



Socioeconomic Institute for Advanced Studies (SIAS)

***Pioneering Socioeconomic
Solutions
& Development by
Multidisciplinary Holistic
Academic Programs***

Student Guide to Orientation & Conduct

April 2023

<http://www.sias.rw/>

Building 16, KK19 Avenue, Niboyi Sector, Kicukiro District, Kigali City, Rwanda

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Preamble

The community of scholars at the Socioeconomic Institute of Advanced Studies (SIAS) is dedicated to personal growth and academic excellence. By choosing to join the community, each member agrees to comply with certain standards of civilized behavior; and therefore, SIAS adopts this Student Code of Conduct, as per the law No 010/2021 of 16/02/2021 which determines the organization of education on matters regarding the types of Higher Learning Institutions.

in order that it might: (1) promote an Institutes' environment that supports its educational, research, and outreach missions; (2) protect the members of the SIAS community and its resources from disruption and harm; (3) provide a guide to appropriate individual and group behavior; and (4) foster ethical standards and civic virtues, all in keeping with the STUDENT STATEMENT OF VALUES adopted by the Guild Council of SIAS.

All allegations of sexual misconduct, including sexual assault, sexual violence, dating violence, domestic violence, or stalking are investigated and addressed following the procedures set forth in the SIAS Response to misconduct.

STUDENT STATEMENT OF VALUES

We the students of SIAS are true to the values we uphold. We treat each other and ourselves with respect; we are dependable, following through on obligations; we are committed, faithful to a cause that is greater than ourselves; we are diligent citizens, engaging in service and our community; we share a caring spirit, demonstrating interest and concern; and we are open-minded, valuing the ideas of others; we engage in responsible social conduct that reflects credit upon the Institutes' community and model good citizenship in any community. We work with integrity to fulfill the mission of higher education and strive for excellence while forever carrying the banner of SIAS.

Still, on our journeys toward becoming the best versions of ourselves, we learn from the mistakes we make. Furthermore, we understand that rules, regulations, and sanctions do not exist merely as punitive measure, but rather as guiding principles leading us toward success. This SIAS Code of Conduct procedure seeks to create standards, consistent with our values, of the highest order to which we hold our peers and ourselves.

PART I

Article 1: Definitions

Article 1.1: The terms "Institute" mean SIAS.

Article 1.2: The term "student" includes all persons enrolled at the Institute, either as a resident student or an off campus student, whether full-time or part-time. The term "student" also includes

- a. A person who withdraws from enrollment at the Institute after allegedly violating the Student Code, but before the offense is adjudicated;
- b. A person once enrolled as a student, not officially enrolled for a particular term in which an offense is committed, but who has a continuing relationship with the Institute;

- c. A person living in any Institute residence hall or family housing, although not enrolled at the Institute; and
- d. A person participating as a learner in a program sponsored by the Institute, even if such program is conducted away from the Institute premises, in any location, including other states and countries.

Article 1.3: The term “**faculty member**” means any person hired by SISA to conduct classroom, research, teaching or supervising activities or who is otherwise considered by SIAS to be a member of its faculty.

Article 1.4: The term “**Institute official**” includes any person employed by the Institute, performing assigned administrative or professional responsibilities.

Article 1.5: The term “**member of the Institute community**” includes any person who is a student, faculty member, Institute official or any other person employed by the Institute. A person’s status in a particular situation shall be determined by the Dean of Students.

Article 1.6: The term “**Institute premises**” includes all land, buildings, facilities, and other property in the possession of or owned, used, or affiliated with the Institute (e. g., Canteen, Residence Halls, recreation areas, Institute vehicles, or off-campus research facilities including adjacent streets and sidewalks).

Article 1.7: The term “**shall**” is used in the imperative sense.

Article 1.8: The term “**may**” is used in the permissive sense.

Article 1.9: The term “**school day(s)**” refers to those days during when classes are in session.

Article 1.10: The term “**policy**” means the written regulations of the Institute

Article 1.11: The term “**Complainant**” means any person who submits a charge alleging that a student violated this Student Code. When a student believes that s/he has been a victim of another student’s misconduct, the student who believes s/he has been a victim will have the same rights under this Student Code as are provided to the Complainant, even if another member of the Institute community also submitted the charge.

Article 1.12: The term “**Respondent**” means any student accused of violating this Student Code.

Article 1.13: The term “**Conduct Officer**” shall mean the Dean of Students or an Institute official authorized by the Institute to impose sanctions upon students found to have violated the Student Code of Conduct or other published Institute policies and regulations prescribing standards of student conduct.

Article 1.14: The terms “**Disciplinary Procedures**” or “**Institute Disciplinary Procedures**” refers to the provisions which comprise the hearing process described in Article IV of this Student Code.

Article 1.15: The terms “**Disciplinary Committee**” and “**Institute Disciplinary Committee**” refer to that body of students and faculty selected pursuant to the institutes policy, which presides over hearings conducted as part of the Disciplinary Procedures.

Article 1.16: The terms “**Appeals Board**” and “**Institute Appeals Board**” refer to that body of students and faculty selected pursuant to the provisions of the policy regulations, which hears appeals of the decision made by the Disciplinary Committee.

Article 2: Student Code Authority

Article 2.1: The Dean of Students is that person designated by the Institute to be responsible for the administration of the Student Code and is authorized by the Vice Chancellor, as the Conduct Officer, to impose sanctions upon students, if found to have violated the ‘SIAS Student Code’ or other published Institute policies and regulations prescribing standards of student conduct.

Article 2.2: Decisions made by the Institute Disciplinary Committee, or if appealed, then by the Institute appeals Board, shall be final. No other Institute appeal is available.

Article 3: Proscribed Conduct

Article 3.2: Jurisdiction of the Institute Student Code of Conduct

The Student Code shall apply to conduct that occurs:

- a. On Institute premises, including all Institute of SIAS locations, physical campuses and any Institute affiliated programs located in other states or countries.
- b. Off Institute premises, if the conduct is determined by the Dean of Students to adversely affect the Institute community, its members, its reputation or the pursuit of its objectives.

Article 3.3: The Student Code applies to student conduct which occurs from the time of enrollment through the actual awarding of a degree, even if the conduct occurs prior to the start of classes or is discovered after a degree is awarded.

Article 3.4: All allegation of sexual misconduct, including, sexual assault, sexual violence, dating violence, domestic violence or stalking are investigated and addressed following the procedures set forth in the “SIAS Response to Allegations of Student Sexual Conduct”

Article 4: APPLICATION

Article 4.1: These guidelines and regulations shall apply to all students of Socioeconomic Institute of Advanced Studies (SIAS)

Article 4.2: Nothing in these regulations shall exclude the enforcement of the laws of RWANDA against any student and the application of the existing rules and regulations or such rules and regulations as may be made from time to time, pertaining to the library, examinations or other faculties /departments of the institution for the guidance of students in the respective places.

Article 4.3: These regulations are based on the *Student Regulations and Disciplinary Procedures* published by the HEC. Where there is any conflict between these regulations and those published by NCHE, the latter take precedence.

Article 4.4: Where conduct is not specifically governed by these or any other regulations, students shall act at all times with courtesy and consideration to others and with regard to the good name of the institution.

Article 5: Categories of students

Article 5.1: The institution is open to any person fulfilling the admission requirements. There are admitted full-time students and part-time students with different learning modes.

Article 5.2: A full-time student is a student who registers for all modules of a program and is assessed on all modules in accordance with the fulltime academic calendar in order to be awarded either a postgraduate certificate, diploma or a degree.

Article 5.3: A part-time student is a student who register for modules of a programme and sits for examinations of these modules to be awarded a postgraduate certificate, diploma or a degree after covering the whole programme in a longer period of time than fulltime

Article 6: Student card

Article 6.1: Each student will be issued with a student card. All students are required to produce cards on request. A student card must bear compulsorily the name, student number, photograph and signature of the student and the institution seal. A student who loses his/her card shall pay the fee obtaining at the time for a new student card.

Article 7: Institution property

Article 7.1: Every student shall exercise the highest standard of care in handling institutional property so as to avoid possible damage.

Article 7.2: No institutional furniture or property of any description shall be taken away from its place without the written consent of the Dean/ Head of Department concerned.

Article 7.3: Institutional property shall not be lent to students except where authorized by the Dean or a Vice-Chancellor.

Article 7.4: Any student who damages or lose institutional property shall pay the cost or part of the cost of repair or replacement of the property as the circumstances of the case may be.

Article 8: Transport to and from the institution

It is the responsibility of the students to find their own transport to and from the institution.

Article 9: Library facilities

All students have a right to study in the library as and when there is no condition attached, such as failure to present a student card or otherwise. Library opening times will be publicized in handbooks. Students shall be responsible for any book borrowed from the library and shall pay fine upon delay in returning the book on the specified date.

Article 10: Payment of institutional dues

Article 10.1: Registration fees and other requisite fees (including fines) shall be determined every year by the Board of Governance and made known to the public at least five months prior to registration opening.

Article 10.2: Fees may be paid in full at the start of the academic year or in two equal instalments at the start of each semester, in which case the student must re-register each semester.

Article 10.3: All fees must be paid before the student attends classes or sits for the examinations. A student who attends lectures and fails to pay up tuition fees and hence misses examinations for a particular semester shall be considered a debtor to the institution and must clear all the fees due before registering for another academic year.

Article 10.4: A student who is a debtor to the institution may not be allowed to sit his/her examinations or proceed further with his/her studies or to receive an institutional award.

Article 10.3: Any student who misses assessment for two semesters because of the money owed to the institution shall be withdrawn.

Article 11: Attendance of lectures and tutorials

Article 11.1: Attendance at timetabled lectures, tutorials, seminars, practical, assessments and scheduled courses of instructions is compulsory. Non-attendance will be penalized in accordance with the Academic Regulations.

Article 11.2: Preparation for seminars, tutorials and other sessions as required by the tutor is compulsory.

Article 11.3: Any request for the student non-attendance at classes, practical work, exercises and assessment shall be submitted to the Dean/Head of Department who will inform the lecturer of the course if the request is granted

Article 11.4: Nonattendance at classes, practical work, exercises and examinations due to illness or other good causes shall be notified in writing and the notification shall be submitted at latest in the following week to the Dean/Head of Department or to the administration office – email sias@gmail.com

Article 11.5: Practical work in inspiration projects and inspiration labs shall be fully carried out according to procedures determined by the postgraduate advisory board.

Article 12: Correspondence

Article 12.1: All official correspondence by the student government or other official bodies within and outside Rwanda shall be channeled through the dean of Students, and or other the Vice-Chancellor.

Article 12.2: No student or group of students shall with ill intent, print/publish and disseminate or otherwise circulate any offensive, false, malicious or slanderous information of any sort. This includes postings on Social Media websites, including private postings which are then published by others.

Article 12.2: No student association or group of students of any description shall print or issue any anonymous letter, circular or document.

Article 13: Cleanliness

Article 13.1: Every student shall always be in mode of dress, neat and decent. The institution reserves the right to exclude any student deemed indecently dressed from the institution activities including lectures

Article 13.2: Students are expected to assist in keeping the premises and compound of the Institute to the highest standard of cleanliness.

Article 13.3: Any student who litters in the compound and other premises of the institution shall be in breach of these regulations

Article 14: Handling and consumption of alcohol and other intoxication drugs

Article 14.1: It is a breach of regulations for a student to be within the Institute campus while drunk or intoxicated by the voluntary consumption of alcohol.

Article 14.2: No student shall take any intoxicating drugs such as khat, opium, cocaine, marijuana or any other related drugs in the mentioned category.

Article 14.3: Smoking of any kind is prohibited on the Institute campus.

Article 14.4: Breach any of any section of Article my lead to direct expulsion from the Institution

Article 15: Rules and regulations for the conduct of the students

Article 15.1: Disciplinary Offences

A student commits a disciplinary offence if he/she:

- a) Conducts himself/herself in a manner prejudicial to the good image and reputation of the institution e.g. by assault, stealing, robbing, or fighting
- b) Brings the institution into disrepute
- c) Commits any act of dishonesty
- d) Breaches examinations regulations
- e) Breaches health and safety regulations
- f) Is insubordinate, insulting, rude or uncooperative to authority or any member of the institution community
- g) Neglects or fails to fulfill his/her institutional duties/ responsibilities
- h) Commits any act of indecency as defined by laws of Rwanda, such as indecent assault and indecent practices
- i) Is dressed indecently, improperly or in a manner distracting to the learning of others in lecture rooms, seminars, workshops or labs
- j) Distracts the learning of others by unpunctuality or any form of disruptive behaviour in lecture rooms, seminars, workshops or labs
- k) Is convicted of a criminal offence in a court of law where the offence is prejudicial to the good image of the institution
- l) Divulges institutional information to unauthorized persons,
- m) Fails or neglects to attend to his/her personal appearance and cleanliness
- n) Fails or neglects to attend or observe punctuality at any official function
- o) Seeks political favour or practices political partiality while performing his/her duties/ responsibilities
- p) Uses abusive language
- q) Conducts himself/herself unprofessionally. Smokes or drinks alcohol on the campus

Article 15.2: Absents him/herself for:

- a) One or two lectures/practicals without written permission from the lecturers concerned
- b) Allows a mobile phone to ring in lectures or workshops. Offending mobiles will be confiscated.

Article 16: Library rules and regulations

Article 16.1: Maximum silence/ order must be observed in and around the library

Article 16.2: Use of mobile phones i.e. receiving/ringing is strictly prohibited in the library. Offending mobile phones will be confiscated.

Article 16.3: Handbags, bags and other similar items, must be left on the table at the entrance of the library, at the owner's risk.

Article 16.4: Stealing of any library reading material/property is a criminal offence. Jackets, coats will be checked

Article 16.5: Maximum cooperation with library workers is expected at all times in the library

Article 16.6: No eating/drinking/smoking in the library

Article 16.7: Damaging of any library reading materials is a serious offence

Article 16.8: No library furniture should be moved out of the library

Article 16.9: Respect the seating arrangement in the library

PART III

Article 17: PROCEDURES FOR DISCIPLINARY OFFENCES

Article 17.1: ALLEGATIONS OF CRIMINAL MISCONDUCT

- a) Where any member of staff receives an allegation of criminal misconduct against a student, he or she shall record the allegation (but without undertaking any further investigation or attempting to test the evidence). If the nature of the allegation suggests danger to any student or member of staff the matter shall be reported immediately to the police. If this does not appear to be the case, the staff member to whom the allegation is reported shall immediately consult the Vice-Chancellor, or in his or her absence one of the Vice-Chancellors, or in their absence another member of senior staff.
- b) Unless there is, quite clearly and beyond dispute, no basis to the allegation, the senior member to whom the allegation is reported shall immediately consult the Vice-Chancellor or one of the Vice-Chancellors if they can be contacted, and then report the matter to the police.
- c) If the police decide to proceed with the case, staff and students shall cooperate fully with them. No further internal investigation of the alleged offence shall take place until the police have completed their investigations.
- d) If the police do not detain the alleged offender, and it seems to him or her that staff or students could be in danger, the Vice-Chancellor or the most senior member of staff present shall exclude the alleged offender from the campus. This action must be confirmed by the Vice-Chancellor or Vice-Chancellor Academic within 24 hours, and a notice of suspension issued.
- e) If the police decide not to proceed with the allegation, or when their investigation is complete, the Vice-Chancellor and Vice-Chancellors shall confer to decide whether to proceed with internal disciplinary procedures.

- f) A student convicted of and imprisoned for a serious criminal offence may be permanently excluded from the campus by the Vice-Chancellor without further investigation or disciplinary procedure.
- g) In other cases where a student is convicted of an offence, guilt of the offence may be taken as proven but the disciplinary procedures shall be used to determine the penalty to be applied by the institution. If the police decide not to proceed with the case, this does not preclude the institution from proceeding with the disciplinary procedures.

Article 18: INTERNAL DISCIPLINARY PROCEDURES – GENERAL PRINCIPLES

- a) No disciplinary action will be taken against a student until the case has been fully investigated.
- b) In reaching a disciplinary decision, note should be taken of the evidence for the alleged misconduct, its gravity and the disciplinary record of the student.
- c) All allegations of misconduct shall be reported in the first instance to the Vice-Chancellor Academic or the Registrar. It shall be his or her duty to decide, in consultation with the Dean of the Faculty responsible for the student's course of studies, whether the case initially presented is sufficient to call for further investigation and/or the use of disciplinary procedures.
- d) Except for gross misconduct for drunkard ness at the SIAS campus or campuses, no student will be permanently excluded from the campus for a first breach of these regulations.
- e) A student will have the right of appeal against any formal disciplinary action.
- f) A student will at all stages have the right to be accompanied by a friend not acting in a professional capacity, and the Students' Union shall have the right to send a representative to any disciplinary hearing.

Article 19: STAGES OF DISCIPLINARY PROCEDURE FOR LESS SERIOUS OFFENCES

- a) 'Less serious offences', in these regulations, is defined as misconduct which inconveniences, offends or harms staff or other students or puts them at risk, or causes damage to the institution's property, but does not make it difficult or impossible for the institution to trust the offender or staff or students to work with him or her.
- b) **Stage 1** - If the level of alleged misconduct is such that the Deputy Vice-Chancellor Academic and the Registrar decide, on a preliminary view, that a formal oral warning may be appropriate, they will inform the student and they will convene a hearing. The hearing will involve the student (and his/her representative, (if any), the Deputy Vice-Chancellor Academic, the Registrar and the Dean of the Faculty responsible for the student's course of study, or his/her representative. At the end of the hearing, and if the student admits the offence, the Deputy Vice-Chancellor, Registrar and Dean will decide whether to issue a formal oral warning. If a formal oral warning is delivered, this fact shall be recorded. If the student denies the offence, and the balance of the evidence

and argument presented to the Deputy Vice-Chancellor Registrar and Dean is judged by them to support the allegation, then the institution shall proceed to Stage 2 of these proceedings.

Stage 2 - if the level of alleged misconduct is such that a formal written warning is judged appropriate or the student has failed to heed an initial oral warning, a formal hearing will be held involving the same personnel as for Stage I. If the student concurs in a finding of misconduct and has no previous disciplinary record, then a formal written warning shall be issued stating clearly the nature of the offence and what the student is required to do or refrain from doing. If there is a record of misconduct and/or the student does not concur in the judgment, the Deputy Vice-Chancellor, Registrar and Dean shall determine whether to issue a written warning or proceed to Stage 3.

Students have a right of appeal following any disciplinary action.

Stage 3 - If a student has failed to heed a formal written warning, the Deputy Vice-Chancellor Academic will then convene a Stage 3 hearing involving the same personnel as for the preceding level. On the basis of this hearing they shall decide whether it is appropriate to issue another written warning or a final written warning

- c) The Vice-Chancellor or one of his deputies DVC-Academic or DVC-Admin will hear any appeal against a final written warning.
- d) The outcome of any level of disciplinary hearing shall be notified to the student orally and in writing within three days of the date of the hearing. The notification shall include details of the complaint, a clear specification of the improvement required, the timescale within which improvement must be achieved and consequences of failure to improve or repetition of the offence.
- e) A record will remain on the student's personal file for a year after a formal oral warning and to the graduation period after a written warning. The student will be informed when the record is expunged and may apply to have it expunged on the appropriate date.

Article 20: DISCIPLINARY PROCEDURES FOR GROSS MISCONDUCT

- a) 'Gross misconduct' is defined in these Regulations as misconduct serious enough to make any further working relationship with staff and or other students very difficult, if not impossible.' Gross misconduct' includes, but is not limited to, cases of: theft; fraud, including deliberate falsification of records; fighting; assault on another person (including sexual assault); bullying and harassment of a student or a member of staff (including sexual harassment); harassment on the grounds of sex, marital status, disability, , race, ethnic origin, nationality, age, religious or political beliefs or socio-economic background; deliberate damage to the institution's property; incapability on campus through alcohol or being under the influence of illegal drugs; negligence which causes or risks unacceptable loss, damage or injury; continued refusal to carry out a reasonable request or instruction; wilful and/or confirmed breach of safety rules; disregard of or failure to comply with the provisions of a final written warning for repeated less serious misconduct.

- b) Where a student is accused of gross misconduct, as defined above, the Vice-Chancellor Academic (or, in his/her absence, the Registrar or the Dean of the Faculty responsible for the student's course of studies) may, following consultation with the legal advisor, exclude the student from campus, pending a hearing to consider the appropriate action to be taken. The hearing will be convened as soon as possible thereafter and in all cases within fourteen days. This hearing will involve the same personnel as a Stage I hearing plus the Director of Quality or a full professor from outside the student's Faculty.
- c) Any student excluded under gross misconduct shall be entitled to receive written notification of the suspension from the Vice-Chancellor Academic within three calendar days (excluding weekends and Public Holidays), setting out the grounds on which the decision to suspend has been taken. Exclusion would typically take place only when investigation is inhibited or there is a risk to students or staff.
- d) The procedures for a hearing for gross misconduct shall be the same as those for Stage 3 hearings (above), but including also the Director of Quality or a full professor from outside the student's Faculty. If the student is found guilty of gross misconduct, then more serious forms of disciplinary action may be taken. These further actions are: a) Exclusion from campus for a fixed period of up to three years (following failure to comply with a final written warning); b) Permanent exclusion from campus d) In exceptional mitigating circumstances, a final written warning (following gross misconduct). The hearing shall also determine whether or not to allow the student to be awarded any academic qualification he or she may have earned so far in his or her course of studies.

Article 20: RIGHT OF APPEAL

- a) All students have a right of appeal following any disciplinary action. Only one appeal is allowed against the outcome of any one stage of disciplinary action. Notice of intention to appeal shall be submitted in writing to the Vice-Chancellor Academic and Academics and Academics and Research within seven calendar days of the receipt of written confirmation of disciplinary action.
- b) An appeal hearing will be held at a time mutually agreed, but not later than twenty-one calendar days following the notification of appeal. The appeal will be held in accordance with the Format for Disciplinary Hearings, detailed in an Appendix to these Regulations, and shall be conducted by the Vice-Chancellor Academic and Research, the Registrar and a Dean from a Faculty not responsible for the student's course of studies.
- c) Appeals against final formal written warnings or exclusion from campus shall be heard by the Vice-Chancellor. In the case of an appeal against a decision to exclude the student from campus, the exclusion shall not take effect until the appeal has been determined.

d) Any student who has been excluded from campus for four weeks or more without a formal hearing may appeal in writing to the Vice-Chancellor against the exclusion, who shall determine the appeal as soon as practicable. A suspension against which an appeal is made shall continue to operate pending the determination of the appeal.

Article 21: PROCEDURES TO ACCESS FILES

Students who wish to gain access to their personal file within Institution office or department should contact the chief administrator or supervisor of that office or department. The chief administrator or supervisor of the office will advise the student of the necessary steps to be taken and of any costs to be assessed to the student for reproduction of file materials.

Article 22: CHALLENGE PROCEDURES

Students who wish to challenge the accuracy of any document contained within a cumulative file should contact the chief administrator or supervisor of the office which maintains that file. That person will hear the student's reasons for the challenge and attempt to informally resolve or arbitrate any contested points or issues. If an informal disposition cannot be made, the student has the right to a hearing before an impartial board duly established for such purpose. Students desiring a hearing should contact the appropriate dean or director to: (1) request a hearing, (2) establish a hearing date, and (3) obtain copies of the hearing board's rules and procedures. The student shall be given notice of the date, place, and time reasonably in advance of the hearing. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues and may be assisted by individuals of his/her own choice at his/her own expense. After the hearing is held, a written decision will be issued within a reasonable period of time after the conclusion of the hearing. The decision shall be based solely upon the evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decision.

Article 23: COPIES OF CUMULATIVE RECORD DOCUMENTS

Copies of documents contained within a student's cumulative file will be made available to the student upon written request. (Exception: Copies of transcripts and records furnished by other colleges, universities, or schools will not be made available to the student if the document in question is available through the initiating agency.) The actual cost of reproducing these records may be assessed to the student. Upon receiving a request to reproduce documents in a cumulative file, the office involved will notify the student requesting the documents of any reproduction costs which the student must pay.

Article 24: RELEASE OF INFORMATION TO A THIRD PARTY

When a student provides written consent for release of information to another school, business, or agency, the Institutions' office or department complying with the request will notify the school, business, or agency involved that it may not pass on the information obtained to a third party without the further consent of the student

Article 25: CRIME PREVENTION AND SAFETY**Article 25.1: Reporting Criminal Actions or Other Emergencies**

As responsible members of the campus community all faculty, staff and students are expected to promptly report any criminal acts to the proper authorities. Suspicious behavior, potential criminal actions and other emergencies on campus can be reported to the Institution or Police by dialing 911, or through the use of any the emergency phones located around the campuses. Reports can be made anonymously, by phone or in person to the Institution administration. Confidentiality may be requested will be afforded to the extent allowed by law.

Article 25.2: Campus Security Policy and Campus Crime Statistics

The security of all members of the campus community is of vital concern to the SIAS. In accordance with the Student Right to Know and campus security legislation, the Institution publicly disseminates its policies concerning campus security.

VERSION CONTROL

Version Number	1
Prepared by	Dr. MOHAMED Buhijji
Version Reference number	SAP/12/2022
Description	SIAS STUDENT CODE OF CONDUCT
Policy owner	Socioeconomic Institute for Advanced Studies (SIAS)
Responsible division	Quality Assurance Coordinator & SIAS Council
Internally validated	Yes
Date of Internal Validation	1/11/2022
Approved by	SIAS Governance Board
Date of approval and Update	18/12/2022 and 1/4/2023
Amendments	1
Proposed Review date	2024
Web address of this policy	http://www.sias.rw/

APPROVAL FORM

Checked by:

Signature:



**DR. Donya Ahmed
Vice Chancellor
Socioeconomic Institute for Advanced Studies**

Approved by:

Signature:



**DR. Mohamed Buhiji
Founder & Chairman of the Board of Trustees
Socioeconomic Institute for Advanced Studies**

