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Institute of Technology and Professional Learning
Thimphu, Bhutan

STUDENT CODE OF CONDUCT AND DISCIPLINARY PROCEDURES

1. Overview

The Student Code of Conduct (the Code) helps students understand the standards expected of them in their interactions with the Institute of Technology and Professional Learning (ITPL), fellow students, staff, and the wider community. By following this Code, students help create a safe and productive learning environment for everyone.

2. Expectations

ITPL expects all students to behave professionally and respectfully. Students must avoid actions that could be considered disruptive or inappropriate by reasonable standards.

Students are expected to:

- Act with honesty and integrity.
- Treat others with respect, fairness, cultural sensitivity, and courtesy.
- Use ITPL resources only for their intended purposes and take care of them.
- Uphold ITPL's reputation by meeting professional, ethical, legal, and social expectations.
- Respect ITPL's reputation both on and off campus.
- Show courtesy and respect to all staff and students.
- Respect others' opinions and personal space.
- Respect others' property.
- Arrive to class on time and prepared.
- Actively participate in learning activities.
- Take responsibility for their own learning and act with integrity.
- Communicate in the language of instruction (English and Dzongkha) during classes.
- Maintain a professional appearance.
- Be active members of the ITPL community.
- Engage with and support the wider community.

3. Breaches of the Code of Conduct

Students who violate this Code will face disciplinary action under ITPL's Student Academic Integrity and Honesty Policy. The following steps may be taken to address inappropriate



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behaviour. These steps are not always sequential, and immediate action may be taken if necessary.

- An authorized ITPL representative will ask the student to stop the inappropriate behaviour.
- If the student does not stop, they will be asked to leave the area. If they refuse, a member of the Management Committee or security may remove them from the location (e.g., classroom, library, common area).
- The Academic Director will be notified of all incidents, and details will be recorded in the student's file.
- If a complaint is made and no immediate action is taken, the complainant can consult the Academic Director for an informal resolution. The Academic Director will address the issue promptly and may meet with both parties to resolve the matter.

If a breach of the Code occurs, the Academic Director will decide on disciplinary actions, which may include:

- A verbal warning and counselling.
- A written warning outlining the inappropriate behaviour and possible consequences, including suspension or cancellation of enrolment if the behaviour continues.
- For serious breaches, immediate disciplinary action, including suspension or cancellation of enrolment.

4. Academic Integrity and Honesty

Students who violate the Student Academic Integrity and Honesty Policy will face disciplinary procedures based on the type and severity of the misconduct. Appeals against decisions are outlined in the Student Academic Integrity and Honesty Policy.

5. Appeals

Students can appeal a decision if they believe it is inconsistent with this policy. Appeals must be made in writing to the CEO within 10 working days of receiving the decision. The CEO will respond in writing within 20 working days and may confirm or change the decision.



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6. Education and Awareness

- Staff will receive training on the procedures in this Code.
- Students will be informed of this Code during orientation and through the Student Study Guide. The Code will also be available on ITPL's website: (<http://www.itpl.bt>).
- Students affected by inappropriate behavior will have access to support services through Student Support personnel.
- The Academic Director will document all incidents and include them in the student's file, following ITPL's Privacy and Personal Information Policy.
- The Academic Director will report incidents that result in disciplinary action to the Management Committee.

7. Student Representation and Advocacy

Students are represented on ITPL's Academic Board, where they can provide input on the learning environment and other matters affecting students. This representation allows students to participate in ITPL's academic decision making processes.

8. Record Keeping and Confidentiality

Written records of all grievances and their outcomes will be kept for at least two years.

Parties involved in a grievance can request access to these records by submitting a written request to the Registrar.

All grievance records are confidential and protected under ITPL's Privacy and Personal Information Policy and Records Management and Security Procedures.