

# STUDENT CODE OF CONDUCT: GENERAL POLICY

Faculty of Medicine, KMITL

## SECTION1: TENANTS OF STUDENT CONDUCT

### 1.1 Student Conduct Committee

The Student Conduct Committee (SCC) is responsible for acting on behalf of the Faculty of Medicine in matters of student discipline. SCC deals with alleged instances of academic dishonesty and other student misconduct, in order to determine how best to resolve these allegations consistent with the goals and mission of the University as an educational and intellectual community.

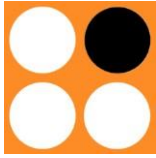
### 1.2 Our Mission

It is the purpose of the student disciplinary system to further the educational mission of the Faculty by resolving alleged violations of the Code of Student Conduct, the Code of Academic Integrity and other applicable policies regarding student behavior. There are numerous ways complaints about alleged student misconduct can be resolved. These include the formal disciplinary process as outlined in the Charter of the Student Disciplinary System, referral to the Faculty Mediation Program, and referral to other Faculty resource offices.

The SCC was created to help create a safe environment where academic life can flourish; and to promote the development of students.

Our student disciplinary process is meant to set the standard for behavior at our Faculty and to determine a student's standing in the community. It is not meant to replace or substitute for the criminal justice system or other legal avenues. However, the student disciplinary process provides an important additional forum to respond to the interests of the KMITL community. Our processes are designed to educate and, where appropriate, sanction those students who violate our rules. We seek both to promote a student's sense of responsibility by enforcing accountability, and to protect our community by, where necessary, removing or restricting those who may pose a threat to others.

Finally, our Mediation Program is available to everyone at the Faculty of Medicine, KMITL to facilitate the constructive resolution of disputes (excluding Academic Integrity complaints or concerns covered by the Sexual Violence, Relationship Violence and Stalking Policy). Our intention is to emphasize the peaceful and productive handling of conflict when possible and where appropriate.



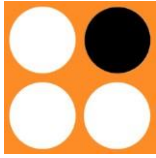
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## SECTION 2: GENERAL POLICY

### 2.1 General Faculty Policies

- Be punctual, report to school and class on time.
- Strive to be present every school day.
- Respect each other at all times. Disagreements will be settled by discussing the problem and seeking a solution that is fair to all concerned.
- Faculty classrooms, meeting rooms, laboratories and common spaces will be kept clean and neat. Do not deface or damage faculty property. Students who damage or vandalize Faculty property will make restitution.
- To ensure your safety and the safety of everyone at the faculty, please walk, do not run. Be cautious of accident prone areas including stairs, main hallways, and blind corners to avoid injuries to yourself and others.
- No unauthorized persons or non-students are allowed in the official academic areas for the safety of students and staff at the faculty. Should these individuals be found in the academic areas, they will be asked to leave the premises or to wait in common lobby areas in the Faculty.
- The following are **NOT** allowed at the Faculty:
  1. Eating or Drinking: Students may only eat in designated areas on the ground floor of the faculty building. Eating food or snacks in classrooms, student study rooms and laboratories is strictly prohibited. The consumption of any beverage is not allowed in classrooms, with the exception of clear bottled water with cap. We encourage all students to drink downstairs during breaktime and leave unfinished beverages in your lockers (not on table tops).
  2. Strong smelling food and drink in the common area as can be a distraction for other students, faculty and staff. Please be considerate to your friends and faculty and refrain from food that may disturb the academic environment.
  3. Open container beverages. Bottled water and personal tumblers with lids are allowed to prevent spills.
  4. Alcoholic beverages: Students are not allowed to drink or have in their possession any variety of alcohol. Any found will be confiscated and the student in question will be reported to the SCC.
  5. Leaving trash, personal items and or other belongings in common areas, classrooms, study rooms and laboratories. Unattended items will be placed in the Lost and Found box which is emptied every Friday at 17:00. Students must help keep the common areas clean as our tidiness reflects directly

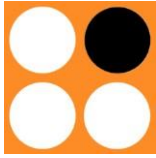


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on the medical profession. Students are strongly encouraged to keep all belongings in their lockers to avoid personal belongings being stolen or discarded.

6. Wearing improper attire i.e. sandals, flip flops, shorts, short skirts. As medical students, a higher level of professionalism is demanded. The university dress code should be adhered to at all times. However, in cases of “Casual Thursday”, we at the faculty allow casual wear but appropriate to our medical profession. Students may propose Casual Thursday do’s and don’ts for approval of the Student Conduct Committee.
7. Blankets, stuffed animals, pillows and other inappropriate personal belongings in classrooms, study rooms, laboratories and common areas.
8. Using social media to chat or text with others during class or labs. It is not necessary to chat with friends while learning. This is not a conducive behavior to becoming a professional doctor. The faculty will be enforcing a strict social media and live streaming policy. To ensure the safety of all students, faculty and staff, sharing of video or social media clips taken during class or laboratories is strictly prohibited. Confidentiality is essential to a successful education, and although it is tempting to share your endeavors with the rest of the social world, please understand that not everyone is a fan. Your posts could have extremely negative implications to yourself and the faculty. Please keep our faculty safe from any unnecessary cyber criticism or over exposure of our trademark class activities.
9. Leaving the classroom often to check phones or answer phone calls. Please restrain yourself to wait until break time or the end of class to respond (with exception to emergency situations).
10. Cheating, Plagiarism, Fabrication, and Academic Dishonesty. The Faculty has zero tolerance for any violations of the Code of Academic Integrity. (please see Code of Academic Integrity)
11. Disrespecting other students, faculty and staff members of the faculty.
12. Stay overnight at the Faculty. Faculty hours of operations are from 7:00 to 22:00 M-F. One week prior to examinations, the Faculty will extend its hours from 7:00 to 00:00.
13. Leaving the lights and air conditioner on in empty classrooms, student rooms, laboratories or common spaces. The Faculty enforces the “Last Out, Lights Off” policy where the last student or faculty member shall turn off the lights and air conditioner as they leave.
14. iPads, computers, mobile/smart phones in laboratories, unless stated otherwise, to ensure safe and standardized Laboratory Protocol (please see Code of Laboratory Protocol).
15. No unauthorized persons or non-students are allowed in the official academic areas for the safety of students and staff at the faculty. Should these individuals be found in the academic areas, they will be asked to leave the premises or to wait in common lobby areas in the Faculty.



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## 2.2 Attendance Policy

Class attendance is mandatory and varies from instructor to instructor. The Faculty of Medicine, KMITL reserves the right to enforce Faculty attendance policies that differ from University Attendance regulations due to the nature of the medical profession, which demands punctuality and accountability for one's self and for those of future patients.

## 2.3 Classrooms

Classrooms are intended solely for learning and academic purposes only. There will be no inappropriate behavior i.e. sleeping, eating, smoking, or any other elicit activities. Any student caught engaging any or all types of unacceptable activities will be punished according to faculty conduct guidelines.

## 2.4 Common Areas

Common areas should be clean, neat and tidy. Locker areas are intended for student use and any personal items must be stored within the designated areas to 1) ensure clean learning environments, 2) prevent from any theft, 3) promote responsibility and accountability for all students.

## 2.5 Small Discussion Rooms

Small discussion rooms are intended solely for learning in small groups and conducting small group activities. Sleeping, eating, drinking, and other elicit activities will not be tolerated. Students that use small discussion rooms are responsible for keeping rooms clean and tidy. Lights and air conditioning must be turned on/off after use. Should there be any items left inside, they will be placed in the designated lost and found.

## 2.6 Student Union Room

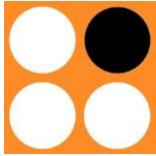
The student union room is intended for the use of student leisure and activities. It should be kept neat and tidy. Students are responsible for cleaning up and placing items in their appropriate/designated areas. Any elicit activities is strictly prohibited in the student union room. Food and beverages are not allowed.

## 2.7 Book Checkout Policy

Any student that wishes to checkout books from the student library must sign the sheet and return the borrowed book(s) within a 1-week period. This allows all students to have equal access to all learning materials. Students are not allowed to keep books to themselves; and shall be responsible for any lost or stolen property. Books that are lost will be subject for financial reimbursement to the Faculty of Medicine, KMITL

## 2.8 Locker Room

Lockers on the ground floor of the Faculty of Medicine, KMITL are for student use only. Personal belongings may be placed and stored in lockers. Keys are issued to each student upon registration and students must be accountable for any loss of keys.



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## 2.9 Lost & Found

All items found left in classrooms, common areas, small discussion rooms will be placed in the lost & found box. Contents in the lost & found box will be emptied on a weekly basis. No hard feelings if your belongings are discarded in the trash.

## 2.10 Dress Code

Students of the Faculty of Medicine shall adhere strictly to the University Dress Code. Furthermore, as future physicians, each student must dress appropriately, not sloppily. Shirt tails must be tucked into pants/skirts. Uniforms must be pressed and wrinkle-free. Personal hygiene is of utmost importance. No extreme or inappropriate hair coloring or piercings for any student. Male students are encouraged to keep short hair and to be clean shaven. Female students are encouraged to wear appropriate length skirts and loose-fitting university shirts to avoid any external objectification. Although the University allow introduces Casual Thursdays for students, please see the MD@KMITL Casual Thursday Dress Code for proper attire requirements and guidelines. Any violations of the normal or Casual Thursday Dress Code will be subject to the point reprimand system (detailed in the Student Disciplinary Action section).

## 2.11 Sexual Harassment Policy

The Faculty of Medicine, KMITL is a ZERO-TOLERANCE institution. Any sexual misconduct or inappropriate behavior must be reported immediately to any KMITL staff or administration team so that immediate action can be taken. It is the Faculty's duty to ensure the safety and well being of all of our students. Standard protocol will be co-created by instructors and students to ensure a proper channel for any sexual harassment claims.

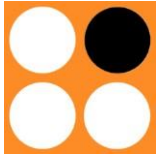
## 2.12 Faculty Hours

The Faculty of Medicine, KMITL is open daily from 7:00 to 22:00 during normal semester conditions. Students may enjoy extended Faculty hours from 7:00 to 00:00 one week prior and the period during examinations week. Sleeping over at the Faculty is strictly prohibited for student safety.

## 2.13 Student Disciplinary Action

Students who fail to comply or consciously violate any of the policies of the Faculty of Medicine, KMITL Student Conduct Code will be dealt by the following:

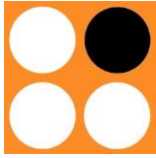
1. The severity of the infraction will be taken into consideration in determining the specific consequence. A point deduction system is in place to deduct a student for violation of any of the policies, guidelines and dress codes in this document. This disciplinary sanction will affect the academic achievement of the student according to the severity and frequency of the infractions. Should a student fall near or below the point requirements, responsible faculty members shall intervene to warn students of progressive disciplinary action including suspension and expulsion from the university.



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2. The number of times the offense has been repeated will be taken into account in determining the specific consequence. Progressive discipline will be used for repeat offenders.
3. Students will be counseled in addition to any consequence.



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## SECTION 3: ACADEMIC INTEGRITY

Since the Faculty of Medicine, KMITL is an academic community, its fundamental purpose is the pursuit of knowledge. Essential to the success of this educational mission is a commitment to the principles of academic integrity. Every member of the KMITL community is responsible for upholding the highest standards of honesty at all times. Students, as members of the community, are also responsible for adhering to the principles and spirit of the following Code of Academic Integrity.

### Academic Dishonesty Definitions

Activities that have the effect or intention of interfering with education, pursuit of knowledge, or fair evaluation of a student's performance are prohibited. Examples of such activities include but are not limited to the following definitions:

**3.1 Cheating:** using or attempting to use unauthorized assistance, material, or study aids in examinations or other academic work or preventing, or attempting to prevent, another from using authorized assistance, material, study aids or copying answers from other students. Example: using a cheat sheet in a quiz or exam, altering a graded exam and resubmitting it for a better grade, etc.

**3.2 Plagiarism:** using the ideas, data, or language of another without specific or proper acknowledgment. Example: copying another person's paper, article, or computer work and submitting it for an assignment, cloning someone else's ideas without attribution, failing to use quotation marks where appropriate, etc.

**3.3 Fabrication:** submitting contrived or altered information in any academic exercise. Example: making up data for an experiment, fudging data, citing nonexistent articles, contriving sources, etc.

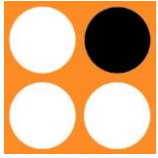
**3.4 Multiple submission:** submitting, without prior permission, any work submitted to fulfill another academic requirement.

**3.5 Misrepresentation of academic records:** misrepresenting or tampering with or attempting to tamper with any portion of a student's transcripts or academic record, either before or after coming to the Faculty of Medicine, KMITL. Example: forging a change of grade slip, tampering with computer records, falsifying academic information on one's resume, etc.

**3.6 Facilitating academic dishonesty:** knowingly helping or attempting to help another violate any provision of the Code. Example: working together on a take-home exam, etc.

**3.7 Unfair advantage:** attempting to gain unauthorized advantage over fellow students in an academic exercise. Example: gaining or providing unauthorized access to examination materials, obstructing or interfering with another student's efforts in an academic exercise, lying about a need for an extension for an exam or paper, continuing to write even when time is up during an exam, destroying or keeping library materials for one's own use, etc.

If a student is unsure whether his action(s) constitute a violation of the Code of Academic Integrity, then it is that student's responsibility to consult with the instructor of the Student Conduct Committee (SCC) to clarify any ambiguities.

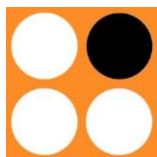


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(Source: PENN Almanac, September 10, 1996, Volume 43, No. 3 and adopted by The Faculty of Medicine, KMITL 2019)





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## SECTION 4: LABORATORY POLICY

### Rule #1 – WALK

When going into the lab make sure to WALK. There will be no running in the lab. There will be materials and equipment out that can break if you accidentally knock into them. There may be electrical wires on the ground that you may trip over as well. Please WALK and be careful.

### Rule #2 - PROPER LAB ATTIRE

You have been given a schedule of when our labs will be held. The day before we do a lab I will remind you so that you can come to class prepared with proper lab attire. Proper attire is as follows:

**CLOSED TOED SHOES** - flip-flops, sandals, peep-toe shoes, are not allowed in the lab area. You must wear closed toed shoes on the days we have lab. If you do not have appropriate footwear on then you cannot participate in lab.

**HAIR MUST BE TIED BACK** - if you have long hair it must be worn up in a ponytail on the days we have lab.

**SAFETY GOGGLES** - these will be provided for you to be used in class. The goggles are located in the cabinets in the lab equipment area. Each pair of goggles is numbered to match the hooks they are on. When putting them back make sure to put them on the same hooks.

**LAB COATS** - these will be provided for you to be used in class. The coats are hanging up on the hooks below the goggles cabinets. They are numbered to match the hooks they are on. When putting them back make sure to put them on the same hook.

### Rule #3 - HANDLING CHEMICALS

When handling chemicals during lab it is important to proceed with caution. Wear gloves whenever pouring chemicals or handling them. If there is a spill be sure to let the teacher know. If you have to dispose of chemicals, always use the waste containers provided on your lab tables. NEVER pour the chemicals back into the container you got it from. If you do, whatever was in your container could cause a chemical reaction with the chemical in the original container.

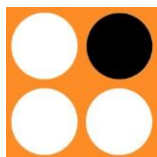
Never smell a chemical directly. You can waft or fan the fumes toward yourself. You can do this by waving your hand over the flask or beaker (I will demonstrate).

### Rule #4 - HANDLING EQUIPMENT

It is important that when you are using different lab equipment, you handle them with care. Microscopes should be held with both hands, one underneath and one on the arm (see microscope diagram). When handling glassware be sure to hold it with both hands when can. If something is hot, then make sure to use tongs. NEVER use your hands.

### Rule #5 - BROKEN GLASS

If you break a piece of glassware DO NOT TOUCH IT. Tell the teacher IMMEDIATELY when it breaks. They will then come over and properly dispose of it.



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## Rule #6 - EYE WASH/SHOWER

If chemicals or particles get in your eyes, WALK to the eye wash station and rinse out your eyes for 15 minutes. Make sure that you keep your eyes OPEN when you rinse them.

If chemicals get onto your skin, WALK to the shower station and pull on the red handle. Stand under the shower and rinse off your body for 15 minutes.

ALWAYS make sure to inform your instructor when something like this happens.

## Rule #7 - FIRE SAFETY

In the event of a fire during lab, IMMEDIATELY tell the teacher. WALK over to the fire extinguisher, pull out the safety pin, aim the nozzle towards the fire and push the handle down (I will demonstrate this for you). Empty out the entire tank.

## Rule #8 - EATING/DRINKING IN LAB

There will be NO eating or drinking during lab. There are days that we may be using chemicals and I do not want you to get sick. Also, the lab tables may have had chemicals on them previously that were not properly cleaned up so you should not eat or drink on them either.

Sometimes we will be using food as materials in lab, this too should not be eaten unless I tell you it is ok. The food may have been stored next to chemicals in the lab and could be contaminated.

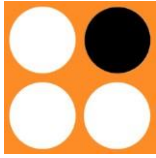
## Rule #9 - CLEANING UP

Once lab is over, I will give you enough time to clean your lab table. If you used any chemicals make sure to dump them into the waste container at your lab table. DO NOT POUR THEM DOWN THE SINK! Once the beaker, flask, or test tube is empty then you can rinse it out in the sink at your lab table and use the brush to wash it. PLEASE ONLY TURN THE FAUCET ON DURING CLEAN UP TIME! Make sure you sponge down your lab area as well. Any materials like microscopes or petri dishes will be put back where they belong (I will direct you to where they need to be on the day of the lab).

DO NOT FORGET - safety goggles and lab coats are to be hung up on the same hooks that you got them from. The numbers on the goggles and coats should match the hooks they go on.

## Rule #10 - HAND WASHING

Before leaving the lab ALWAYS wash your hands. Make sure you use soap and water and scrub your hands thoroughly at the handwashing station. Some of the materials we will be using could be harmful to you, so it is important that you wash your hands so you do not get sick.



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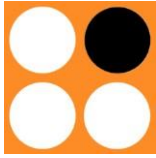
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## **Rule #11-NO IPADS, TABLETS OR OTHER MOBILE DEVICES**

Mobile devices are not allowed in labs (unless stated otherwise) to ensure safety and prevent biological contamination from bacteria, yeast, viruses, or even cross-contamination from a different strain of cells from another experiment.

LAB CAN BE FUN! JUST BE SAFE!

When we are in lab, it is very important that you follows these 10 rules. Lab time is supposed to be fun and as long as we all follow the rules, then no one will get hurt.



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## SECTION 5: CASUAL THURSDAY DRESS CODE POLICY

In light of the university-wide Casual Thursday policy, we at the Faculty of Medicine, KMITL shall dress accordingly in a manner that is becoming of young medical professionals.

We allow for casual attire to be worn on Thursdays however, all students must adhere to the Faculty's own casual dress guidelines.

Any violations of the normal or Casual Thursday dress code will result by reprimand and point deduction which is directly related to student overall performance. We trust that all students will exercise discretion and learn how to command respect with your appearance. Thank you for your cooperation.

### 5.1 Upper Wear

- T-shirt and V-necks are allowed
- Crop top shirts are not allowed
- Sleeveless shirt are not allowed
- Shirts with inappropriate words or pictures are not allowed
- Camisoles can only be worn with a sweater or cardigan to cover.

### 5.2 Bottom wear

- Jeans are allowed but cannot have any tears or holes
- Long pants should be no higher than 3 inches above the ankle
- Skirts should be knee length, not shorter
- Shorts are not allowed

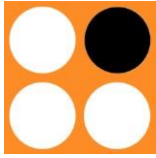
### 5.3 Shoes

The following can be worn:

- Sneakers, heels and any type of shoe that covers the toe and the heel
- Sandal with strap heels

The following are Not Allowed:

- Flip flops of any kind
- Crocs



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## 5.4 Miscellaneous

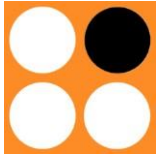
The following are Not Allowed:

- Pajamas or sleep wear of any kind
- Sports attire and workout clothing including tights and sports bras or extra short shorts
- Clothes that are provocative and inappropriate for school and daytime environments

## 5.5 Attire in the Laboratories

Students must fulfill all required lab safety measures by:

- (1) Covering all exposed skin
- (2) Wearing lab coats at all time
- (3) Wearing long pants
- (4) Wearing shoes that cover the feet entirely



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## SECTION 6: ONLINE CLASSROOM POLICY

We understand that online learning during the COVID-19 pandemic is challenging however, we strive to provide the most comparable course instruction as possible. Therefore, the instructors, reserve the right to enforce the following online classroom policies to simulate the most accurate classroom/class instruction environment:

### 6.1 Tardiness & Attendance for Online Learning

Be ON-TIME! Class begins promptly at the designated start time. Please read and understand the following tardy/absence policy:

- a. Online class will be open for your entrance via ZOOM or Google Meet 15 minutes prior to the start time (unless otherwise stated)
- b. You will not be permitted entry to the online any later than the designated start time of class (no excuses because everyone is already at home i.e. no reason to be late.)
- c. Late comers are allowed in at the instructor's discretion
- d. 1 late=1 absence
- e. Late 3 times=3 absences= loss of eligibility to take final examinations
- f. More than 3 absences from online class will be treated according to the official Faculty and University tardy policies.

### 6.2 Visual Confirmation of Class Participation with Mobile Device Cameras

1. All students must check in and turn on their video cameras with muted microphones for the duration of the class.
2. You may turn off your cameras during break time.

### 6.3 Online Learning Dress Code

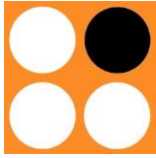
All students must be ready to study as if we were meeting on campus therefore, dress in a proper manner for class (no pajamas or any sleep wear)

### 6.4 Mobile Phone Use

No mobile phone/device use in class (unless otherwise stated).

### 6.5 Note Taking

You are still encouraged to take notes with pens/pencils/paper notebooks as your primary writing and note-taking instruments.



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## 6.6 Academic Integrity for Online Learning

There is a ZERO-TOLERANCE policy for cheating, plagiarism and other violations of the academic code of conduct will not be tolerated and will result in an automatic F grade. (please see Academic Integrity Code, Section 3)

### \*A message to the students:

Online learning as well as online teaching is a new frontier that we all must understand and help to improve. It is challenging enough to learn how to write, especially how to write in a scientific manner. Studying online only compounds these challenges, and for this, we are empathetic to your situation as students in this day in age.

As your instructors, we all do our best to make the knowledge sharing experience as potent as possible however, with the format of online learning itself, there are many distractions and elements that we cannot control. Therefore, it is with great sincerity that we ask our students to do your best to eliminate or minimize the distractions i.e. social media, noise from housemates, side chats via LINE and Messenger etc. and ask you to create a learning environment that is conducive and most similar to a real learning situation via the following:

1. Disable your LINE or other social media chats with constant notifications.
2. Find a quiet spot in the house where you cannot be distracted.
3. Turn off all other mobile devices while studying.
4. Use pen and paper to take notes (this will really help with concentration and writing).
5. Ask questions if you are unsure (since we cannot physically be in the same room, it is difficult to see who is lost and who gets the idea).

Please help us to help you.