

STUDENT CODE OF CONDUCT

Table of Contents

A. INTRODUCTION	3
B. SCOPE.....	4
C. OUR UNIVERSITY COMMUNITY	4
D. APPROPRIATE BEHAVIOUR AND EXPECTATIONS	5
E. STUDENT RIGHTS	10
F. UNACCEPTABLE BEHAVIOUR AND CONDUCT	12
G. SUSPECTED DRUG AND ILLEGAL SUBSTANCE USE	21
H. OTHER UNIVERSITY GENERAL REGULATIONS	23
I. BEHAVIOUR GUIDELINES.....	24
J. STUDENT MISCONDUCT INVESTIGATION AND DISCIPLINARY	26
K. REPORTING STUDENTS' MISCONDUCT.....	31
L. DEFINITIONS	32
M. DOCUMENT RESPONSIBILITIES	32
N. RELATED POLICIES, PROCEDURES AND DOCUMENTS	32

DOCUMENT HISTORY

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2.0	Head, Student Engagement Revision with adoption of BUV Behaviour Policy for all Staff and Students, integrating BUV core values, graduate attributes, and inclusion of detailed requirements from MOET for disciplinary procedures, including details for intervention levels and actions for specific misconduct behaviours	Senate	13.12.2023

A. INTRODUCTION

British University Vietnam (hereinafter referred to as “the University”) is committed to providing a diverse, inclusive, and collaborative environment for its staff and students. We act strongly against any discrimination, intimidation and harassment that might exist in our community. BUV students are expected to respect and be tolerant of other students, staff, and the public; act honourably, demonstrating a keen sense of ethical conduct, personal integrity, and respect of diversity in the values and perspectives of others.

In principle, BUV students are requested to:

1. Demonstrate actions and behaviours that align with the University core values:
Kindness and Respect;
Collaboration and Innovation;
Responsibility and Sustainability;
Learning and Relearning.
2. Treat all members of the student community with respect and courtesy, either in person or online and social platforms.
3. Respect the learning environment, both on and off campus.
4. Treat the University’s property with respect.
5. Follow all regulations and policies of the University; act within the law and do not negatively impact the reputation of the University.

Here at BUV, we want to create a safe and supportive environment, where students and staff can enjoy learning and working and achieve success. By setting the regulations, we hope to sustain an environment that promotes mutual respect, individual well-being and personal development, and encourages the application of ethical decision-making in daily life. This will help students to understand and meet real-world expectations and prepare them for the next step of their journey.

BUV Student Code of Conduct aims to comply with the guidance of the Communist Party of Vietnam, policies and laws of the authorised government bodies, regulations of the Ministry of Education and Training, related Ministries and Agencies, in line with the visions and missions of British University Vietnam

B. SCOPE

This Student Code of Conduct is applicable to all acts or omissions of every student registered at BUV; or undertaken by another institution which take place on the University premises. It also applies to activities that extend or occur away from BUV campus that are reasonably connected to the University and our activities, including (but not limited to) field trips, university-related social activities, student placements and exchanges, and to behaviour and conduct that takes place via electronic communication (including social media) and in virtual environments.

This Student Code of Conduct applies to acts or omissions that:

- a. Occur on the University premises or grounds,
- b. Occur within the accommodation owned by, leased by, or affiliated with BUV,
- c. Occur off campus or in a private residence, where there is a serious risk or serious disruption to BUV or members of the BUV community, or there is a potential damage to the reputation or standing of the University,
- d. Occur as part of off-campus activities associated with, organised, or sanctioned by the University.
- e. Occur on social and digital platforms with any stakeholders that are affiliated with BUV.

C. OUR UNIVERSITY COMMUNITY

This policy recognises universities are a distinct form of community.

Our University community members work and study in close proximity, regularly interact, and often depend on one another, requiring high levels of trust and respect.

People are the heart of our community. We want you to be safe, feel valued, and actively contribute to our mission.

Our University is committed to a values-based culture. When members of our community behave in a manner that is not aligned with this culture, our focus will be on early intervention and restoration, providing an opportunity to understand the implications of inappropriate behaviour and to rebuild responsibility and accountability (referred to as a "restorative approach").

In circumstances where the inappropriate behaviour is of a more serious nature and risks to health and safety are apparent, we will act swiftly and decisively to ensure safety for our community and to maintain our values-based culture.

D. APPROPRIATE BEHAVIOUR AND EXPECTATIONS

1. Our university values

As members of the University community, the operational and social behaviours we value are: ***Kindness & Respect; Collaboration & Innovation; Sustainability & Responsibility; Learning & Relearning.***

We expect the behaviour of all University community members to be consistent with these values, as explained below.

Behaviour that is inconsistent with these values is considered inappropriate behaviour. In some circumstances, it may be serious misconduct, unlawful behaviour, or a criminal act.

Kindness & Respect

Kindness & Respect is valuing others, their differences and diversity, and also oneself. A respectful community begins with a safe community. Our university community is characterised by behaviour where we:

- Do not tolerate any forms of unlawful discrimination, bullying, or harassment;
- Behave and communicate in a manner that does not degrade, humiliate, or offend;
- Respect each other's ideas and contributions;
- Promote collegiality and work collaboratively to achieve outcomes;
- Encourage a range of ideas, perspectives, and styles;
- Are aware of and value cultural and other differences;
- Act without bias;
- See differences in people as valuable and potential assets;
- Help diverse teams work together;
- Take risks and challenge the norm;
- Deal with conflict and inappropriate behaviour.

Collaboration & Innovation

We promote diversity, cooperation, collaboration, and flexibility in team-based work. We value multiple viewpoints and manage conflict constructively without punitive measures to increase levels of trust, encourage a more engaged workforce, and improve performance through learning. Our University community is characterised by behaviour where we:

- Leverage our full range of expertise by building collaboration across our ecosystem, both internally and externally;
- Demonstrate initiative in exploring and experimenting with innovative ideas, technologies, and services;
- Encouraging the generation of ideas without fear of rejection or failure;
- Participating in ideation exercises;
- Value diversity and inclusion;
- Study in a cooperative and collaborative manner within student community units and across the university;
- Appreciate and leverage the strengths of others to accomplish goals;
- Share relevant information accurately and appropriately;
- Manage interpersonal conflicts constructively;
- Earn the trust and respect of student cohorts and university stakeholders.

Sustainability & Responsibility

Sustainability & Responsibility is about taking ownership of our actions and inactions and being held accountable for our behaviour. Our University community is characterised by behaviour where we:

- Acknowledge when we are in error and take action to correct it;
- Identify and report all university health and safety risks, security incidents, and compliance breaches;
- Lead by example in preserving and protecting our natural resources and environment;
- Encourage active engagement and participation in community service and social outreach programs;

- Embrace sustainable transportation options and promote environmentally friendly commuting practices. Additionally, we provide adequate infrastructure and facilities to support these sustainable transportation choices;
- Foster a culture of responsible consumption and waste reduction;
- Encourage and facilitate innovation, and education on sustainability and responsible practices across the University.

Learning & Relearning

Our University community is characterised by behaviour where we effectively support change, interrogate old habits and entrenched ways of thinking, and facilitate new ways of engaging and working together. We strive to learn to think, behave, and perceive differently, irrespective of the beliefs, behaviours and assumptions held at the individual or institutional level.

- Stay open to different ways of getting things done;
- Listen more attentively to other people's viewpoints;
- Be aware of how our knowledge and habits prevent us from seeing and appreciating alternative ideas and viewpoints;
- Acknowledge behaviour that prevent learning from occurring;
- Take ownership of problems;
- Identify and define learning needs;
- Develop action plans and timelines for learning activities;
- Plan and select learning strategies;
- Take conscious control of learning;
- Monitor and evaluate the effectiveness of learning strategies through self-assessment and review;
- Reflect on learning.

2. Professional behaviour and conduct expectations.

To be a community that upholds and lives our values day-to-day, we need to engage with each other in a respectful and professional way.

2.1. Interpersonal conflict

Sometimes conflict exists between members of the university community for a variety of reasons.

Interpersonal conflict is not in itself inappropriate behaviour; however, in the interests of resolving this conflict as quickly as possible, benefiting all parties, the University expects its community members to openly communicate and resolve concerns together in a calm, respectful, and professional manner. Appreciate that once conflict moves towards a fight, learning stops.

Where interpersonal conflict involves or develops into inappropriate behaviour, community members are encouraged to seek advice to resolve the issue or concern informally. Formal avenues for resolution are also available via report system directly to university management board at feedback@buv.edu.vn.

2.2. Speaking up

We expect our University community members to speak up and raise concerns or report incidents of inappropriate behaviour.

As community members, we need to hold each other accountable for our actions and actively support those who experience inappropriate behaviour that breaches this policy when it is safe to do so.

This may include (but is not limited to):

- Reporting incidents of bullying by a student to a lecturer, Student Information Office, Student Engagement Department, Dean, or the Deputy Vice Chancellor and Vice President, as appropriate.
- Supporting a fellow student during a tutorial when you witness another student making racist, sexist, or other inappropriate comments to them.
- Seeking assistance from University representatives or others if you are concerned that an intoxicated person is being sexually harassed or sexually assaulted at a party.
- Raising a concern or suspicion of fraudulent activity with your lecturer, university representatives and departments or Head of Student Engagement.

3. Student duties

1. Comply with the applicable Vietnam Communist Party's laws and policies, university statutes and rules and regulations of higher education establishments.
2. Carry out study and training activities according to education and training plans and programmes developed by higher education establishments; show proactive and enthusiastic behaviours towards self-study and research, creativity and training in moral standards and lifestyle.
3. Respect teaching faculty members, administrative officers, professional staff, and personnel of higher education establishments; demonstrate solidarity and assistance for other students during their learning and training process; promote civilised ways of life in the educational context.
4. Preserve and protect school property; contribute their efforts to conserving, building, and promoting traditions of higher education establishments.
5. Strictly comply with regulations of higher educational establishments on health checks prior to commencement of their campus life and regular health checks while on campus.
6. Pay tuition and health insurance fees, and other mandatory fees payment according to BUV Fee Information and Fee Policy, in full and on time. Pursuant to the Law No. 146/2018/ND-CP, health insurance fee is compulsory for all students. Insurance will be arranged by BUV on your behalf. The insurance fee will be included in your semester tuition fee invoice. In case student's background falls into different categories of the insured, such as the insured paying household-based health insurance, the insured with health insurance 100% contributed by the state budget, please email studentservice@buv.edu.vn for further instructions. More information of the insurance can be found on the [Legal Document \(vss.gov.vn\) website](http://vss.gov.vn)
7. To fulfil the commitments if receiving a BUV scholarship, according to pre-determined agreements (if any), or to repay the scholarship and other educational fees if student fails to fulfil the terms and conditions.
8. Participate in military obligations (if required by the programme degree) community service, volunteering, and social work activities, depending on their ability and physical condition, at a request of the higher education establishment.
9. Participate in prevention and control of misconduct or dishonesty in learning, exams, and other activities; report on time to departments, functional divisions, Heads of higher education establishments or other regulatory authorities whenever discovering such

misconduct or dishonesty or any other offences against laws and other rules or regulations which are committed by students, staff, and lecturers of higher education establishments.

10. Participate in public security, order, traffic safety, criminal and social evil prevention, and control activities within the precinct of a higher education establishment, family, and community.
11. Carry the student card while on-campus and when in contact with the University's units and present student ID card when asked by the University's authorised staff.
12. Demonstrate actions and behaviours that are aligned with BUV's core values, including a consistently courteous and respectful manner to staff and fellow students.
13. Fulfil other relevant duties regulated by law and higher education establishments.
14. Use English as the official language when studying and attending classes on-campus, as well as in email correspondences with university's units and departments.
15. To inform the University of any changes in your personal information, contact details and study plan to ensure timely receipt of BUV's notice and announcement.
16. To read, understand and comply to all academic rules and regulations in order to ensure the best possible outcome for your academic performance and the final qualification.

E. STUDENT RIGHTS

1. Gain admission to academic majors for which they have applied, if they satisfy all placement requirements set out by the Ministry of Education and Training and higher education establishments and subject to the course running possibility i.e., that there are sufficient applicants for it to run.
2. Get respectful and equal treatment; receive all necessary information about their personal learning and training process as regulated by higher education establishments; have access to student education and training rules, and the State policies and regulations regarding students.
3. Obtain favourable conditions for their learning, scientific research, and training, including:
 - a. Having access to university's available resources of libraries, necessary equipment and utilities for their learning, scientific research, cultural, artistic, sports and physical activities.
 - b. Participating in scientific research, student competitions, scientific and technological creativity contests.

- c. Receiving medical, and well-being services prescribed by the applicable regulations.
 - d. Having opportunities to apply and participate in international exchange and mobility programmes as offered by the university's international office and BUV's partners.
 - e. Participating in students' self-established organisations and societies, as well as proposing and founding clubs and societies, projects that add values to the student body and the wider community as per university policies and regulations.
 - f. Having access to social work services available at the higher educational establishment (including career orientation, employment counselling, physical and mental health counselling, underprivileged student support services, etc.).
 - g. Being entitled to temporary absence, intermission, dual degree programs or movement or transfer to other higher education establishments as permitted under training regulations of the Ministry of Education and Training and relevant partner institution; being entitled to semester break following University's arrangements, lunar new year holidays and public holidays prescribed by law.
- 4. Being entitled to benefits or incentive policies, assessment of their eligibility for study encouragement scholarships or grants offered by domestic and overseas organisations or individuals as per regulations in force.
 - 5. Submitting their opinions and feedback on or getting involved in management and supervision of educational activities and criteria for educational quality assurance; suggesting solutions to establishment and development of a higher education establishment directly or through their legal representatives; making their request or complaint to Heads of higher education establishments to solve issues relating to legitimate rights and interests of students.
 - 6. Any student who fully satisfies the academic and financial requirements for recognition of graduation shall be awarded academic degrees, certificates, transcripts showing their scores and training outcomes and other relevant documents and shall be permitted to go through other administrative formalities.

F. UNACCEPTABLE BEHAVIOUR AND CONDUCT

1. Disruptive behaviour

Disruptive behaviour refers to any behaviour that negatively impacts the ability of others to study, work, or take part in other activities of the University.

It may include (but is not limited to):

- Inappropriate or inordinate demands for workspace, time, and/or attention.
- Inappropriate behaviour in classes or meetings, such as calling out, distracting others by talking, monopolising discussions, unreasonable constant questioning, or interruptions.
- Raising one's voice or acting with aggression during a meeting or when working with others.
- Inappropriate use of equipment or materials.
- Wilfully ignoring others.
- Inappropriate behaviour arising from the consumption of alcohol or illicit drugs.
- Inappropriate language or swearing (in either English, Vietnamese, or another language)

2. Unlawful discrimination

Our University community does not unlawfully discriminate against any other community members.

Contravention of this legislation is unlawful. Unlawful discrimination can lead to personal liability for a University community member and vicarious liability for the University.

Unlawful discrimination means treating a person or group less favourably.

Unlawful discrimination can occur as a single event or as repeated behaviour.

A person can be subjected to unlawful discrimination based on the assumption that they have a protected attribute, even if they do not.

For example, it is unlawful to discriminate against a person because they have a particular sexual preference. It is also unlawful to discriminate against a person on the assumption that the person has a particular sexual preference.

Discrimination can be direct or indirect

Discrimination may take the form of direct or indirect discrimination.

Direct discrimination occurs when a person treats or proposes to treat another person unfavourably because of one or more protected attributes.

Examples of direct discrimination include (but are not limited to):

- Refusing to accept a person into groups because of their age.
- Mocking, teasing, or harassing a person because of their disability.

Indirect discrimination occurs if a person imposes or proposes to impose a requirement, condition, or practice:

- That, on the surface, may appear neutral;
- That has, or is likely to have, the effect of disadvantaging a person or persons who have a particular protected attribute; and
- The requirement, condition, or practice is not reasonable.

3. Other prohibited conduct (which offends, humiliates, or intimidates)

Our University community does not behave in a way that offends, humiliates, or intimidates other community members on the basis of certain protected attributes.

This includes offending, humiliating, intimidating, insulting, or ridiculing a person on the basis of their race, age, sexual orientation, lawful sexual activity, gender and gender identity, intersex, marital and relationship status, pregnancy and breastfeeding, parental status and family responsibilities, and disability.

This conduct is based on circumstances in which a reasonable person would have anticipated that the person would be offended, humiliated, insulted, ridiculed, or intimidated.

This conduct is also unlawful under legislation.

Generally, this conduct is not unlawful if it is a public act done in good faith for academic, artistic, scientific, or research purposes or any purpose in the public interest.

Examples of this prohibited conduct may include (but are not limited to):

- Mocking or teasing someone because of their disability.
Emailing or using social media to send jokes to someone about a particular racial group, to which that person belongs.

4. Vilification

Our University community does not vilify any other community members.

To vilify a person or group of persons is a public act that incites hatred, serious contempt, or severe ridicule towards that person or group of persons based on race, disability, sexual orientation, religious belief, affiliation, or activity; gender identity and intersex status; and also HIV/AIDS status.

Vilification can take many forms, including hate speech, verbal abuse, graffiti, online conduct, and distribution of propaganda or forms of literature.

Vilification must occur in public, which includes the University. Matters that take place during private conversations may not be considered vilification but could amount to other inappropriate behaviour.

Generally, vilification is not unlawful (in the case of race, ethnic origin, or religion) if it is done reasonably and in good faith and/or in the course of a genuine academic, artistic or public discussion, publication or debate.

Vilification may include (but is not limited to):

- Publishing claims that a racial or religious group is involved in serious crimes without any proof.
- Repeated and serious verbal remarks about the race or religion of another person.
- Encouraging people to hate a racial or religious group using flyers, stickers, posters, a speech or publication, websites or email.

5. Bullying

Our University community does not bully other community members.

Bullying is repeated, unreasonable behaviour directed towards one or more people, that creates a risk to their health and safety.

Bullying is a health and safety hazard and has the potential to seriously damage people's lives, careers, and reputations, and create toxic workplace or learning environments.

Bullying can occur unintentionally. A person's intention or motive is not relevant when determining whether the alleged behaviour constitutes bullying.

It can lead to personal liability and even criminal sanctions under applicable workplace health and safety legislation.

5.1. Unreasonable behaviour

Unreasonable behaviour is behaviour that a reasonable person, having regard to all the circumstances, would expect to victimise, humiliate, undermine, or threaten the recipient of the behaviour.

It can include the actions of individuals or a group. Aiding, abetting, encouraging, or condoning other University community members to engage in bullying is likely to also constitute bullying.

Bullying may include (but is not limited to):

- Abusive, insulting, or offensive language or comments
- Unjustified criticism or complaints
- Deliberately excluding someone from workplace activities
- Withholding information that is vital for effective performance;
- Setting unreasonable timelines or constantly changing deadlines; or
- Spreading misinformation or malicious rumours.

5.2. Single incidents

Single incidents of unreasonable behaviour will not usually constitute bullying. However, single incidents of such behaviour may still constitute inappropriate behaviour, including discrimination, sexual harassment, vilification, or victimisation.

5.3. Responsibility for reporting and dealing with bullying

All University community members have a legal duty under health and safety legislation to not only ensure they do not engage in bullying but to also take appropriate action in response to bullying.

The University Behaviour Procedure sets out the process for reporting or making a complaint about inappropriate behaviour, including bullying.

6. Victimisation

Our University community does not victimise any other community member.

Victimisation occurs when a community member who has made a complaint or who acts as a witness or support in relation to the complaint, is threatened or harassed by others involved in the complaint.

Victimisation can include physical, visual, verbal, and non-verbal behaviour, as well as electronic communication or online conduct.

Victimisation is unlawful under anti-discrimination legislation.

Examples of victimisation include (but are not limited to):

- A student sends a rude and aggressive note to another student because that student has complained about the behaviour of a friend of theirs.
- A person may be found liable for victimisation even though the original allegation is not proven.

For example, even if an original complaint of bullying is not substantiated, it may constitute victimisation for a lecturer to give a student a poor assessment because that student previously made a complaint against the lecturer.

- A person does not have to be the subject of the complaint to have victimised another person, so long as the victimisation is because of a complaint against a person.

For example, it is victimisation if a student team leader refuses to provide task allocation to a student team member who has made a complaint of sexual harassment against another student in the student body, if the reason for not providing the task was the making of the complaint.

7. Vexatious, malicious and/or frivolous complaints

Our University community does not make vexatious, malicious, or frivolous complaints regarding the inappropriate behaviour of other community members

Complaints often have a detrimental impact on those involved, both personally and professionally.

A complaint is vexatious, malicious, or frivolous where the complaint is:

- Without merit, misconceived, or lacking in substance;
- Intended to cause harm;
- Dishonest or contains intentionally misleading information; or
- Pursued in an unreasonable manner.

'Unreasonable manner' includes one or more of the following behaviours:

- Unreasonable persistence, demands, and arguments;
- Unreasonable lack of cooperation;
- Displaying confronting behaviour, for example, rudeness or aggression;
- Threats or harassment; or
- Displaying manipulative or overly ingratiating behaviour.

8. Sexual misconduct

Our University community does not engage in sexual misconduct.

In this policy, "sexual misconduct" is used to describe both sexual harassment and sexual assault.

Sexual misconduct is prohibited in our University community. We take this behaviour very seriously

and have zero tolerance for it.

Our priority is to ensure a complainant of sexual misconduct is provided with appropriate support and guidance and is safe.

8.1. Sexual harassment

Sexual harassment is any unwanted or unwelcome sexual behaviour or conduct that makes a person feel offended, humiliated, insulted, ridiculed, or intimidated, in circumstances in which a reasonable person would have anticipated that the person would be offended, humiliated, insulted, ridiculed, or intimidated.

Sexual harassment can take many forms. It can be obvious or indirect, physical or verbal, online or offline, and be a one-off occurrence or ongoing. Intent or motive are irrelevant.

For behaviour to constitute sexual harassment, it is not necessary for the person who has been harassed to have told the harasser that the behaviour was unwanted or unwelcome.

Sexual harassment is unlawful under Vietnamese legislation.

Examples of sexual harassment may include (but are not limited to):

- Staring or leering at a person in a sexual manner.
- Standing deliberately too close to someone or deliberately brushing against someone as you walk past.
- Displaying pornographic or sexually explicit material (posters, screen savers, etc).
- Sending sexually explicit emails and SMS messages.
- Inappropriate advances on social networking sites.
- Sexual insults or taunting.
- Requests for sex or repeated unwanted requests to go out on dates.
- Making promises or threats in return for sexual favours.
- Intrusive questions or remarks about a person's sexual activities.

8.2. Sexual assault

The term sexual assault covers a range of sexual acts (or attempted acts) directed towards or committed upon another person without their consent.

It includes both penetrative and non-penetrative sexual acts performed with any part of the body or with an object. It includes rape and unwanted sexual behaviour such as kissing or touching.

Sexual assault is a criminal offence, and the University encourages and will support community members in reporting this matter to the police.

8.3. Consent

Consent has a specific legal meaning, but in general terms, it means to agree freely. A person cannot give free agreement where they are:

- Bullied, threatened, manipulated, or tricked;
- Asleep, unconscious, or so affected by drugs or alcohol as to be unable to form a rational opinion;
- Overborne by the nature or position of another; or
- If they are silent (i.e., do not say or do anything to communicate consent).

Consent can be revoked at any time. This means that even though a person may have initially consented to sex, they can change their mind during sex.

Examples of sexual assault may include (but are not limited to):

- Two people in a relationship start engaging in sexual activity but Person A changes their mind and asks to stop. Person B refuses to stop and forces sexual activity.
- A student taking advantage of another intoxicated student at a party by encouraging them back to their room and engaging in sexual activity when the student is unable to give consent due to being affected by alcohol.
- A research supervisor manipulates a student to engage in sexual acts in exchange for better marks.

A student who has been continually making advances towards another student proceeds to force themselves onto the other student while they are alone in a discussion room, or a bus, attempting to kiss and touch them under their clothing.

9. Other general unacceptable behaviours and conducts

1. Defaming the dignity and reputation of and inflict physical abuse on lecturers, administrative officers, staff members, employees, students, guests, and other stakeholders of BUV as well as other persons in general.
2. Committing acts of academic misconduct during learning, examination, or assessment period, including but not limited to cribbing, bringing unpermitted materials into test rooms, or pitching for expected scores; impersonation in learning, tests, assessments, internships, or watch standing; copying, recruiting or impersonating someone to write essays, theses or dissertations; organizing or getting involved in organizing impersonation in tests or commission of other academic frauds.
3. Smoking cigarettes, drinking alcohol or beer within the University premises; coming to class in a state of inebriation. The only area allowed for smoking is the designated smoking area specifically identified by the University.
4. Illegally organise or join gangs or, marches; get involved in social misconduct, or cause harm to campus and social safety and security.
5. Organising, taking part in, and watching illegal street racing.
6. Organising or participating in gambling activities of any form.
7. Producing, trade, transport, spread, conceal, use, or tempt someone to use weapons, explosives, drugs and prohibited chemicals or medicinal products; reactionary or depraved materials, publications, information, or other prohibited resources in accordance with state regulations; organising, engaging in, or propagating superstitious practices or religious activities within the University's premises and other violations against moral standards.
8. Establishing and participating in illegal activities that have a political nature; organising and participating in collective activities in the name of British University Vietnam (BUV or in any formats implicitly attached to the University brand) without obtaining any written consent from authorised personnel of the University.
9. Posting, commenting on, and sharing articles or images that convey vulgar, violent, or depraved messages and may cause harm to national security, protesting against the

Communist Party and the State, distorting, slandering, or defaming the reputation of the University, or honour and dignity of an individual on the Internet.

10. Organising or getting involved in other offences.

G. SUSPECTED DRUG AND ILLEGAL SUBSTANCE USE

British University Vietnam reserves the right to escort or send the students who are under suspicion of drug and substance's influence and/or usage to a designated hospital or medical center for drug and substance tests. Under the regulations of Circular 73/2021/QH14, Law on Prevention and Control of Narcotic Substances, the University will impose appropriate intervention and sanction in accordance with the law and university's disciplinary actions. According to Circular 31 /2009/TT-BGDĐT, the university may implement the following decisions upon cases of drug and substance user:

If students are applying for admission to the University:

- As for those making voluntary declaration about their drug use: If the competent authority has found any evidence that these students have not already become dependent on drugs, that educational establishment shall require them to undertake in writing that they will not repeat their violation, then admit them and concurrently collaborate with student's families in monitoring and supporting students to avoid the recurring illegal drug use; if students have already been found dependent on drugs, that educational establishment still admits them and then allow them to take a one-year (12-month) break in study and send them back to their family for any drug rehabilitation;
- As for those who do not make any voluntary declaration about their drug use, the educational establishment shall cancel the admission offer and notify their families as well as competent authorities to get them rehabilitated.

If the student is an active enrollee at the University:

- As for those who make the voluntary declaration about their drug use: If the competent authority has any evidence that they have not been become dependent on drugs, the educational establishment shall warn and require them to undertake in writing that they will not repeat their violation, then admit them and concurrently collaborate with their families

in monitoring and supporting them to avoid the recurring illegal drug use; if students have already been found dependent on drugs, the educational establishment shall allow them to take a one-year (12-month) break in study and send them back to their family for any drug rehabilitation;

- As for those who do not make any voluntary declaration about their drug use, the educational establishment shall impose a one-year (12-month) suspension and send them back to their families for any drug rehabilitation.

All students who commit a 2nd offence will be expelled from the University.

Procedures for considering permission to resume study

1. Within 30 days prior to the end of the valid term of the study suspension or break in study permission, students must submit the following documents to the university:
 - a. Application form for study resumption.
 - b. The document confirming that they are not dependent on drugs issued by competent authorities.
 - c. The written commitment of students and student families on not repeating the illegal drug use.
2. The University shall refer to documents stipulated above to consider and decide to void the punishment (if any), and permit students to resume their studying as well as collaborate with student families in monitoring and supporting students to avoid any recurring illegal drug use. If the valid term of the study suspension or intermission ends and students fail to submit required documents stipulated above, they shall be withdrawn from the University.

All cases of drug and substance use must be presented with an official and verified medical documentation of confirmed non-abuse and non-addiction to substances.

H. OTHER UNIVERSITY GENERAL REGULATIONS

1. Student card

Students are required to carry their student card whenever on campus, when going to class, class activities, BUV-organised activities, or working with the University and its stakeholders during on and off-campus activities.

The student card must be presented at the entry of any exams at BUV. Students will not be allowed to enter the exam hall without a student card. The students may be required to show their student card to the camera at the start of online examinations.

Students must preserve and keep their student cards carefully and must not lend their student cards to others. If the student card is lost or damaged, it must be immediately reported to the University and follow the instructions to request re-issuing. A mandatory fee is applied for each card re-issuing request.

2. Devices in class

Mobile phones are not allowed to be used in any lecture or tutorial session.

The Module Leader (subject teacher) will advise if student can use a tablet (BUV iPad) or desktop/laptop computers in the classroom for learning or research purposes.

Only permitted applications can be used in the classroom, especially for computer-based programmes.

3. University property protection

Students are responsible for preserving, protecting, and using safely all property of the University. Any acts that can damage or destroy the University property are forbidden.

Intentional and unauthorized taking, damaging, or removing University property is strictly forbidden and students, who violate this regulation, shall be escalated to Disciplinary Committee for decision, including but not limited to compensation of damage.

No pets are allowed on the university premises.

I. BEHAVIOUR GUIDELINES

1. General behaviour guidelines

- Be a representative of the University and act accordingly.
- Act responsibly, and be honest, considerate, respectful, and courteous towards others, respecting the safety and wellbeing of others on or off the University premises.
- Maintain the expected standards of the academic conduct, academic practice, integrity, and engagement.
- Any violent, indecent, disorderly, threats, offensive acts or behaviours whilst being on university premises or being engaged in any University activity, or in an online environment of the University are strongly prohibited and should be reported to the first point of contact Student Information Office, faculties, and staff as soon as possible as well as escalated to Head of Student Engagement and/or University Deputy Vice Chancellor.

By choosing to join British University Vietnam, students accept to commit themselves to the following University's core values:

Kindness and Respect;

Collaboration and Innovation;

Responsibility and Sustainability;

Learning and Relearning.

From the very first day of enrolment, all students are expected to consistently strive to improve themselves in every aspect. This includes excelling in academic performance, fostering professional growth, nurturing personal and social development, with the aim to attain BUV

Graduate Attributes outlined below:

- **Empathetic and Ethical:** Demonstrates professional integrity, while at the same time valuing diversity, emotional intelligence and respect for the values and perspectives of others.
- **Confident and Professional:** Self-confident, yet mindful of professional, social and cross-cultural norms that shape behavioural expectations in the workplace.

- **Collaborative:** The ability to identify and build teams in the workplace with people who are cross-disciplinary in language, skills and background.
- **Innovative Problem Solvers:** Adept ideators, employing a positive disposition and resilience to the collective creation of innovative ideas and solutions.
- **Sustainability Mindset:** Demonstrating careful consideration of the social, cultural, and environmental issues that are impacting Vietnam and the world.
- **Lifelong Learners:** Employing reflexive thinking and learning how to relearn for continuous personal and professional growth.
- **Career Ready:** Demonstrate the ability to apply current knowledge, skills and experience to future career choices and opportunities.

2. Behaviour towards other students

BUV students are expected to treat each other in a polite manner without discrimination and promote diversity, inclusion and equality.

Any kind of bullying, harassment and discrimination are forbidden, both on and off campus as well as in the online environment, including social media. Violations shall be escalated to the Disciplinary Committee and follow the Committee's procedure.

3. Behaviour towards faculty and BUV employee

Students are requested to:

- Behave appropriately towards faculty and BUV employee.
- Actively cooperate with faculty and BUV employee in education and training activities.
- Boldly report to the University all acts of bullying, threats, or any unethical behaviour of faculty and BUV employees or any individuals.

4. Behaviour towards agencies, organizations, and individuals outside the University

While engaging with external parties, such as during field trip or student exchange programme, students are expected to behave courteously respecting the local culture, to listen to and respect the opinions of organisations and individuals as well as strictly abide the provisions of the local law, internal rules and regulations of agencies and organizations.

Students should be aware of ethical, cultural, and social standards and seeking advice from faculty or BUV employees in charge when in doubt.

5. Dress code

Students are advised to wear appropriate clothes to comply with the educational environment of the University.

Students are advised to wear formal clothes for special and formal occasions or specific activity required by the university, such as field trips or attending events with Guest Speakers.

Practical programme students are required to wear proper work attire and uniforms in practical classes and other Industry events as instructed by faculties.

J. STUDENT MISCONDUCT INVESTIGATION AND DISCIPLINARY

Misconduct is considered where student acts in a way which violates the prohibited acts or does not meet the expectations and student' duties outlined above or. The University provides an indicative list of examples of student misconduct as in Appendix 1.

Investigation

If the University decides that there is enough evidence to show that the concerns are an example of misconduct, we may issue one or more of the outcomes for misconduct.

If the University needs more information, or thinks that the issues are more serious, we will ask a member of staff to investigate the concerns raised. The assigned staff will meet with the people who have raised the concerns and anyone else who can provide evidence about the case. He/she will also meet with the students. We recommend students contact the Student Association Committee as soon as they can, to arrange representation. Alternatively, they can bring along a supportive student friend.

We will try to carry out the investigation as quickly as possible and normally within 4 weeks. However, the investigation may include evidence from a number of people, and we need to make sure that we have enough information about your case to make a decision. The staff-in-charge will write a report and make a recommendation to the nominated person about what should happen next. The recommendation will take account of the following:

- Is there evidence of student misconduct?
- Is there evidence of multiple instances of student misconduct?
- Is there evidence that this has had an impact on other members of the University community?
- Is misconduct a serious offence?

Disciplinary procedures

1. Violating students shall be required to write self-criticism reports in which appropriate disciplinary actions imposed on them are clearly stated. If these students fail to comply, the Student Discipline Panel shall proceed to hold a meeting that discusses and agrees on disciplinary actions to be imposed on these students based on available evidence.
2. Student Association Committee as their role of official student body's representatives, can be requested to attend a meeting with University representatives, discuss and agree on recommended disciplinary measures on which departments or student affairs units will then make their decisions.
3. Host departments shall make their assessment before recommending Discipline Panel to make its decision on these recommended measures.
4. The Panel will then convene a meeting over disciplinary actions to be imposed which is attended by the panel members, representatives of student body. If violating students who have been invited to such meeting are absent (for no sound reasons) and do not submit their self-criticism reports, the Panel shall hold the meeting as planned and charge them with lack of organizational self-discipline.
5. The Panel shall then vote on disciplinary actions to be applied and issue written decisions on approval of these actions.

Student's disciplinary documentation

1. Self-criticism reports (whenever available);
2. Minutes of the meeting in which Student Association Committee attend and give their opinions on the violating case and situation;
3. Reports issued by host departments;
4. Other relevant documents.

Disciplinary and misconduct outcomes

British University Vietnam will impose sanctions on students who are found to have violated the students code of conduct and behaviour expectations mentioned in this document. Depending on the nature, extent, severity of the incident, and consequence of their violation, disciplinary actions can include, but is not limited to:

- Expression of disapproval, verbal reminding, and warning.
- A written warning.
- Formal reprimand.
- Agreement to a behavioural contract.
- Requirement to submit a written apology.
- Submission of a reflective account.
- A temporary restriction on access to buildings or facilities.
- A requirement to pay reasonable costs for any damage or losses incurred by the University.
- A written or final written warning about your conduct in the University
- Temporary suspension from study or disenrollment from class
- Recommendation to the Vice Chancellor that you should be expelled from the University.

Levels of intervention	Definition	Range of sanctions to be considered
Level 1	Minor infractions that do not result in serious consequences, typically unintentional and normally a first offence	Expression of disapproval, verbal reminding, and warning
Level 2	Minor infractions that can potentially lead to more serious consequences or repeated behavior of level 1, normally a second offense from level 1	Written official warning letter
Level 3	Major misconduct that leads to serious consequences or negative effects on self, others, or the University. Repeated infractions from level 2, normally a second or third offence of level 2.	Temporary suspension or disenrollment

Level 4	Misconduct by students who continue to breach rules and regulations during and after the suspension period, or violations for the first time which have extremely serious nature or level and cause severe effects and consequences the University and society; those who contravene laws and serve jail sentences.	Expulsion
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Disciplinary action which is from the written warning or level 2 will be recorded into student administration documentation and informed to student's families and fee payers.

Temporary Suspension

The University has a duty to consider the safety and wellbeing of the University community. Because of this, if the allegation of misconduct on students' behaviour is identified as per the intervention level stated in the list of examples in Appendix 1, the University may decide that a Temporary Suspension is the right thing to do. This does not mean that the University has decided that you have done something wrong, but it is thought to be in the immediate best interest of either you, staff, or other students.

Invalidation of disciplinary decisions

1. With respect to students subject to the disciplinary action represented in the form of reprimand, after 03 months of receipt of the disciplinary decisions, if students do not repeat violations or do not commit any violation to the extent that they have to be subject to disciplinary actions, disciplinary decisions shall be invalidated by default, and their rights and benefits will be restored from the date on which such decisions are invalidated.
2. With respect to students subject to the disciplinary action represented in the form of warning, after 06 months of receipt of the disciplinary decisions, if students do not repeat violations or do not commit any violation to the extent that they have to be subject to disciplinary actions, disciplinary decisions shall be invalidated by default, and their rights and benefits will be restored from the date on which these decisions are invalidated.
3. With respect to students subject to fixed-term suspension, after expiration of the suspension period, students shall be obliged to submit certificates of accomplishment of citizen's

obligations issued by local jurisdictions (communes, wards or townlets) where they reside; certificates of competent authorities for completion of the suspended sentence period, to the University to seek their decision on whether they are permitted to resume their learning if all requirements are fully satisfied.

4. Competent authorities issuing disciplinary decisions shall clearly provide terms and conditions which specify the disciplinary duration that starts from the date of issue of these decisions and end on the date of expiration of the disciplinary duration in accordance with regulations in force.

Right to appeal

If you feel that a decision on your conduct is wrong, you can appeal. You will need to put this in writing and send to student-conduct@buv.edu.vn with your evidence within two weeks (excluding bank holidays) of the decision.

Guidance on the standard of acceptable evidence

You may appeal against a conduct decision for the following reasons which you must make clear in your appeal:

- That the procedure was not followed properly, and this has affected the outcome;
- That the decision reached was unreasonable due to bias or the harshness of the sanction;
- That you have new evidence which you were unable to provide earlier in the process for valid reasons.

The Student Disciplinary Committee will check that your appeal is:

- On time, within 2 weeks (excluding banks holidays) of the decision;
- Meets one of the reasons to appeal;
- Is supported by evidence.

If your appeal does not meet all the above requirements, we will not consider it and we will write to you explaining the reason why.

K. REPORTING STUDENTS' MISCONDUCT

Anyone within British University Vietnam community will have a responsibility to report misconduct, and not to turn a blind eye to unacceptable behaviours. How they should report misconduct will depend on the circumstances, through any of the following channels as soon as possible, direct, or indirect via email or phone.

Official email channel, report any suspected misconducts to student-conduct@buv.edu.vn or feedback@buv.edu.vn as soon as you can. Students can also talk to Student Information Office, Student Engagement Department, Faculty, if they feel this is the quicker way to prevent or stop the violations.

For immediate report, actions, or emergencies, contact the Student Information Office hotline at +84 93 637 6136 (SIO) or the Campus Service hotline at +84 215 7558.

Reports to any of the above channels should include the following:

- The name, student number and contact details of the student reporting the incident.
- The name of the person(s) suspected of misconduct (if known).
- The details of the suspected misconduct.
- The evidence and any relevant and useful documents to back up the report.

Faculty, staff, or students are also expected to take immediate action if they suspect that their peer is violating the code if it is safe to do so. It is not always easy to act in such situations, but several alternatives are available as the following:

- Speak directly with the individual to gain clarity and inform them about your concern.
- Publicly call attention to the act as it is occurring.
- Inform a university official by contacting one of the above channels about the act as it is occurring.

At BUV, we aim to provide a healthy, safe, supportive, and fair environment to everyone where you can enjoy your studies and achieve success, and no student or staff should be afraid of reporting misconduct and violations.

L. DEFINITIONS

Protected attributes include:

race;

age;

sexual orientation or lawful sexual activity;

gender, gender identity, intersex;

marital or relationship status;

pregnancy or breastfeeding;

parental status or family responsibilities;

disability;

political belief, affiliation, or activity;

religious belief, affiliation, or activity;

irrelevant criminal or medical record;

and association with a person who has, or is believed to have, any of these attributes.

M. DOCUMENT RESPONSIBILITIES

Document Owner : Student Engagement Department

N. RELATED POLICIES, PROCEDURES AND DOCUMENTS

- Student Disciplinary Procedure for behaviour misconduct
- Appeal Procedure for behaviour misconduct

APPENDIX 1

**EXAMPLES OF BEHAVIOUR WHICH ARE CONSIDERED AS MISCONDUCT WITH RESPECTIVE
LEVELS OF DISCIPLINARY ACTIONS**

Below is a list of examples of the types of behaviour which are considered as misconduct with respective levels of disciplinary actions for the number of offences. It is not intended to be exhaustive and can be updated at any time. Sanctions for behaviour misconducts that are not mentioned below will be decided at the time of violation investigation.

No.	Details of violation	Times of violation and respective level of intervention				Note
		(Times measured in the entire student's enrolment period at the university)				
		Level 1	Level 2	Level 3	Level 4	
1	Non-compliance with national Vietnamese law					Depending on seriousness and rules stated in the Vietnamese law, disciplinary actions may be between reprimand and forced expulsion and potential involvement of authority
2.	Disruptive or disrespectful behaviour in classes and lectures, university-organised activities or on university premise	1 st & 2 nd time	3 rd time	4 th time		Depending on seriousness, temporary suspension might apply to different areas of services and activities where relevant

	(such as setting off fire alarms or obstructing access to buildings or rooms)					
3.	Badly and disgracefully behaving towards lecturers, staff members or guests of the University	1 st & 2 nd time	3 rd time	4 th time		Depending on seriousness, disciplinary actions may be between reprimand and forced expulsion
4	Inappropriate, abusive, or threatening behavior, in person or through social media	1 st time	2 nd time	3 rd & 4 th time		
5	Behaviour likely to damage the reputation of the University, such as disruptive behaviour in the community or spreading unverified/validated and misleading information about BUV	1 st & 2 nd time	3 rd time	4 th time		

6	Sexual behaviour on university premises	1 st & 2 nd time	3 rd time	4 th time		
7	Sexual misconduct: Any physical or verbal act targeting a person's sexuality, gender identity, harassment, whether the act is physical or psychological in nature, that is committed, threatened, or attempted against a person without the person's consent		1 st time	2 nd time		Any student who is found to have been involved in an act of sexual misconduct will be subject to the highest disciplinary action if it is a violation against BUV's policy and/or the law
8.	Intentionally making late payment for or refusing to pay tuition and health insurance fees regulated by the University without any sound reason					Depending on seriousness, disciplinary actions may be between reminder or reprimand and disenrollment and following late fee payment process and fee policy
9.	Damaging or abusive to University's property, facilities, and assets	1 st & 2 nd time	3 rd time	4 th time		Depending on the seriousness and intentionality, disciplinary actions may be between reprimand and forced

						expulsion, and compensation for any loss or damage must be paid
10.	Drinking alcohol or beer on campus; coming to class in a drunken stupor.	1 st time	2 nd time	3 rd time	4 th time	
11.	Smoking cigarettes or vaping on campus in non-designated areas	1 st & 2 nd time	3 rd time	4 th time		From the 3 rd time onwards, disciplinary action may be between reprimand and warning
12.	Participating in gambling activities in any form.	1 st time	2 nd time	3 rd time	4 th time	Depending on seriousness, a competent authority may be requested to make its decision to impose a proper disciplinary action in accordance with laws.
13.	Concealing, circulating, accessing, using depraved cultural products, or participating in superstitious activities or illegal religious practices.	1 st time	2 nd time	3 rd time	4 th time	If these violations are serious, a competent authority may be requested to make its decision to impose a proper disciplinary action in accordance with laws.

14.	Trafficking, illegally transporting, concealing, and inducing other persons to use drugs.				1 st time	A competent authority may be requested to make its decision to impose a proper disciplinary action in accordance with laws.
15.	Using drugs <i>* BUV reserves the right to send students under suspect of drugs/illegal substance usage to a competent designated hospital or medical centre to impose drug and substance test</i>			1 st time	2 nd time	A disciplinary action may be imposed as per regulations on imposition of sanctions on students involved in drugs, (please refer to part G) A competent authority may be requested to make its decision to impose a proper disciplinary action in accordance with laws.
16.	Harboring and brokering prostitution				1 st time	A competent authority may be requested to make its decision to impose a proper disciplinary action in accordance with laws.
17.	Participating in prostitution activities	1 st time	2 nd time	3 rd time	4 th time	
18.	Stealing property, concealing, or					Depending on the seriousness, disciplinary

	consuming stolen property					actions may be between warning and forced expulsion. If these violations are serious, a competent authority may be requested to make its decision to impose a proper disciplinary action in accordance with laws.
19.	Harboring, trafficking weapons, explosives and goods which are prohibited by laws.				1 st time	A competent authority may be requested to make its decision to impose a proper disciplinary action in accordance with laws.
20.	Taking uninvited or vicious persons into campus or university premises can cause harm to campus security or order.					Depending on the seriousness, disciplinary actions may be between warning and forced expulsion
21.	Fighting, initiating, organising or participating in fights.		1 st time	2 nd time	3 rd time	If these violations are serious, a competent authority may be requested to make its decision to impose a proper disciplinary action in accordance with laws.

22.	Inciting and involving other persons to illegally go on a demonstration, print propaganda leaflets or posters.			1 st time	2 nd time	If these violations are serious, a competent authority may be requested to make its decision to impose a proper disciplinary action in accordance with laws.
23.	Illegally participating in demonstrations, gathering many people and filing lawsuits.	1 st time	2 nd time	3 rd time	4 th time	If these violations are serious, a competent authority may be requested to make its decision to impose a proper disciplinary action in accordance with laws.
24.	Post, comment on and share articles or images that convey vulgar, violent, or depraved messages, may cause harm to national security, protest against the Communist Party and the State, distort, slander, or defame reputation of an organization, or honor and dignity of an individual or the					Depending on the seriousness, disciplinary actions may be between reprimand and forced expulsion. If these violations are serious, a competent authority may be requested to make its decision to impose a proper disciplinary action in accordance with laws.

	University on the Internet.					
25	Disruption and offence that damages university's information database and cyber space (unauthorized access to any of university's ICT system and data)		From 1 st time			Depending on the seriousness, disciplinary actions may be between reprimand and forced expulsion. If these violations are serious, a competent authority may be requested to make its decision to impose a proper disciplinary action in accordance with laws
26.	Committing other violations or criminal offence					Depending on seriousness and laws in force, BUV may carry out assessment, give notice or warning, or impose disciplinary actions which are between reprimand and forced expulsion.