

SLIIT Business School STUDENT CODE OF ETHICS

An organization's actions must be driven by and performed consistently with its mission. Therefore, the SLIIT Business School is responsible to comply with the mission of the University and the School.

The Sri Lanka Institute of Information Technology (SLIIT)'s mission statement is: *To create a research and learning environment with best possible resources for our students and staff to be innovative and dedicated to excellence and to produce graduates with strong analytical, problem solving and communication skills.*

The SLIIT Business School mission statement provides: *To produce business graduates with the right balance of academic, analytical, problem-solving and communication skills to serve our nation and beyond.*

The school accomplishes this by offering quality education delivered by qualified, involved faculty dedicated to improvement processes in order to prepare our alumni to contribute to the intellectual and economic vitality of stakeholders. As a community of learners in a student-centered learning environment, faculty, staff and students should strive to support and enrich the learning environment.

It is the mission of the School *to produce business graduates with the right balance of academic, analytical, problem-solving and communication skills to serve our nation and beyond*, it is important that students of the SLIIT Business School abide by a code of ethics.

A student code of ethics should be centered on two important and central concepts, academic integrity and professional conduct. Academic integrity involves student conduct in accomplishing the requirements of a curriculum. Professionalism involves behavior and attitude in the classroom and outside the classroom. All students taking classes offered/taught by the School are required to read and agree to the terms of this Student Code of Ethics. Students are expected to abide by the terms of this Student Code of Ethics in all classes, whether or not offered/taught by the SLIIT Business School. Failure to abide by this Student Code of Ethics may result in disciplinary action as set forth later in this code.

ACADEMIC INTEGRITY

Business students and students taking Business classes are expected to have the highest standards of integrity regarding their academic pursuits.

All forms of academic dishonesty including cheating, plagiarism, unauthorized possession of exams or other materials, forgery, or alteration or misuse of university records, are subject to disciplinary action by the university. The forgery of faculty signatures is prohibited. You must get authentic signatures on all official documents.

The papers, examinations, assignments, projects, etc. should be the original work of the student. A student may not use a paper, project, assignment, etc. for two

different classes without the express consent, in advance, of both professors involved. To use, all or a substantial portion of, a paper, project, assignment, etc. in two classes without the express consent of both faculties is academic dishonesty.

Plagiarism whether intentional or unintentional is a violation of this Code of Ethics and will be subject to disciplinary action as set forth by this code. **Plagiarism** is the use of someone else's words, ideas, or line of thought without acknowledgement. Even when it is inadvertent – the result of careless note taking, punctuating, or documenting – the writer is still at fault for dishonest work. Academic integrity requires students to convey, directly or indirectly, accurate information to staff, professors and administrators regarding the student's experience, qualification, grades and other relevant information regarding academic pursuits, awards, scholarships, recognition, etc. A student starting a course without having taken the prerequisites would be an example of not conveying accurate information.

PROFESSIONALISM

Professional conduct is expected in a student's interaction with classmates, staff members, professors, administrators and others. Professionalism includes ethical behavior, appropriate attire, proper behavior, promptness, and respect. Professionalism dictates that there should be no discrimination. Examples of unprofessional behavior include, but are not limited to arriving to class late, leaving class early, using cell phone or other electronic two-way communication devices (should be turned off or ringer set to silent), using obscenity or other disrespectful language, harassment, and other disruptive behaviors. Professional conduct is expected in all classes, college activities and off-college but university-related events.

Certainly, professionalism necessitates students complying with Sri Lankan laws and university, school and classroom policies. Students are expected to honor confidences and not disclose confidential information. Professional behavior implies that a person is putting forth his/her best efforts. Fairness and objectivity are also elements of professionalism. Each faculty may set specific policies regarding acceptable professional behavior in his/her class. Students are expected to abide by those policies and may be penalized or disciplined for not adhering to class policies.

VIOLATION OF POLICY

Faculty members have the initial responsibility for handling violations of this code of ethics in their classrooms, offices or other academic activities in which they are involved. A student who has violated the code of ethics may be referred by the Department Head or Dean to the Deputy Vice Chancellor for Academic for disciplinary action at the university level.