

 <p>SPJ GLOBAL</p> <p>S P Jain School of Global Management</p> <p>DUBAI • MUMBAI • SINGAPORE • SYDNEY</p>	<h2>Student Misconduct Policy and Procedures</h2>
<p>Document Type</p>	<p>Policy and Procedures</p>
<p>Administering Entity</p>	<p>Vice President – Administration, Registrar, Heads of Campuses (HoCs)</p>
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<p>Approval Authority</p>	<p>Board of Directors</p>
<p>Indicative Time of Review</p>	<p>9 December 2027</p>

1. Purpose and Scope

- a. As an institute of higher education, S P Jain School of Global Management (S P Jain / The School) is committed to upholding the reputation of its higher education operations and the quality of the student learning experience. S P Jain is committed to protecting its students from harmful, inappropriate, disruptive or distressing behaviour by other students and expects all its students to behave respectfully, appropriately and in line with S P Jain’s values.
- b. This Policy defines the actions that constitute non-academic student misconduct; describes the School's processes for investigating and hearing allegations of student misconduct; and describes the penalties that will apply, where allegations are proven.
- c. Academic misconduct or breaches of academic integrity are dealt with in the *Academic Integrity Policy and Procedures*.
- d. This Policy applies to all students enrolled at the S P Jain School of Global Management.

2. Principles

- a. S P Jain respects the rights of higher education students to study in an environment conducive to learning.

- b.** S P Jain expects all higher education students regardless of mode of study or location:
 - i. to take responsibility for their own behaviour and ensure that all physical and online interactions with other students, staff or other people associated with the S P Jain community including guests or agents, are fair and respectful
 - ii. to respect S P Jain's property and equipment
 - iii. to respect a diversity of opinions and promote academic freedom
 - iv. to recognise the responsibilities inherent in free expression and refrain from offensive behaviour

- c.** S P Jain respects students' right to confidential procedures and to privacy and will observe the following values of procedural fairness:
 - i. Students are presumed to be innocent unless they admit to misconduct, or evidence is found or observed of misconduct
 - ii. Students will be given opportunity to respond to allegations of misconduct and will be entitled to bring support persons to any formal meeting
 - iii. A previous instance of misconduct will be taken into account in investigating an allegation of misconduct where the student has been provided with a formal warning or penalty.

- d.** Once it is determined that a student has committed a misconduct, details of the misconduct and penalty awarded will be noted on the student's record.

3. Definition and Types of non-academic misconduct

- a.** S P Jain is committed to ensuring the wellbeing and safety of students and staff regardless of their mode of study and location.

- b.** During orientation, the Heads of Campuses (HoCs) provide students with an overview of the Student Code of Conduct and what constitutes misconduct.

- c.** Misconduct can be defined as occurring in both physical settings or online and can include:
 - i. behaving improperly or inappropriately in a class, meeting, or other activity in or under the control or supervision of the School, on School premises, or on any other premises to which the student has rightful access
 - ii. refusing to identify oneself when lawfully asked to do so
 - iii. misusing computing or communications equipment
 - iv. failing to comply with the provisions of a placement at another institution or business
 - v. harassing or interfering with other students or staff
 - vi. interfering with the freedom of others to pursue their studies, carry out their functions or participate freely in the life of the School
 - vii. harassing or engaging in any other form of improper or discriminatory behaviour towards another student, staff member or visitor
 - viii. engaging in defamatory behaviour
 - ix. misusing, stealing, destroying, damaging or causing loss or incurring a cost to a facility or to property of the School
 - x. mistreating or destroying the property of the School, or the property of other students or staff

- xi. behaving or acting dishonestly
- xii. knowingly making any false or misleading representation as a student of the School
- xiii. breaching the terms or conditions of a penalty imposed for misconduct
- xiv. obstructing a representative of the School in the performance of their duties
- xv. fraudulently altering or attempting to alter, falsify or destroy S P Jain documents or records
- xvi. committing cybercrimes against the School, other institutions or individuals
- xvii. discriminating against or vilifying others on the basis of race, ethnic or national origin, gender, marital status, sexual preference, disability, age, political conviction or religious belief
- xviii. sexual assault or sexual harassment
- xix. otherwise acting in an inappropriate manner.

- d. Students are responsible for their own behaviour on or off campus which violates civil or criminal laws. Any legal action taken against a student is the student's own responsibility.
- e. S P Jain will report criminal acts as per the local jurisdictions' laws.

4. Investigation of allegations of misconduct

- a. If a person believes that misconduct has occurred, they must report it to the Heads/Directors of Campuses (HoCs) or department head.
- b. In case of a sexual assault or sexual harassment the procedures as detailed in the Student Sexual Assault and Sexual Harassment Policy and Procedures will be followed.
- c. For all other incidents of misconduct, when a HoC or department head receives a report of alleged misconduct, they have three working days in which to make a preliminary investigation.
- d. All complaints received by department head must also be accelerated to the HoC. The HoC must decide in consultation with the concerned department head whether to dismiss the complaint or refer it to an ad hoc investigative committee (members to be decided by the HoC and department head).
- e. Based on the severity of the complaint, if the HoC determines to handle the case, the student/s involved must be advised in writing about the general nature of the complaint. The student will be provided with an opportunity to formally respond to the allegation in writing. The penalty decision will be taken accordingly by the HoC and communicated to student/s within two weeks. In exceptional circumstances and only with the concurrence of the Vice President - Administration, the investigation may be extended for a further finite period of time.
- f. If the case is forwarded to an ad hoc committee, before the committee begins its inquiry, the student involved must be advised in writing within three working days about the general nature of the complaint. The student will be provided with an opportunity to formally respond to the allegation in writing. A decision on the allegation must be conveyed to the student in writing within 2 weeks of the complaint being lodged. In exceptional

circumstances and only with the concurrence of the Vice President- Administration, the investigation may be extended for a further finite period of time.

5. Procedural fairness

- a.** A student is entitled to procedural fairness in the handling of an allegation of misconduct, including during any appeal proceedings. An allegation of misconduct must specify each individual act of alleged misconduct in writing. A student about whom misconduct is alleged shall be given a reasonable opportunity to prepare a defence, and to call witnesses or other evidence in his/her defence. An independent person with no conflict of interest, and who can consider the matter objectively, shall evaluate the allegation after hearing evidence and examining any exhibits available.

6. Penalties

- a.** Penalties for misconduct may include, but not limited to:
 - i. a reprimand or caution
 - ii. exclusion from a facility and/or suspension from a committee for a specified period
 - iii. payment of a fine when property or facilities have been damaged
 - iv. imposition of conditions on attendance
 - v. suspension from a course for up to twelve (12) months
 - vi. expulsion / cancellation of enrolment, as applicable
- b.** Penalties for non-academic misconduct are applied in a manner that is proportionate to the seriousness of the behaviour and the circumstances of the case. The following section outlines how warnings and penalties may be issued, depending on the level of misconduct and the decision-making authority involved:
 - i. For a first offence and/or lower-level misconduct, where the behaviour is isolated, of low impact, and not considered serious, the matter may draw penalties from the lower range, including a reprimand or caution, imposition of conditions on attendance or exclusion from a facility or committee for a short, specified period. Such matters may be managed by the relevant Course Director / Deputy Course Director (Dean / Assistant Dean), in consultation with the Head of Campus (HoC). In such case, the formal warning/penalty letter to the student will be issued by HOC.
 - ii. For serious or repeated misconduct, or where the behaviour demonstrates a pattern of concern, penalties may be drawn from the mid-to-upper range, including extended exclusion from facilities or committees, payment of a fine where School property or facilities have been damaged, suspension from a course for up to twelve (12) months or other reasonable sanctions consistent with the nature of the behaviour. Such matters will normally be decided by the HoC, in consultation with the Vice President – Administration where appropriate. In such case, the formal warning/penalty letter to the student will be issued by HOC.
 - iii. Where an ad hoc investigative committee is convened, the committee will determine the appropriate penalty, taking into account the severity of the behaviour, the evidence presented, the impact on the School community, and any mitigating or

aggravating factors. Penalties may include any of those listed above, up to and including expulsion/cancellation of enrolment. The Registrar's Office will issue the formal letter, suspension letter or termination letter as determined, attaching any previous formal warning letters.

- c. It is to be noted that in jurisdictions where the School sponsors the student visa or has an obligation to report changes in enrolment status, consistent with local immigration regulations, S P Jain will notify the relevant visa authority if the student is suspended or expelled.
- d. In circumstances where the ad hoc investigative committee determines that the student's continued presence on campus poses a significant risk/threat to the safety, wellbeing, or security of other students, staff, or the School community, the School reserves the right to implement certain penalties immediately – in line with the local laws, even if the student lodges an appeal. These penalties may include, but are not limited to:
 - i. temporary suspension from campus
 - ii. restriction of access to facilities
 - iii. removal from student accommodation
 - iv. prohibition from attending classes or School-related activities
 - v. any other interim safety measure deemed necessary
- e. The purpose of these measures is for risk mitigation, and not assuming the student is guilty. The student is allowed to appeal under the *Student Grievance and Mediation Policy and Procedures*. However, interim safety measures will remain in effect until the appeal is resolved. Immediate enforcement will only occur when the behaviour or alleged behaviour is assessed as posing a credible threat to safety, security, or wellbeing; and delaying enforcement would expose the School community to harm.

7. Appeals Process

- a. All decisions made by the School in relation to student misconduct issues can be appealed through the processes set out under non-academic grievances in the *Student Grievance and Mediation Policy and Procedures*.
- b. As noted in the *Student Grievance and Mediation Policy and Procedures*:
 - i. If the enrolled or prospective student is dissatisfied with the outcome of the grievance mediation, they may appeal the decision through Director Secretariat requesting for an external independent arbiter. The student must access the external independent arbitrator appointed by the Board of Directors within 30 days of receipt of the decision.
 - ii. Any external independent arbitrator arrangements identified by the School will be at no cost or at reasonable cost of no more than AUD 100/- to students, and will be applied consistently, fairly and without reprisal.
 - iii. Any student who accesses the complaints and appeals process will maintain their enrolment until the case is resolved.

8. Related Legislations

- a. S P Jain will administer matters relating to non-academic misconduct in accordance with the legislative and regulatory requirements applicable in each jurisdiction in which the School operates.

9. Record-Keeping

- a. All records relating to alleged misconduct, investigations, and outcomes will be securely maintained on the student's file in accordance with S P Jain's *Records Management Policy*.

Related Policies

- a. Academic Integrity Policy and Procedures
- b. Student Code of Conduct Policy
- c. Student Grievance and Mediation Policy and Procedures
- d. Student Sexual Assault and Sexual Harassment Policy and Procedures
- e. Records Management Policy

Policy History and Updates Approved by the BOD

Version	Date Executed	Revisions	Approval
2	10 December 2025	<p>Renamed Section 3 to "Definition and Types of Non-Academic Misconduct" with clearer, numbered sub-categories for improved consistency and readability.</p> <p>Added new misconduct categories, including defamatory behaviour, vilification, cybercrimes, property mistreatment, and explicit listing of sexual assault and sexual harassment (aligned with SASH Policy and sector standards).</p> <p>Strengthened investigation procedures with clarified timelines, escalation pathways and clear communication expectations to students.</p>	Board of Directors

Version	Date Executed	Revisions	Approval
		<p>Added new section on proportionate penalties, distinguishing lower level versus serious/repeated misconduct, with clarity on required documentation and letters issued by the Registrar’s Office.</p> <p>Added clauses on interim safety measures, allowing temporary restrictions when a student poses an immediate risk to safety or wellbeing.</p> <p>Added statements regarding visa-status reporting obligations, requiring notification to immigration authorities where suspension or expulsion affects enrolment.</p> <p>Strengthened procedural fairness section, including independence of decision-making, right to present evidence and clarity on written allegations.</p> <p>Added new Record-Keeping section requiring all misconduct records to be securely maintained in accordance with the Records Management Policy.</p>	