

Student Code of Conduct Policy



POLICY # EAAS/2024/240264

Adopted by the Senate on July 15, 2024

European Academy of Advanced Studies (EAAS)

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1. Introduction

The European Academy of Advanced Studies (EAAS) is committed to maintaining a high standard of academic and professional conduct across all its online learning platforms. As a fully online institution delivering all teaching, learning, and assessment through Moodle and Big Blue Button, this Policy outlines the behavioural expectations and procedures for dealing with misconduct, to ensure a safe, respectful, and productive virtual learning environment.

2. 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.

3. Scope of the Policy

This Policy applies to all students enrolled in EAAS programmes, which are delivered fully online, including any activities supported through approved partner or online delivery arrangements. It covers all digital spaces, including but not limited to:

- The Learning Management System (Moodle);
- Virtual classrooms and webinars (Big Blue Button);
- Email and discussion boards;
- Social media, messaging apps, and online collaboration tools are used for academic purposes.

4. General Principles

- All students are responsible for upholding the academic integrity and ethical standards of EAAS;
- 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 always be protected, with the right of appeal on every action taken.

5. Expected Student Behaviours

5.1 Academic Integrity

Students are expected to:

- Submit original work and cite all sources appropriately;
- Avoid plagiarism, collusion, impersonation, or the use of contract-cheating services;

- Refrain from using AI tools or paraphrasing software unless permitted under the Academic Integrity, AI, Online Assessment and VLE Use Policy
- Complete assessments independently unless group work is specified.

5.2 Respectful Communication

Students must:

- Use appropriate, respectful language in all online 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 the 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 unauthorised study groups that misrepresent academic purposes.

6. Unacceptable Behaviours and Misconduct

Misconduct is categorised into minor and major depending on severity.

6.1 Minor Misconduct

Minor misconduct refers to less serious breaches of expected student behaviour 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 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 institutional rules, policies, or ethical standards that significantly impact the academic integrity, safety, or well-being of the EAAS community. Such behaviour may result in disciplinary action, including suspension or expulsion, depending on the severity of the incident. Examples 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;
- Unauthorised access to or distribution of learning materials, including copyrighted content or examination papers.

7. Reporting and Investigation Procedures

7.1 Reporting

- Any individual may report misconduct via email to: info@eaas.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.

8. Disciplinary Actions and Sanctions

Sanctions may include:

Type of Offence	Possible Sanctions
Minor Offence	Warning, counselling, access restriction
Major Offence	Grade penalty, suspension, expulsion, revocation of award

The level of the sanction will depend on:

- The nature and impact of misconduct;
- Repetition of the offence;
- The student's cooperation and attitude.

9. 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 the Student Support Services Office;
- Submitting a request for clarification on an academic or administrative decision.

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

9.2 Formal Grievance Submission

Students may file a formal grievance by:

- Submitting the online complaint form on the institution's official grievance portal;
- Sending an email to the Student Grievance Redressal Committee (SGRC);
- Submitting a written complaint to 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 from the date the grievance is admitted.

9.4 Resolution and Decision

- The SGRC will issue a formal decision, which could involve corrective measures, modifications to policy, or dismissal of the grievance;
- Where a timeframe cannot be met, the student is informed in writing of the reason and of the revised date.

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 working days.
- Where internal remedies are exhausted, the student retains the right to refer the matter to the Malta Further and Higher Education Authority (MFHEA), which will act in accordance with applicable Maltese legislation.

10. Support Services

- Counselling services and academic advisors (through the Student Support Services Office) are available to assist students during or after disciplinary processes;
- Students may request a support representative to accompany them during hearings.

11. Confidentiality and Data Protection

- All reports, investigations, and outcomes are treated confidentially;
- Student data is handled in accordance with the GDPR, the Data Protection Act (Chapter 586 of the Laws of Malta), and the EAAS Data Protection Policy;
- Only authorised personnel will have access to case files.

12. Policy Review and Monitoring

- This Policy will be reviewed biannually by the Academic Committee in collaboration with the Quality Assurance and Compliance Unit;
- Feedback will be sought through surveys, support logs, and stakeholder consultations;
- EAAS is committed to transparent enhancements, especially in response to emerging global trends and concerns.

13. Appendix A: Examples of Misconduct

Misconduct Type	Examples
Academic Misconduct	• Plagiarism (copying assignments or content without proper citation) • Cheating in exams or assessments • Unauthorised collaboration or group work • Submitting work not done by the student (e.g. ghostwriting or contract cheating) • Fabricating data or references
Behavioural Misconduct	• Disruptive or disrespectful behaviour in webinars or discussion forums • Use of inappropriate or offensive language • Trolling or bullying peers in chats or group activities
Technological Misuse	• Sharing or misusing LMS credentials • Accessing another student's account or materials without permission • Unauthorised use of digital tools during assessments • Recording or distributing classes or materials without consent
Ethical Misconduct	• Impersonating another student in assessments or discussions • Posting fake information, screenshots, or evidence • Misusing generative-AI tools to submit inauthentic work • Violating the confidentiality of peers or institutional information
Attendance-Related Misconduct	• Falsifying attendance records • Having someone else attend a session or exam on the student's behalf • Consistent failure to attend mandatory sessions without notification
Communication Misconduct	• Spamming institutional communication platforms • Misrepresenting oneself in official emails or forums • Harassment through written or visual content (e.g. memes, images, GIFs)