiences. Therefore, LUMS’ commitment to learning automatically entails upholding behaviours that maximize the entire community’s learning. This also requires the institution to intervene when any individual’s behaviour negatively impacts the person’s own or other people’s ability to access or participate in the LUMS experience.

This Code also assumes that LUMS is not just an educational institution but also a civic one. Its investment in education is purposeful: to have a positive impact on society. LUMS accomplishes this by producing graduates who can play a positive role in all the communities they are a part of. In short, the goal of producing good citizens is entailed by LUMS’ own citizenship: the institution’s desire to positively impact the society in which it is embedded. The LUMS’ Code of Conduct is essential to this institutional mission of producing graduates who can make a positive contribution to society. LUMS cultivates this civic awareness by requiring all its affiliates to live and practice it during and beyond their time at LUMS. Membership in the LUMS community is a privilege, not a right. This privilege is retained by upholding the values of this community within and outside of the institution.

A shared community that upholds civic values necessarily places the utmost importance on pluralism. LUMS is a diverse, plural community that celebrates gender inclusion, various ethnic, racial, religious and socioeconomic backgrounds as well as affiliations–faculty, students, and staff. This commitment to pluralism means that we learn to cohabit in shared spaces– the LUMS campus and by extension the cities and country that we live in, through responsible behaviour and civic sensitivity.

As an institution aiming for excellence, LUMS aspires for all affiliates to embody the ideals and practices highlighted above to the highest extent possible. The goal is for all affiliates to uphold behaviours that promote – in the best possible way – the sustenance of a shared space where everyone can flourish. However, when anyone’s behaviour begins to negatively impact their own or others’ ability to participate effectively in this community, then LUMS is committed to intervening to rectify the situation for the sake of maintaining an appropriate learning and living environment. For transparency, it is necessary to clarify behaviours that will trigger an institutional response. While it is necessary to enumerate this list of sanctionable behaviours, it is also important to clarify: avoiding sanctions is only minimally acceptable behaviour, not excellent behaviour. In other words, the space allocated to sanctionable behaviours here is a function of transparency not priority. LUMS requires all members to adhere to minimally acceptable behaviours but LUMS aspires for all members to embody excellent behaviours.

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1. General

1.1 Purpose

Students are integral members of the LUMS community, and they are entitled to numerous privileges and rights. However, they also bear the responsibility to conduct themselves in an honorable, ethical, and appropriate manner, and to adhere to the rules and regulations of LUMS. The Student Code of Conduct describes the standard of behaviour expected from every LUMS student and specifies actions that will be considered violations of the conduct expected from a LUMS student.

1.2 Applicability and Jurisdiction

This Code of Conduct is applicable to all LUMS' students, alumni, and student organizations at LUMS.

- **On-campus jurisdiction:** The disciplinary jurisdiction of this Code of Conduct extends to any misconduct by a student, alumnus or student organization that occurs on LUMS campus, or in a LUMS student-housing facility that may be situated off-campus.
- **Off-campus jurisdiction:** The interaction of LUMS community with the people, institutions, professional societies and organizations outside of LUMS, is an important aspect of LUMS mission and activities. The members of the LUMS community are expected to behave ethically, honorably, professionally and in keeping with LUMS core values and quality standards at all times. Therefore, the disciplinary jurisdiction of this Code of Conduct also extends to misconduct that occurs off-campus. Students should be particularly mindful of behaviour when representing LUMS off-campus. However, if an egregious violation of the code is brought to the attention of the University at any occasion relating to behaviour off-campus the University reserves the right to penalization. This is particularly important whilst representing LUMS but also applies otherwise.
- In exceptional circumstances where the university determines, based on information of off-campus behaviour, that a student or alumnus may pose a risk to the campus community, the university may restrict or suspend the individual's campus access privileges and may impose disciplinary sanctions, even for off-campus behaviour when not representing LUMS.

Disciplinary proceedings at LUMS may be instituted for an act of misconduct even if there is civil or criminal litigation pending for that action in a court of law. Disciplinary sanctions may be imposed prior to, during, or after the litigation has run its course.

1.3 Responsibility to Understand the Code of Conduct

It is mandatory for every student, alumnus, and student organization to understand and adhere to this Code of Conduct. Ignorance of the Code of Conduct will not be accepted as a valid defense during disciplinary proceedings. Queries seeking clarifications regarding this Code of Conduct may be addressed to: osa@lums.edu.pk

2. General Expectations of Conduct

One of the aims of the programs at LUMS is the development of personal and professional ethics among students. Students are expected to conduct themselves honourably in all aspects of their life at LUMS. They are expected to uphold all LUMS' values listed in the previous section.

The university expects all LUMS students to take responsibility for their actions. Their behaviour should reflect a respect of law, a consideration of the rights of others, the Student Code of Conduct in academic and non-- academic matters, and shared standards of considerate and ethical behaviour.

Disciplinary sanctions may be imposed in case of violations of this Code of Conduct. Examples of disciplinary sanctions include, but are not limited to, fines, community service hours, or academic penalties, such as probation, separation or expulsion from the university. A student expelled for disciplinary reasons will not be considered for readmission.

2.1 Maintaining Decorum

All members of the LUMS community share the responsibility of maintaining an atmosphere of mutual respect and are expected to show good and tact in all matters. Students are expected to maintain proper decorum and etiquette and demonstrate the core values of pluralism and respect while interacting with their peers, faculty members, guest speakers and the staff at LUMS.

Students are expected to be respectful towards faculty and staff of all ranks; they should exhibit a dignified demeanor and respect the rights, differences, and dignity of all members of the LUMS community.

2.1.1 Classroom Behaviour

Students should not be late for classes and should not leave the classroom when the class is in session except under special circumstances, with the permission of the instructor. They should not exchange notes, cross talk, or use their mobile phones during class.

2.1.2 Obligation to prove identity

Students must possess their Student ID smart cards at all times while on campus and present them upon entry. They are obliged to show their ID if asked by faculty and/or staff of all ranks. Failure to do so will result in disciplinary action.

2.1.3 General Behaviour in Public Spaces

Students must remember that the LUMS campus is a shared space, and they must govern their behaviour accordingly. Inappropriate behaviour includes but is not limited to: public indecency (individual, couple, or group), acts of intimacy that are overtly sexual in nature, unprompted or random usage of obscene language, and indecent behaviour overt or covert towards an individual. Inappropriate behaviour can lead to disciplinary action or be referred to the student's parents.

2.2 Appropriate Dress

The LUMS community is expected to dress in a fashion that reflects high standards of professional decorum. The dress should be in congruence with broad cultural sensibilities and should reflect a consideration of the diverse and mixed community present here at LUMS. There is no prescribed uniform in the university. All members of the LUMS community must exhibit a propriety in their dress that corresponds to a professional environment. Clothing that carries indecent or vulgar comments or implies obscenities, as well as attire that is revealing is deemed unacceptable.

While on campus, students are expected to be neatly and appropriately dressed at all times, and especially for interviews, class presentations, seminars by guest speakers, and other academic events.

2.3 Keeping the Campus Clean

All members of LUMS community have a shared responsibility to keep the campus clean. This means no littering on campus, inside or outside classrooms. Trash cans are placed on campus at several locations. All members are urged to use these trashcans and refrain from littering on campus.

2.4 Eating and Drinking

Eating and drinking is, in general, not allowed in academic buildings and the Library, except in areas designated for this purpose. Food and drinks, with the exception of water, are not allowed in classrooms, discussion rooms, laboratories and the library.

2.5 Smoking

Smoking is prohibited in all facilities and areas of LUMS, except for the designated Smoking Zones located throughout the campus. Smoking is not permitted outside these zones. Furthermore, this definition extends to university owned or leased vehicles outside LUMS.

Cigarette waste should be disposed of properly in a safe manner in designated outdoor ashtrays. Fire hazard, campus safety and cleanliness should be considered in disposing of cigarettes and ash. Smokers will be held responsible for any violations. Non-compliance of the smoking policy will result in fines and possible disciplinary action. Visitors refusing to comply with the policy shall be asked to leave the campus. For detailed guidelines, please access the Smoking, Drugs and Alcohol Abuse Policy present on the LUMS website.

Faculty and staff are authorized to approach and collect the smart cards of anyone found littering or smoking outside designated areas on campus. Cards are to be sent to the security desk at the main gate where the offenders may reclaim them after paying a Rs. 5000 fine.

2.6 Drugs and Alcohol

Drugs and alcohol, as defined by the Acts and Ordinances, are not permitted anywhere on campus, at any time, without exception.

Non-compliance of the drug policy will result in possible disciplinary action. Visitors refusing to comply with the policy shall be asked to leave the campus. For detailed guidelines, please access the Smoking, Drugs and Alcohol Abuse Policy present on the LUMS website.

2.7 Visiting Guests

It is the responsibility of the members to ensure that their guests adhere to the security rules, regulations, and behavioural norms of the University.

Guests must not possess or consume any type of contraband within LUMS. If a violation occurs, the host will be held responsible for their actions.

Please refer to the updated LUMS Visitors' Policy.

2.8 Distribution of Written Materials and Posting of Notices

Free inquiry, free expression and civility within the academic community are indispensable to the University's objectives. Inclusion of the name, telephone number or e-mail address of the University sponsoring organization or individual member of the University community on material resembling petitions, posters, or leaflets distributed on campus is required. Such notices can only be posted on noticeboards. Complaints against offensive notices can be lodged with the Office of Student Affairs.

3. Misconduct

The following actions will be considered misconduct whether they occur on campus, off-campus and/in an online space and will be treated as a violation of the Student Code of Conduct at LUMS.

In addition to violations of the general expectations of conduct, there are specific categories of misbehaviour that may result in penalties and further violations. The list below is not exhaustive. The University reserves the right to penalize behaviour that does not align with the Student Code of Conduct.

In the case where the incident of misconduct does not elicit a sanction/penalty based on University's code the University reserves the right to make a decision based on its core values, principles and good judgement.

3.1 Discrimination

- a. Expressions of racial, religious, ethnic, socio-economic status or gender bias, or discrimination based on these factors, directed at individuals or groups.
- b. Unequal treatment that entails demeaning another person for reasons including but not limited to race, gender, creed, or origin.
- c. Violation of merit for such reasons.

3.2 Aggressive Behaviour and Interpersonal Misconduct

LUMS has zero-tolerance for any form of aggressive behaviour such as harassment, stalking, or ragging activities. Misconduct of this type includes, but is not limited to:

1. **Stalking**, which refers to a pattern of unwanted and persistent pursuit and intrusion into the life of another person, such as following them around, appearing uninvited at their place of residence, employment, or education, as well as making other attempts to contact the target, who clearly does not desire it. Stalking is a pattern of behaviour such that it is repetitive, and it causes stress in the victim, who experiences it as a threat and may therefore realistically fear for their physical safety.
2. **Harassment** is behaviour the purpose of which is to humiliate, discomfit, or otherwise psychologically torment or provoke the target, whether through words, gestures, or actions. Although usually stopping short of actual physical aggression, harassment is an act of hostility that has a disruptive effect on the victim's ability to function at work or school. Sexual harassment, which is any unwelcome sexual advance, request for sexual favors or other verbal or written communication or physical conduct of a sexual nature, or sexually

demeaning attitudes, causing interference with work performance or creating an intimidating, hostile or offensive work environment, or the attempt to punish the complainant for refusal to comply to such a request or is made a condition for employment. Sexual harassment may involve the behaviour of a person of either sex against a person of the opposite or same sex.

The Disciplinary Committee does not deal with sexual harassment cases. Rather, they are referred to Standing Inquiry Committee on Sexual Harassment. [Refer to LUMS Policy on Sexual Harassment available on LUMS Portal.]

3. **Hazing or Ragging**, which constitutes initiation rituals that involve abuse and that humiliate and violate the dignity of a new member. Any new member initiation process should be conducted in a manner that respects the dignity of new members and protects their mental and physical well-being. The intent of any person engaging in hazing activity or the consent or cooperation of any person who is a victim of hazing will not constitute a defense to an allegation of misconduct for hazing.
4. **Physical assault** includes not just beating, punching, kicking but any aggressive physical contact such as pushing and shoving. In almost all circumstances being provoked will not count as a mitigating factor in disciplinary proceedings. Provocations to violence can be physical or non-physical and may include abusive language or gestures. Provocation is when a person is considered to have committed a violation of the code of conduct because of a preceding set of events that might cause a reasonable individual to lose self-control.
* **Intimidation** refers to menacing behaviour or threats of harm to self, to others or to persons related to them, often as a means of coercing the target to acquiesce to the perpetrator's demands.
5. **Photographing** others without consent in places where there is a reasonable expectation of privacy is not allowed.
6. The **sharing of images** depicting nudity is strongly discouraged, as it can infringe upon individuals' privacy, promote unethical behaviours, and create an uncomfortable or unsafe environment. Any such activity can be considered a violation of the code of conduct and may solicit a disciplinary proceeding. Respecting the boundaries and dignity of others is essential in fostering a culture of inclusivity and ensuring a positive community experience.
7. Any other act that endangers human life or threatens serious physical or psychological injury.

3.3 Damage to Property

- a. Theft of, conversion of, misappropriation of, or damage to or destruction of any property of the University or property of others while on University premises or at official University functions.
- b. Attempt to set fire on campus, whether successful or unsuccessful, except in places designated for this purpose, such as lab burners, cooking stoves, or fireplaces.

3.4 Unauthorized Possession of Weapons

The unauthorized possession, storage, use or threat of use on campus of firearms, ammunition, explosives, fireworks, firecrackers, or other weapons.

3.5 Illegal Drugs and Alcoholic Beverages

1. Possession or consumption of heroin, opiates, cocaine, marijuana, hashish, alcoholic beverages or other intoxicating substances is strictly prohibited anywhere on campus.
1. Offering to sell or obtain these substances.

If a student is part of a group in which intoxicating substances are being consumed, it is in the student's best interest to leave the group to avoid suspicion of involvement or complicity.

3.6 Dishonesty, Forgery and Misrepresentation

Some examples of violations of this category are:

- a. Providing false written or oral information to the University.
- b. Providing forged documents to the University.
- c. Providing false identification to an official of the University.

- d. Providing false financial information for the purpose of obtaining any concession or financial aid.
- e. Forgery, alteration, or misuse of any University document, record, key, electronic device, or identification.
- f. Signing a document with someone else's name, initials, or signature.
- g. Financial misappropriation.
- h. Misrepresentation, or false statement of fact

3.7 False allegation

Deliberately accusing a person or an organization of misconduct, with knowledge that this allegation is false.

3.8 Disruption

- a. Disrupting or obstructing the functions or activities of the University, whether on campus, or at functions of the University off-campus.
- b. A demonstration on campus which substantially disrupts the normal operations of the University
- c. Inciting others to substantially disrupt the normal operations of the University
- d. Obstructing the entrance or exit of any university building or campus gate.
- e. Obstructing the free flow of vehicular or pedestrian traffic on the campus.
- f. Trespassing, that is, unauthorized entry into any area of the campus, room, or grounds.
- g. Disorderly conduct, including failure to comply with the directions of faculty or staff of the University.
- h. Public use of abusive language or curse words.
- i. Discourteous, rude behaviour with faculty or staff of the University.

3.9 Disturbance

Every LUMS community member has the right to a reasonably quiet environment in the classrooms and on campus in general. The university expects all members to respect this right and to be aware of the impact of their activities on their fellow members.

In public places like the Library, academic buildings, auditoriums, laboratories, and the Pepsi Dining Centre, disruptive behaviour is considered irresponsible. Members should refrain from being noisy in the corridors as this disturbs the classes.

3.10 False Report of Emergency

Deliberately causing or making a false report of an emergency. Some examples are false reports of a fire or a crime.

3.11 Misuse of Safety Equipment

Unauthorized use or alteration of fire or other safety or emergency devices.

3.12 Theft or Possession of Stolen Property or Service

- a. Taking without consent the property of the university or the property of a member of the university community, or availing facilities or services to which one is not entitled.
- b. Possession of stolen property or service.

3.13 Unauthorized Use of University Keys or Other Access Devices

Unauthorized use, replication, or distribution of keys or other access devices for any building, room, or facility on the campus.

3.14 Unauthorized Use of University Property

Unauthorized use of any University property, equipment, or facilities.

3.15 Violation of Rules of Campus Facilities

Facilities such as Hostel, Sports Complex, eateries, laboratories, or the library are governed by their own set of rules. Violation of these rules will be considered an offense that may be subject to disciplinary action.

All hostels at LUMS are single-sex dormitories, and access by members of the opposite sex is strictly prohibited.

3.16 Misuse of Identification

1. Extending your access rights by lending your card to someone else.
2. Borrowing or unauthorized possession of someone else's identification.
3. Helping other people, who are otherwise not allowed access, to get in (including tail gating).
4. Failure to report loss of identification card to University security immediately upon discovery of loss.
5. Impersonation, for example as a faculty or staff member, or as another as a student in an examination.
6. Tampering with devices and instruments of identification, for example, identification cards, access control hardware or surveillance devices.

3.17 Misuse of Computing Resources

The University provides several forms of computing and information technology resources for advancement of the purpose of the university, including education, research, service and administration. Misuse of computing and information technology resources implies using them for some other purpose, which includes, but is not limited to

- a. Unauthorized access to a computing or information technology resource.
- b. Exchange of passwords: Obtaining the password of an account without the owner's consent. Sharing LUMS password with another person.
- c. Knowingly performing an act that will interfere with the normal operations of a computing or information technology resource, merely for the purpose of disrupting its normal operation. Intentional introduction of a computer virus, worm, or Trojan horse.
- d. Knowingly attempting to circumvent security infrastructure or discovering or exploiting security loopholes without seeking permission to do so.
- e. Use of computing or information technology resources to harass, intimidate, threaten, or discriminate against someone, or to knowingly access or distribute content that is obscene or sexually explicit.
- f. Masking the identity of an account or a computing resource.
- g. Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner.
- h. Attempting to read or access another person's email, files, or communications, without their consent.
- i. Intentional damage to computing or information technology resources or data.
- j. Installation of unauthorized or illegal software.

3.18 Aiding, Abetting, or Incitement

Helping, encouraging, or forcing another to violate any of the rules and guidelines mentioned in any part of this Code of Conduct may also be considered an offense that may carry up to the same punishment as the original offense.

3.19 Unlawful Acts

Any act by a student, alumnus or student organization which occurs on campus, or off-campus but while representing the University, which is a violation of law according to Pakistan Penal Code or other applicable law. The University reserves the right to conduct disciplinary proceedings even if litigation is pending or concluded in a court of law. The University also may refer any violation of law to the Police or other judicial authorities.

3.20 Abuse of Disciplinary Proceedings

- a. Any form of non-compliance of disciplinary proceedings or an attempt to subvert the disciplinary process, including, but not limited to:
- b. Failure to appear before the Disciplinary Committee or subcommittee, or to file statements or evidence required by the committee.
- c. Providing false testimony or statement to the Disciplinary Committee, sub-committee or to an officer of the University investigating a case for submission to the Disciplinary Committee.
- d. Trying to coerce someone from filing a legitimate complaint to the Disciplinary Committee.
- e. Knowingly filing a false complaint to the Disciplinary Committee.
- f. Attempting to influence the impartiality of a member of the Disciplinary Committee.
- g. Violating the right of privacy of a person with respect to disciplinary proceedings.
- h. Failure to comply with disciplinary sanctions.

4. Academic Dishonesty

Development of academic integrity amongst members of the LUMS community is an important component of the LUMS programs. Faculty members, teaching assistants, and students are expected to conduct themselves ethically and professionally in all aspects of their life at LUMS.

Academic dishonesty is any type of cheating or use of unfair means in the academic context. Academic dishonesty includes, but is not limited to:

1. **Plagiarism**: Plagiarism is representing someone else's work as your own. Copying someone else's work, without appropriate citation, will constitute plagiarism. At LUMS, training to understand plagiarism is provided in introductory courses. Please see the sections below for an understanding of plagiarism.
2. **Cheating and Unfair Means**: Unfair means include discussions and exchange of all such class notes and written material between the current classes and former students that may subvert the learning process. Exchanging or passing information to other students over the network during lab exams is also considered cheating.
3. **Fabrication**: Fabrication of results, data, or any other information or citation, or falsification of such information.
4. **Sabotage**: An act that prevents others from accessing academic resources that are needed to complete their work.
5. **Services**: Paying, or obtaining for free, services from someone to complete academic work that was required to be completed by oneself. Receiving payment or providing services to complete someone else's work.
6. **Impersonation**: Appearing on someone else's behalf in an examination, completing someone else's homework, or proxy--marking attendance of someone else.
7. **Misrepresentation to avoid academic work**: Providing false information to gain leniency, making an excuse such as illness, death in family or accident.
8. **Aiding and Abetting in Academic Dishonesty**: Knowingly aiding in plagiarism or any other form of academic dishonesty, for example, by providing solutions of assignment to another student.
9. **Other**: Failure to comply with any standards of academic honesty imposed by a faculty member or a department.

4.1 What is plagiarism?

"Plagiarism is the use, without acknowledgement, of the intellectual work of other people, and the act of representing the ideas or discoveries of another as one's own in written work submitted for assessment. To copy sentences, phrases or even striking expressions without acknowledgement of the source (either by inadequate citation or failure to indicate verbatim quotations) is plagiarism; to paraphrase without acknowledgement is likewise plagiarism. Where such copying or paraphrasing has occurred, the mere mention of the source in the bibliography shall not be deemed sufficient acknowledgement; each such instance must be referred specifically to its source. Verbatim quotations must be in inverted commas, or indented, and directly acknowledged." (University of Sussex Examinations and Assessments Handbook 2012/13)

4.1.1 What is a source?

Sources are published (print or electronic) primary and secondary material as well as information and opinions gained directly from other people.

4.1.2 Types of plagiarism

Plagiarism falls under two broad categories:

- a. Copying an entire document, or part of a document as your entire paper;
- b. Mosaic plagiarism i.e. mixing the words and ideas of a source with your own, or mixing the words and ideas of two or more sources without acknowledgement.

Plagiarism usually takes one of these forms:

- a. Incited idea: passing off someone else's idea as your own.
- b. Incited information or data from a source: not acknowledging the source of any fact, figure, event, statistical data, or information provided.

- c. Verbatim phrase or passage that is not quoted: any direct quotation that is not in quotation marks or indented and not referenced at the end of the quotation.
- d. Misrepresenting evidence: information from a source that has been changed or taken out of context to suit your paper/argument.
- e. Dual submission: submitting the same paper or parts of a paper to more than one course/instructor.
- f. Abetting plagiarism: knowingly helping another student to plagiarize by letting him/her copy your paper, selling a paper to a student, or by writing all or part of a paper for another student.
- g. Commercial tutoring services: making use of the services of a tutoring school or term paper company to write papers.

4.1.3 Tips to avoid Plagiarism:

- a. Avoid leaving work on your assignment until the last day. It is likely to create a panic situation in which one may not make the best decisions.
- b. Avoid relying mainly on a single source for information or opinion. It is likely to result in excessive reliance on the thought process of that source.
- c. Avoid borrowing another student's assignment or notes.
- d. Avoid preparing your solution from borrowed notes.
- e. Do not write your solution with another student, or directly from notes taken when discussing the assignment with another student. Even if discussion was allowed, it is better to leave your notes of discussion aside and write up the solution entirely on your own.
- f. Always back-up your work and make a hard copy wherever it is appropriate to avoid problems created by computer failure.
- g. Always keep your notes and drafts until a paper has been returned.
- h. If you feel confused or panicked about time, or if you are having problems that do not let you concentrate, let your instructor or teaching assistant know before the submission deadline.
- i. Note-taking: When taking notes from a source, always begin by writing down the full bibliographic information (author, title, date of publication, publisher, place of publication, page numbers). Always distinguish between the author's own words and your own points. Do not take notes by carelessly copying and changing a few words. Take notes in a separate word document. Do not mention sources in your bibliography that have not been mentioned in your paper.

5. University Disciplinary Procedures

5.1 The Committees on Discipline

There are two types of Disciplinary Committees charged with investigating violations of the code of conduct: one for academic offenses and the other for non-academic offenses. There is one Disciplinary Appeals Committee. All these Committees comprise of faculty members and administrators. The two Committees are responsible for the administration of the stated rules and regulations governing general conduct, for assessing reported violations, and, when necessary, for assigning and recommending appropriate penalties.

5.2 Right to Disciplinary Proceeding

Except in cases where temporary suspension is ordered by the Vice Chancellor, or in cases of alleged sexual harassment which are overseen by Sexual Harassment Inquiry Committee; please see the handbook section on Office of Accessibility & Inclusion for more information about this committee. In cases of pre-approved penalties that administrative departments are allowed to impose, any disciplinary sanction may not be imposed without a disciplinary proceeding in accordance with the following University Disciplinary Procedures.

5.3 Initiation of Disciplinary Proceedings

1. **Complaint:** Any member of the university community may file a written complaint of misconduct against a student, alumnus or organization alleging misconduct under the Student Code of Conduct or other published university policy or regulations prescribing a standard of student conduct. The Disciplinary Committee may also take up a case for determination *suo moto* (of its own accord).

Complaints can be filed to the Disciplinary Committee Support Unit at dc@lums.edu.pk. It is desirable that complaints be filed as promptly as possible after gaining information about the alleged misconduct. If a matter is first presented

to the Disciplinary Committee within one week of the end of an academic semester, it may be held for consideration in the following semester, including the summer semester, to prevent any delay in the case hearing.

2. Review of Complaint: The Convener of the Disciplinary Committee shall review each complaint to determine whether it may be disposed of without institution of disciplinary proceedings. The Convener can decide on one of three courses of action: (a) dismiss the complaint, (b) refer the complaint to an administrative department for imposition of pre-approved sanctions that the department is authorized to enforce, or (c) initiate disciplinary proceedings.
3. Investigation: If the matter so requires, the Convener of the Disciplinary Committee may ask the DC investigator to conduct an investigation to gather evidence that will be presented to the Disciplinary Committee during the disciplinary proceedings.
4. Summons: The Disciplinary Committee will inform the accused in writing of the reason for being summoned, and of a specific day and time when the accused is to appear before the Disciplinary Committee.
5. Written Statement: The Disciplinary Committee will also require the accused to file a written statement before the formal disciplinary hearing, in which the accused will clarify his or her position on the accusation. An accused will normally be given 24 hours to file their statement. However, in cases that have to be dealt with on an urgent basis, this requirement may be waived.
6. Obligation to Admit to Misconduct: At any stage of the Disciplinary Proceedings, the accused is under no obligation at any time to admit the misconduct alleged or to make any other statement at any meeting or hearing relevant to the misconduct alleged. However, the accused can be held liable to perjury for making false statements during the course of an investigation or during the disciplinary hearing. Any statement that the student or any representative of the organization makes in their written statement or during the course of investigation can be used against the student or organization under these Disciplinary Procedures.
7. Failure to Appear: The student accused of misconduct, or a student officer of the organization accused of misconduct will be expected to be present at the hearing before the Disciplinary Committee. If the student or a student officer of the organization fails to appear at the time and place designated for the hearing, the Disciplinary Committee shall proceed with the hearing if a majority of the Disciplinary Committee members present are satisfied that the student or organization has received adequate written notice. The Disciplinary Committee members will then proceed in the absence of the student or organization to hear and weigh the evidence in support of the alleged misconduct and render a decision.

5.4 Temporary Suspension

Pending initiation of disciplinary proceedings by the Disciplinary Committee, the Vice Chancellor may at any time temporarily suspend a student from the University or deny a student readmission when the Vice Chancellor finds and believes from information coming to his or her attention that the presence of the student on the University campus would seriously disrupt the University or constitute a danger to the health, safety or welfare of persons on the campus. If a student is temporarily suspended by the Vice Chancellor, the Vice Chancellor shall promptly instruct the Disciplinary Committee to initiate appropriate disciplinary proceedings against the student within five working days after temporary suspension is imposed. If a student placed on temporary suspension is ultimately found not guilty of misconduct, such student shall be allowed, if at all possible, to make up academic work missed while on suspension.

5.5 Conduct of Hearings

1. Nature of Hearing: The Convener of the Disciplinary Committee will decide whether the testimony of the accused is to be heard in a full committee hearing or is to be referred to a sub-committee. Only cases dealing with academic dishonesty may be referred to a sub-committee. In case the decision is taken by a sub-committee, it will be ratified in a full committee meeting before being communicated to the student.
2. Quorum: The Quorum for a full committee hearing is half of its members, and that of a sub-committee hearing is at least two members.
3. Advocate: The accused may be accompanied at the Committee hearing by an advocate, who must be a current student at LUMS. The advocate must render his or her services voluntarily and not charge the accused for this

service. The same advocate cannot appear for two different defendants or witnesses in the same disciplinary case. The advocate may advise the accused, but may not directly participate in the hearing, unless requested by the Convener of the Disciplinary Committee.

4. Witnesses or Amicus Curiae: At the hearing any person with information about the matter before the Disciplinary Committee may be requested to appear by the Disciplinary Committee. However, an accused or a complainant cannot name a witness without their consent.
5. Status Pending Disciplinary Proceedings: During any disciplinary proceeding, the status of students or organizations accused of misconduct shall remain unchanged. Students accused of misconduct shall retain their right to be present on campus and attend classes, with suspension only considered by the Vice Chancellor if compelling reasons exist to protect the student's physical or emotional well-being, or the safety and welfare of the University community. Similarly, the status of organizations accused of misconduct shall not be altered, unless the Vice Chancellor deems suspension necessary to safeguard the health, safety, or welfare of the University community.
6. Conflict of Interest: If the complainant in a case is a member of the Disciplinary Committee, that member will not participate in the disciplinary proceedings. Moreover, if a member of the Disciplinary Committee feels that his or her relationship with any individual or organization involved in the proceeding would affect his or her ability to render a fair and impartial decision, such Disciplinary Committee member will request the Convener of the Committee to be excused from the proceedings. The Convener will decide whether to entertain such a request or not, based on the nature of relationship with the accused.

The student accused of misconduct, or a student officer of the organization accused of misconduct may question any Disciplinary Committee member with regards to his or her attitude or knowledge about the disciplinary proceeding to be heard. If a member of the Committee is challenged for cause by the student or organization, the other members of the Committee present shall, without the presence of the challenged member, vote upon the challenge. If a majority of the members present vote to sustain the challenge, the challenged member shall be excused from further participation in the proceeding. The foregoing shall not relieve the Disciplinary Committee from the requirement of maintaining a quorum for the hearing as required above.

7. Closed Hearings: All hearings of the Disciplinary Committee shall be closed to the public in order to comply with the requirements of privacy of proceedings.
8. Evidentiary Rules: The Committee shall not be bound by the formal rules of evidence applicable to a court of law. It may admit and give probative effect to evidence, including hearsay evidence, which possesses probative value commonly accepted by reasonably prudent persons in the conduct of their affairs.

The Committee may only accept evidence that is disclosed to the accused. In exceptional cases, where a majority of the Committee is convinced that revealing the identity of a witness may subject the witness to retaliation, the Committee may decline to disclose the witness's identity. In cases where the identity of the witness can only be concealed by withholding evidence from the accused, the evidence shall be inadmissible. The Committee shall not base its judgment on evidence provided by an undisclosed witness.

9. Verbatim Record: The Disciplinary Committee may record the hearings to keep a record of the hearing for future reference.
10. Burden of Proof: The University bears the responsibility of proving the alleged misconduct against a student or organization by a preponderance of the evidence presented at the hearing. 'Preponderance of the evidence' means that the evidence, when considered as a whole and assessed impartially, persuades the Disciplinary Committee that the alleged misconduct is more likely to have occurred than not. This determination does not rely on the quantity of witnesses but on the overall convincing nature of the evidence. If the evidence is equally balanced or favors the accused, the University has not met its burden of proof. The Disciplinary Committee should evaluate all relevant evidence, not just that provided by the University, to decide if the University has sufficiently proven its case. This includes considering evidence that supports the University's position on a contested issue, even if this evidence is presented by someone other than the University.
11. Decisions: The Disciplinary Committee deliberates and arrives at a decision by individual vote. In order to determine that a student has violated a University rule, a majority of the voting Disciplinary Committee

members present must conclude that the evidence presented constitutes a clear and persuasive case in support of the charges against the student. If the student is found to have misled the Disciplinary Committee during the hearing, the Disciplinary Committee may take that fact into account in reaching a conclusion and assigning a penalty.

In matters that have significant precedence value, the Convener of the Disciplinary Committee may delay the vote on a matter for ensuring better participation of Committee members, or to seek more evidence before the decision is made.

If the voting members are evenly divided in establishing guilt on a particular case, the case must be reconsidered at the next meeting of the Disciplinary Committee. If at the second meeting at which the case is considered the regular voting members are still evenly divided, the matter shall be dismissed without prejudice.

The decisions of the Committee shall be communicated to the accused in writing via email and letter. In some instances, the decision shall also be conveyed in person, in addition to the written communication.

12. Mitigating and Aggravating Circumstances: The Disciplinary Committee may consider possible mitigating and aggravating factors listed below. This list is not exhaustive; the specific circumstances of a case may cause the Committee to consider additional factors.

Examples of Mitigating Factors

- Evidence of genuine lack of understanding
- Unclear course policy or instructions.
- The weight of the instrument or the amount of instrument that is plagiarized.
- Cooperating with the Committee through substantial disclosure that helps the DC reach its decision. For example, a student voluntarily admitting to the offense upfront, and providing useful information about it that was otherwise not accessible to the Committee, may be considered as substantial disclosure.

Examples of Aggravating Factors:

- Willfully misleading the Committee or falsification of testimony that can be proven by material evidence.
- Attempt to conceal an offense after the initial offense has occurred.
- Any repeat offence of a similar category.

Factors that cannot be taken into consideration

Student's major, GPA, ignorance of Code of Conduct, academic stress, external effects of the penalty, and student's plea of either "guilty" or "not guilty"

13. Privacy

The sanctions imposed on a student or alumnus are recorded in a manner that respects the privacy of the individual and will not be released publicly. However, this information is made available to the following:

- a. The original complainant.
- b. The student's faculty advisor.
- c. Members of the Disciplinary Committee.
- d. Parents of the student or alumnus.
- e. Dean of the relevant school.
- f. Vice Chancellor.
- g. Registrar's office.
- h. Any other office that is required to ensure the implementation of the imposed sanction.

The information about the sanction is also kept on record of the disciplinary committee for future reference and for identifying repeat offenders, as well as the record of the TA coordinator so that they can check whether a student is eligible to become a TA or not.

5.6 Sanctions for Non-Academic Offences

For violations of University--wide rules of conduct, members of the community are subject to several kinds of penalties. The applicability and exact nature of each penalty vary on the severity of the offense and its circumstances. For violation

of LUMS values (Section 2), violation of guidelines of general conduct (Section 3) and non-academic misconduct (Section 4), the following sanctions may be imposed:

1. **Warning:** A formal admonition that does not become part of an individual's permanent record, but that may be taken into account in judging the seriousness of any future violation.
2. **Disciplinary Probation / Loss of privilege of being TA:** A more serious admonition assigned for a definite amount of time, up to two years. It implies that any future violation, of whatever kind, during that time, may be grounds for suspension, required withdrawal, or in especially serious cases, for expulsion, from the University. Disciplinary probation appears on an individual's permanent record at the University (but not on the transcript) and may be disclosed by the University in response to requests for which the student has given permission.
3. **Educational Sanctions,** such as letters of apology, educational workshops, essays or research papers.
4. **Reimbursement or Fine:** This penalty ought to be awarded only in cases involving vandalism, disorderly conduct and alcohol-related infractions which result in damage to University and/or private property of others.
5. **Relocation within or removal from university housing:** When appropriate to the infraction, particularly in instances involving anti-social behaviour having a serious impact on the residential community, removal from University housing or relocation within University housing may be awarded as a penalty. In the case of a first-year student or a sophomore, this penalty will be imposed only after consultation with the director of the student's residences.
6. **Withholding of degree:** In cases involving seniors or graduate students, the University may withhold a student's degree for a specified period of time. In such a case, the student may be permitted to remain on campus to complete his or her academic requirements for the degree.
7. **Work hours or Community service**
8. **Behavioural Requirement:** Written conditions imposed by a judicial board or a judicial officer that establish specified requirements for the student or organization. This may include a restraining order, that is, a prohibition to approach a certain individual or to refrain from certain acts.
9. **Suspension of privileges.**
10. **Required Withdrawal:** Removal from membership in the University for at least the period of time specified by the suspension, with the suspension to continue until certain conditions, stipulated by the Disciplinary Committee, have been fulfilled. These conditions may include restitution of damages, formal apology, or counseling.
11. **Suspension or dissolution of a student organization**
12. **Separation:** Removal from membership in, or employment by, the University for a specified period of time, typically a semester or a full academic year. This encourages reflection, self-improvement, safeguards campus safety, and fosters accountability to deter future misconduct.
13. **Expulsion from University:** Permanent removal from membership in the University without hope of readmission to the community.
14. **Censure:** University censure can be added to any of the other penalties listed above, except warning. Censure indicates the University's desire to underscore the seriousness of the violation and the absence of mitigating circumstances and to convey that seriousness in response to future authorized inquiries about the given individual's conduct or character.
15. **Disciplinary sanctions will not normally affect the status of financial aid of a student. However, if good conduct conditions are imposed by an external donor as a condition for award of financial aid, then the financial aid award may be curtailed or suspended by the Office of Financial Aid, to comply with donor's conditions.**

5.7 Sanctions for Academic Dishonesty

The Disciplinary Committee will select from the following set of penalties when dealing with cases of plagiarism, sorted by decreasing severity. A guilty verdict puts a student on probation, and a repeat academic offense will be given harsher penalty.

- Expulsion from the university
- F in the course + separation for one year ¹
- F in the course + separation for one semester
- F in the course
- Zero in the Instrument² + Double Letter Grade Reduction (DLGR)
- Zero in the Instrument + Letter Grade Reduction (LGR)
- Zero in the Instrument + Grade Reduction (GR)
- Zero in the Instrument³
- Warning Letter

¹ Separation will be effective from the subsequent semester. For graduating students, degree will be delayed. Summer semester will not count as penalty for one semester separation but will count in one-year separation.

² "Zero in the Instrument" means zero will be given in the specific academic activity in which plagiarism is committed. For example, if a portion of Assignment 3 in a course is plagiarized, zero will be given in Assignment 3, not in all the assignments of that course.

³ In cases where the instrument has very high weight, zero in the instrument may be a more severe penalty than just grade reduction. In such cases, the Committee may award only grade reduction after the instrument has been graded.

5.8 Disciplinary Appeals Committee (DAC)

The Disciplinary Appeals Committee (DAC) serves as an official platform for students to lodge appeals and seek a review of decisions made by the disciplinary committee. As an appellant body, its primary responsibility is reviewing the appeals to dispute the decision of a disciplinary proceeding.

The DAC reserves the right to interpret and enforce academic regulations; it also has the right to approve of exceptions to these regulations as necessary. Students who wish to appeal against a decision made by the Academic or Non-academic Disciplinary Committee can approach the DAC by contacting dac@lums.edu.pk within 72 hours of receiving the decision of a disciplinary proceeding (Academic or Non-Academic) i.e., from the date of decision by the Disciplinary Committee. The DAC, if it accepts the appeal for hearing, shall follow the same procedural rules regarding conduct of hearings as applicable to the Disciplinary Committee.

The purpose of an appeal is not to reexamine the factual aspects of the disciplinary case. An appeal does not serve as a means to review the factual information of a disciplinary case. It is important to note that the purpose of the appeals process is not to reopen all cases from the beginning. A case may only be reconsidered if the appellant believes that one or more of the following conditions apply:

- They were not given an adequate opportunity to present their side during the investigation of their offense.
- There is reasonable evidence that the decision of the Disciplinary Committee is tainted with bias or there is an absence of procedural fairness on any other account.
- New and compelling evidence has surfaced that was not available during the original investigation conducted by the Disciplinary Committee.

If the Disciplinary Appeals Committee accepts an appeal for a hearing, it will adhere to the same procedural rules that govern the conduct of hearings as applied to the Disciplinary Committee

Letters of appeal that simply express dissatisfaction with the judgment of the Disciplinary Committee without providing evidence of a flawed investigative process, bias on the part of the judges, or new evidence will be rejected. Disagreement with the decision, feeling that the penalty is harsh, or experiencing negative emotions such as disappointment, grief, or shock are not legitimate grounds for appeal. Likewise, factors such as good academic performance before or after the offense, character witnesses, or claims that the offense was a one-time occurrence are not considered valid grounds for appeal.

The Disciplinary Committee (Academic and Non-Academic) has the role to impose penalties from a predefined list of sanctions, but it should be noted that this list is not exhaustive. In the case there is no defined penalty for a particular

misconduct, the Disciplinary Committee retains the right to sanction based on the principles and guidelines outlined in the code of conduct.

Students have the right to request an appeal of a decision made by the Disciplinary Committee (DC), and the Disciplinary Appeals Committee (DAC) conducts a thorough review of each case. The DAC carefully considers the grounds presented in the appeal and proceeds to either approve the appeal, leading to a revision of the decision, or reject the appeal if it does not meet the criteria outlined or lacks substantive grounds for appeal.