

Student Code of Conduct Policy

Policy #	POL-AC007	Version #	V1.0	Date of Review	NA
Approved by	G Rathakrishnan, CEO LSBF			Date of Approval	1 Jun 2025
Policy Scope	The Code of Conduct for Students applies to all LSBF students, including those enrolled in undergraduate, postgraduate, professional, and other accredited programmes, whether delivered solely by LSBF or in collaboration with institutional partners. This applies regardless of whether students attend classes on campus or remotely. The Code also extends to students representing LSBF in external activities, such as internships, industry engagements, exchange programmes, competitions, conferences, networking events, and volunteer initiatives.				
Responsibility	The Academic department is responsible for the implementation and review of this policy.				

1. References

1.1 EduTrust Criteria (GD4), 4.6.1 Student Conduct and Attendance

2. Policy Statement

2.1 At the London School of Business and Finance (LSBF), our vision is to become the global destination of choice for academic, personal, and professional success. Our mission is to prepare our students for leadership excellence and success in their chosen fields by providing the best mix of education and practical industry experience, supported by excellent student services conducive to learning. This Student Code of Conduct reflects our commitment to these principles and outlines the expectations for all students to uphold our standards of excellence, integrity, care, respect, team spirit, and continuous improvement.

Students at LSBF are expected to embody our core values:

- **Excellence:** Demonstrate professionalism and passion in all endeavours.
- **Integrity:** Conduct oneself with honesty and accountability.
- **Care:** Show compassion and consideration for all stakeholders.
- **Respect:** Treat everyone with dignity and expect the same in return.
- **Team Spirit:** Value collaboration, believing that a team is stronger than an individual.
- **Continuous Improvement:** Commit to ongoing learning and personal growth.

At LSBF, we are dedicated to fostering a diverse, inclusive, and globally connected learning environment that empowers students to achieve academic excellence, professional growth, and personal development.

In alignment with our commitment to equality, inclusivity, diversity, integrity, and innovation, LSBF provides equal opportunities for all students and ensures a respectful, supportive, and harassment-free environment conducive to learning and collaboration. At LSBF, we are committed to preventing harm and safeguarding the well-being of all students and staff by promoting a safe, supportive, and inclusive environment. As valued members of the LSBF community, students share the responsibility of upholding academic

integrity, professionalism, and excellence, contributing to a culture that reflects LSBF's global standards and reputation.

2.2 Purpose and Objective

The Code of Conduct for Students (the "Code") reflects LSBF's commitment to fostering a professional, inclusive, and respectful learning environment. Students are expected to uphold the highest standards of academic integrity, ethical behaviour, and mutual respect in all their interactions, both within and beyond LSBF, throughout their educational journey.

2.3 Expectations and Obligations

2.3.1 Personal Responsibility and Accountability

Students at LSBF are expected to:

- a) Familiarize themselves with and follow the admission requirements, along with LSBF's policies, procedures, guidelines, and ethical standards.
- b) Understand and fulfil the academic requirements of their programmes, including the Student Contract, while taking initiative in managing their education and actively pursuing their learning goals.
- c) Continuously monitor their academic performance to stay on track and achieve their objectives.
- d) Attend classes regularly and punctually.
- e) Follow lecturers' instructions, engage actively and positively in lessons, and refrain from any behaviour that disrupts the class.
- f) Uphold professional integrity during work-integrated learning experiences, placements, and any other course-related activities.
- g) Address any concerns or issues with LSBF in a timely manner to ensure they are properly resolved.
- h) Seek assistance from LSBF faculty or relevant support services when needed, taking responsibility for their own academic and personal development.
- i) Foster an inclusive and respectful environment within our diverse, multi-ethnic, and multi-religious campus community. Be mindful and considerate of the customs, traditions, and beliefs of others.
- j) Uphold intellectual property rights and use IT resources, including the campus Wi-Fi network, responsibly.
- k) Students must not share their LSBF Outlook email, Canvas, or Student Portal account credentials—including email IDs and passwords—with classmates or any other individuals. This is to ensure the security and confidentiality of their personal and academic information.
- l) Students must refrain from using or distributing pirated software. All software installed on personal laptops or devices must be properly licensed. The use of open-source software is permitted, provided it complies with the respective license terms and conditions.
- m) When accessing and using content from platforms such as YouTube, DOAB (Directory of Open Access Books), DOAJ (Directory of Open Access Journals), and OARD (Open Access Research Database), students must comply with copyright laws. Unauthorized use or distribution of copyrighted material is strictly prohibited.

- n) Maintain a neat and appropriate dress code as a sign of respect for the campus community. Avoid attire that is overly revealing, displays vulgar or offensive language or imagery, or includes singlets and slippers.

2.3.2 Academic and Personal Integrity

Students are expected to approach their studies with responsibility, honesty, and professionalism. LSBF upholds the highest standards of academic integrity, and students must refrain from any form of academic misconduct, including but not limited to:

- a) Cheating – Using unauthorized materials or assistance in assessments.
- b) Plagiarism – Presenting another’s work, ideas, or research as one’s own without proper citation.
- c) Contract Cheating – Engaging third parties to complete academic work on one’s behalf.
- d) Deceptive Fabrication – Falsifying or misrepresenting data, sources, or research findings.
- e) Undue Collaboration – Working with others beyond permitted levels of academic cooperation.
- f) Intellectual Property Violations – Breaching copyright laws or misusing proprietary content.
- g) Self-Plagiarism: Reusing previously submitted work, in whole or in part, without proper acknowledgment or prior permission from the instructor. This includes submitting the same work for multiple assignments or courses.
- h) Misrepresentation of Academic Credentials: Providing false, exaggerated, or misleading information about academic achievements, qualifications, or other related credentials.
- i) Sharing Academic Work: Distributing one’s academic work—such as essays, reports, or assignments—to others with the intention or knowledge that it will be used to gain an unfair academic advantage or submitted as someone else’s original work.
- j) Use of Generative AI Without Acknowledgment: Using generative AI tools or similar technologies to produce content without proper acknowledgment or attribution. Presenting such content as entirely one’s own is considered academic dishonesty.

Students found violating these academic and personal integrity standards may face disciplinary action. Beyond compliance, students are encouraged to embrace fair play, independent thinking, and the pursuit of knowledge as core values of their academic journey.

2.3.3 Use of Artificial Intelligence (AI) Tools

Students must seek guidance from their instructors on the appropriate use of Artificial Intelligence (AI) tools, including Generative AI (GenAI), in their coursework at LSBF. Misuse of AI, particularly in assessments or graded submissions, may compromise academic integrity and result in disciplinary action in accordance with LSBF’s policies. Students are expected to use AI responsibly, ensuring that their work reflects their own learning and effort.

Students are required to acknowledge any use of generative AI tools in their assessments. Appropriate Harvard citation and referencing must be included.

When using generative AI, students must provide the following information:

1. AI Tool and Version: Clearly state the name and version of the generative AI tool used.
2. Use of AI: Describe the specific task or purpose for which the AI was used.
3. Prompt Provided: Include the exact prompt or query given to the AI.
4. Modification of Output: Explain how the AI-generated content was used, adapted, or modified in your work.

Example (Appendix or Annex):

Declaration:

I acknowledge the use of ChatGPT [<https://chat.openai.com/>] to assist with brainstorming topics for an assessment.

The following prompt was entered: "Come up with five questions that would help a university student explore [topic]."

I used the generated ideas to guide my topic selection and narrowed it down for my assessment.

2.3.4 Sexual Misconduct

- a) LSBF upholds a safe, respectful, and professional learning environment, and any form of sexual misconduct is strictly prohibited. This includes, but is not limited to, sexual assault, indecent behaviour, voyeurism, and any other inappropriate conduct.
- b) Students are expected to maintain respectful interactions at all times and must not engage in any form of sexual misconduct—whether through actions, speech, or written communication—on any platform, including both digital and non-digital media.
- c) Possession, display, or distribution of pornographic materials in any form is not permitted. This includes sexually explicit images or content on clothing, screensavers, videos, posters, or other objects.
- d) Students must also refrain from sending, sharing, or forwarding sexually explicit content, including emails, videos, notes, or messages via SMS, WhatsApp, or any other social media platforms.
- e) Students are advised to refer to our Harassment and Sexual Misconduct policy for more detailed information on how LSBF handles such cases.

2.3.5 Commitment to Respect and Fairness

At LSBF, students are expected to:

- a) Interact with other students, staff, affiliates, and volunteers in a manner that is respectful, fair, and considerate of others.
- b) Avoid any actions that may be considered discriminatory, whether based on gender, sexuality, race, disability, cultural or social background, religion, age, or political views.
- c) Take responsibility for the content they share or distribute via social media, ensuring they respect their audience and comply with copyright laws.
- d) Refrain from engaging in behaviour that may be perceived as harassment, bullying, or any action that is disruptive or intimidating to others.
- e) Honor the privacy of individuals, ensuring that any personal information obtained during studies is treated confidentially and not disclosed without consent.
- f) Avoid interfering with or disrupting any academic activities, including teaching, research, and learning at LSBF.
- g) Exercise their freedom of expression responsibly, considering the potential impact of their actions and words.
- h) Engage in and encourage constructive academic debate while maintaining a respectful environment.
- i) Respect the right of others to participate in any legitimate activities within LSBF.
- j) Not encourage or incite others to partake in behaviour that violates LSBF's policies or ethical guidelines.

- k) **Prevent Duty:** Students are responsible for contributing to the prevention of radicalisation and extremism, ensuring a safe and respectful learning environment.
- l) **Safeguarding Commitment:** Students must uphold respect, fairness, and contribute to safeguarding the well-being of all individuals within the LSBF campus.

2.3.6 Commitment to Safety and Compliance with Singapore Laws

Students are expected to follow LSBF's rules and regulations, as well as the policies of any institutions or workplaces they engage with as LSBF students, while complying with the laws of Singapore and any country they visit during their studies.

Students at LSBF are expected to:

- a) Respect and properly care for LSBF's resources and property.
- b) Avoid any actions that could compromise the safety or well-being of others.
- c) Ensure they do not cause harm to anyone, including fellow students, staff, affiliates, and volunteers, whether on LSBF premises or during official LSBF activities.
- d) Follow LSBF's guidelines when participating in activities involving humans, animals, or biohazardous materials.
- e) Not engage in any learning, research, or extracurricular activities—including placements or field trips—under the influence of alcohol or prohibited substances.
- f) Refrain from possessing, using, or distributing any prohibited substances or weapons while on LSBF grounds.
- g) Use LSBF's resources and property, including communication technologies, in a manner that is legal, ethical, sustainable, and responsible.
- h) Respect the property rights of others—students, staff, affiliates, volunteers, and visitors—while on LSBF premises.
- i) Adhere to reasonable instructions from LSBF staff related to safety, compliance with policies, or providing requested identification, including name, age, or a student ID when asked.
- j) **Freedom of Expression:** Students are encouraged to express their opinions freely, provided such expression respects the rights, dignity, and well-being of others, and aligns with LSBF's core values of integrity and respect.
- k) **Compliance with ICA Regulations:** Students holding a Student's Pass must strictly adhere to Immigration & Checkpoints Authority (ICA) regulations. The Student's Pass is intended solely for educational purposes and does not permit activities such as pregnancy. Pregnant Student's Pass holders will have their pass revoked and must leave Singapore. Exceptions may apply to students who are married to a Singapore Citizen or Permanent Resident, subject to Ministry of Manpower (MOM) approval and ICA authorization to remain in the country.
- l) **Zero Tolerance for Modern Slavery and Human Trafficking:** Students must not engage in, support, or tolerate any form of modern slavery or human trafficking. Any suspected cases must be reported to the appropriate authorities without delay.
- m) **Fitness to Practice:** Students are expected to maintain a high standard of physical, mental, and emotional well-being to fulfill their academic and professional responsibilities effectively.

To maintain a positive and healthy environment, students must adhere to the following:

- i. Smoking is prohibited within 5 meters of LSBF's campus.
- ii. Vaping and the abuse of drugs or intoxicating substances are strictly prohibited, and students must follow local laws on such matters.

- iii. Alcohol consumption is not permitted on campus or LSBF-related facilities. Students should note the legal drinking age in Singapore is 18 years.
- iv. Students are expected to uphold the same standards of behaviour online as they would in person. Irresponsible use of social media or digital platforms, even off-campus, may negatively affect others and the LSBF community.
- v. When posting online, students should be mindful that content can spread, even if removed. They should engage with the community responsibly, exercising good judgment and respect.
- vi. Prohibited Conduct and Safety Violations: Students must refrain from engaging in any form of illegal, unethical, or disruptive behaviour that endangers the safety, security, or well-being of the LSBF community. This includes, but is not limited to, theft, vandalism, harassment, vulgar or offensive conduct, cyberstalking, gang-related activities, shoplifting, speeding, and any form of eve-teasing or misconduct.
- vii. Prevention of Scams and Cyber Threats: Students must not engage in or support any form of impersonation scams, phishing attempts, or other fraudulent cyber activities. Any suspicious emails, messages, or behaviours must be reported immediately to the relevant authorities, such as the Scam Public Education Office or the Operations Department of the Singapore Police Force.

2.3.7 Disciplinary Framework for breach of code of conduct

Level 1 – Minor Offenses (First-time or Low-Impact Violations)

Examples:

- Disruptive behaviour in class
- Persistent tardiness or absenteeism
- Failure to follow classroom rules
- Minor misuse of technology or social media

Action Steps:

1. Verbal Warning – Lecturer or staff informs the student of the issue and provides corrective guidance.
2. Written Warning – If behaviour persists, a formal email/letter is issued with clear expectations for improvement.
3. Counselling or Guidance Session – The student may be required to attend a session with the academic support staff.

Level 2 – Moderate Offenses (Repeated or More Serious Violations)

Examples:

- Disrespectful behaviour towards peers or staff
- Unauthorized collaboration on assignments
- Disruptive social media use that impacts LSBF's reputation
- Moderate academic misconduct (e.g., minor plagiarism) (Refer guidelines from Student Handbook)

Action Steps:

1. Formal Written Warning – A second official notice, stating potential consequences of repeated offenses.
2. Meeting with HOS – Student discusses the issue with the respective Head of School and agrees to corrective actions by signing a Letter of undertaking.

Level 3 – Major Offenses (Serious or Repeated Violations)

Examples:

- Harassment, bullying, or discrimination
- Major academic misconduct (e.g., contract cheating, exam fraud) (Refer guidelines from Student Handbook)
- Vandalism or damage to property
- Threatening, hostile, intimidatory or discriminatory behaviour or Criminal offence (theft, shop lifting, scam, cyber stalking etc)
- Alcohol/drug-related incidents on campus
- Violation of ICA/ other regulatory guidelines

Action Steps:

1. Disciplinary Hearing – The student is required to attend a formal review with the Disciplinary Committee and issue a letter of Apology.
2. Probation Status – A final warning is issued, placing the student under strict monitoring.

Level 4 – Severe Offenses (Legal or High-Impact Violations)

Examples:

- Physical violence or threats
- Sexual harassment or misconduct
- Fraud, theft, or criminal activity
- Any act that severely damages LSBF's reputation

Action Steps:

1. Immediate Suspension or Expulsion – The student is suspended while an investigation is conducted and upon confirmation the student is expelled from school.
2. Legal Action (if applicable) – In cases of criminal activity, LSBF may refer the matter to law enforcement and expel the student.

3. Review

3.1 Process owner acts as the Internal Reviewer, who annually reviews the policy for continual improvement, as described in the Internal Assessment and Review Process. The Reviewer then completes and submits the Internal Review Form to the ODCQA Dept.

3.2 Additionally, an appointed internal assessor checks the evidence documents and records during the annual internal assessment exercise to:

- determine the consistency of adherence to the policy,

- whether approved corrective actions have been acted on, followed up and closed
- the extent to which the objectives and desired outcomes have been achieved.
- After the checks, the assessor completes and presents the Internal Assessment Form at the management review meeting for approval by MR.

4. Outcomes

4.1 This policy aims to uphold a safe, respectful, and conducive learning environment by clearly outlining the behavioural expectations for all students. It supports the holistic development of students through the promotion of personal responsibility, mutual respect, and academic integrity. In line with the EduTrust requirements, the policy ensures fair and consistent handling of misconduct, thereby fostering a positive student experience and reinforcing the institution's commitment to quality assurance and student welfare.

5. Related Documents

- 5.1 POL-AC003 Student Disciplinary Policy
- 5.2 POL-AC004 Student Attendance Policy
- 5.3 OPR-AC006 Students Attendance Monitoring Process
- 5.4 OPR-AC008 Student Disciplinary Procedures
- 5.5 OPR-AC016 Assessment Process (General)
- 5.6 OPR-SS001 General Orientation Process for Students

Revision History

Version No.	Date of Approval	Remarks
1.0	1 Jun 2025	1. New Policy introduced to streamline the expectations around code of conduct for students.