

Student Code of Conduct Policy

POLICY # EAI/2024/241045

Adopted by the Senate on December 2, 2024



Euro American Institute

**AGORA BUSINESS CENTRE LEVEL 2
TRIQ IL- WIED TA' L-IMSIDA
MSIDA, MSD 9020, Malta
qa@euroamerican.edu.mt**

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1.0 Introduction

The Euro American Institute (EAI) is committed to maintaining a high standard of academic and professional conduct across all its online learning platforms. This policy outlines the behavioural expectations and procedures for dealing with misconduct to ensure a safe, respectful, and productive virtual learning environment.

2.0 Purpose of the Policy

The purpose of this policy is to:

- Define clear expectations of behaviour for students engaged in online learning.
 - Promote a culture of integrity, respect, and professionalism.
 - Protect the welfare and academic rights of the learning community.
 - Provide a structured process for managing misconduct, ensuring fairness and consistency.
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3.0 Scope of the Policy

This policy applies to all students enrolled in:

- Fully online programmes
- Hybrid or blended learning courses
- Programmes delivered through partner institutions or virtual campuses

It covers all digital spaces including but not limited to:

- Learning Management Systems (LMS)

- Virtual classrooms and webinars
 - Email and discussion boards
 - Social media, messaging apps, and online collaboration tools used for academic purposes
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4.0 General Principles

- All students are responsible for upholding EAI's academic integrity and ethical standards.
 - Students must engage in respectful, inclusive, and professional communication.
 - Misconduct will be handled in a structured, transparent, and non-discriminatory manner.
 - Confidentiality, due process, and student rights will be protected at all times.
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5.0 Expected Student Behaviours

5.1 Academic Integrity

Students are expected to:

- Submit original work and cite all sources appropriately.
- Avoid plagiarism, collusion, impersonation, or use of contract cheating services.
- Refrain from using AI tools or paraphrasing software unless permitted.
- Complete assessments independently unless group work is specified.

5.2 Respectful Communication

Students must:

- Use appropriate, respectful language in all online and in-person interactions.
- Avoid discriminatory, defamatory, or harassing remarks.
- Accept diversity and differing perspectives during group discussions or forums.

5.3 Online Participation

Students are expected to:

- Participate actively in scheduled webinars, Q&A sessions, and discussions.
- Submit assignments and engage in LMS activities on time.
- Keep cameras and microphones on when required and follow netiquette rules.

5.4 Technology Use

Students are responsible for:

- Securing login credentials and not sharing their accounts.
- Using institutional tools only for academic purposes.
- Reporting technical issues promptly to support teams.

5.5 Use of Social Media and Messaging Platforms

Students must not:

- Share confidential course content or peer information online.
- Post or share offensive, fake, or harmful content related to the institution or peers.
- Create unauthorized study groups that misrepresent academic purposes.

6.0 Unacceptable Behaviours and Misconduct

Misconduct is categorized into **minor** and **major** depending on severity.

6.1 Minor Misconduct

Minor misconduct refers to less serious breaches of expected student behavior or academic responsibilities. While not as severe as major misconduct, these actions can still disrupt the learning environment, affect academic progress, or demonstrate a lack of professionalism. Repeated minor misconduct may lead to formal warnings or escalate to more serious disciplinary measures if left unaddressed.

Examples of minor misconduct include, but are not limited to:

- **Inappropriate or disruptive comments** during class discussions or online forums
- **Repeated late submission of assignments** without valid justification
- **Failure to attend required online sessions** without prior notice or explanation

6.2 Major Misconduct

Major misconduct refers to serious breaches of university rules, policies, or ethical standards that significantly impact the academic integrity, safety, or well-being of the university community. Such behavior may result in disciplinary action, including suspension or expulsion, depending on the severity of the incident.

Examples of major misconduct include, but are not limited to:

- **Plagiarism or cheating** in assessments or academic work
- **Harassment or abuse** in any form (verbal, written, or visual), including via digital platforms
- **Identity fraud** or impersonating another student

- **Posting or circulating harmful digital content**, such as offensive, threatening, or defamatory material
 - **Unauthorized access to or distribution of learning materials**, including copyrighted content or examination papers
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7.0 Reporting and Investigation Procedures

7.1 Reporting

- Any individual may report misconduct via email to: **info@euroamerican.edu.mt**
- Reports must include the student's name, date, type of incident, and any evidence (screenshots, emails, etc.)

7.2 Investigation Process

- A preliminary review is conducted within 5 working days.
 - A formal investigation will follow if required, ensuring the student is informed and allowed to respond.
 - An impartial panel will review evidence and determine outcomes.
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8.0 Disciplinary Actions and Sanctions

Sanctions may include:

Type of Offense Possible Sanctions

Minor Offense	Warning, counseling, access restriction
Major Offense	Grade penalty, suspension, expulsion, revocation of award

The level of the sanction will depend on:

- Nature and impact of the misconduct
 - Repetition of offense
 - Student's cooperation and attitude
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9.0 Student Grievances and Redressal

9.1 Informal Resolution Process

Before filing a formal complaint, students are encouraged to resolve grievances informally by:

- Communicating directly with faculty members or administrative staff regarding their concerns.
- Requesting mediation through student support services.
- Submitting a request for clarification on academic or administrative decisions.

If the issue is unresolved, the student can file a formal grievance.

9.2 Formal Grievance Submission

Students can file a formal grievance by:

- Submitting an online complaint form on the Institute's official grievance portal.
- Sending an email to the Student Grievance Redressal Committee (SGRC).
- Submitting a written complaint at the administrative office.

9.3 Grievance Investigation Process

- The SGRC will review complaints within 5 working days.
- Investigations may include interviews with students, faculty, or staff, reviewing records, and consulting relevant departments.
- The process should be completed within 10–15 working days.

9.4 Resolution and Decision

- The SGRC will issue a formal decision, which could involve corrective measures, modifications in policies, or grievance dismissal.
- The decision will be communicated within 15 working days.

9.5 Appeal Process

- Students may appeal within 7 working days if they are dissatisfied with the resolution.
 - The Institutional Appeals Committee will review and issue a final decision within 10 days.
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10.0 Support Services

- Counseling services and academic advisors are available to assist students during or after disciplinary processes.
 - Students may request a support representative to accompany them during hearings.
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11.0 Confidentiality and Data Protection

- All reports, investigations, and outcomes are treated confidentially.
 - Student data is handled in accordance with the **EU GDPR** and the **EAI Data Management Policy**.
 - Only authorized personnel will have access to case files.
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12.0 Policy Review and Monitoring

- This policy will be **reviewed biannually** by the Academic Committee in collaboration with the Quality Assurance Cell (QAC).
 - Feedback will be sought through surveys, support logs, and stakeholder consultations.
 - EAI is committed to **transparent enhancements**, especially in response to emerging global trends and concerns.
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Appendix A: Examples of Misconduct

Misconduct Type	Examples
Academic Misconduct	<ul style="list-style-type: none">• Plagiarism (copying assignments or content without proper citation)• Cheating in exams or assessments• Unauthorized collaboration or group work• Submitting work not done by the student (e.g., ghostwriting or contract cheating)• Fabricating data or references
Behavioral Misconduct	<ul style="list-style-type: none">• Disruptive or disrespectful behavior in webinars or discussion forums• Use of inappropriate or offensive language• Trolling or bullying peers in chats or group activities
Technological Misuse	<ul style="list-style-type: none">• Sharing or misusing LMS (Learning Management System) credentials• Accessing another student's account or materials without permission• Unauthorized use of digital tools during assessments• Recording or distributing classes or materials without consent
Ethical Misconduct	<ul style="list-style-type: none">• Impersonating another student in assessments or discussions• Posting fake information, screenshots, or evidence• Misusing generative AI tools to submit inauthentic work• Violating confidentiality of peer or institutional information
Attendance-Related Misconduct	<ul style="list-style-type: none">• Falsifying attendance records• Having someone else attend a session or exam on the student's behalf• Consistent failure to attend mandatory sessions without notification

Misconduct Type	Examples
Communication Misconduct	<ul style="list-style-type: none"> • Spamming university communication platforms • Misrepresenting oneself in official emails or forums • Harassment through written or visual content (e.g., memes, images, GIFs)