



SPEEDLINK INSTITUTE OF TECHNOLOGY AND INNOVATIONS (SITI)

Policy and Procedure: Code of Conduct for Students

Policy Number: SITI-STU-COD-001

Version: 1.0

Effective Date: 1st, February 2026

Approved By: SITI Board of Directors

1. Purpose

To establish a clear framework of expected behaviour for all students enrolled at SITI. This Code ensures:

- A respectful, safe, and productive learning environment.
- Academic integrity and fair assessment.
- Responsible use of SITI facilities, LMS, and communication channels (including WhatsApp groups).
- Accountability for actions that harm SITI's reputation, staff, or fellow students.

This Code upholds SITI's core values of Excellence, Integrity, Innovation, Impact, and Collaboration.

2. Scope

This Code applies to:

- All students enrolled in any SITI training pathway (Individual, Corporate, Partner/Donor-supported, NYSC, SIWES) from the date of enrollment until graduation or withdrawal.
- All SITI activities including: lectures (physical and virtual), LMS interactions, assessments, events (Induction, Webinars, Motivate & Connect, CSR, Graduation Week), and official SITI WhatsApp groups.
- Off-campus conduct that affects SITI's reputation or the safety/welfare of other students or staff (e.g., cyberbullying, threats made outside SITI premises but involving SITI community members).

This Code does not replace the Malpractice and Maladministration Policy (for academic dishonesty) or the Grievance Policy (for serious harassment), but complements them.

3. Definitions

Term	Definition
Academic Integrity	Honest and responsible participation in all assessments and learning activities, without cheating,

	plagiarism, or unauthorised collaboration.
Cyberbullying	Use of digital platforms (WhatsApp, email, social media, LMS forums) to harass, threaten, embarrass, or target another person.
Disruptive Behaviour	Conduct that interferes with teaching, learning, or event activities (e.g., talking over the tutor, playing loud audio, arriving late repeatedly).
Respectful Communication	Polite, professional, and non-discriminatory language and tone in all interactions (in person, in writing, or online).
Sanction	A penalty imposed for violation of this Code, ranging from a warning to expulsion.
SITI Official WhatsApp Group	A group created by SITI staff for cohort-specific announcements and academic discussion. Students may not create unofficial SITI-named groups without permission.

4. General Principles of Conduct

All SITI students are expected to:

1. Treat others with respect – No harassment, bullying, discrimination, or hate speech (based on gender, ethnicity, religion, disability, or any other characteristic).
2. Maintain academic integrity – Complete all assessments honestly and independently (unless group work is explicitly authorised).
3. Protect SITI property – Use equipment, furniture, and facilities with care. Report damage or hazards.
4. Follow lawful instructions – Comply with reasonable directions from tutors, staff, and authorised SITI representatives.

5. Act with honesty – Do not falsify documents (medical certificates, attendance records, ID cards) or misrepresent SITI affiliation.
6. Maintain confidentiality – Do not share other students' personal data, nor SITI's proprietary materials (recordings, slides, exams) without permission.
7. Contribute to a positive learning environment – Arrive on time, participate constructively, and avoid disruptions.

5. Specific Rules and Prohibited Conduct

5.1 Academic Conduct (see also Malpractice Policy)

Permitted	Prohibited
Collaborating on group projects as authorised.	Copying another student's assignment or code.
Using AI tools with declaration (per Assessment Procedure).	Submitting AI-generated work as original without declaration.
Discussing course content with peers.	Sharing exam questions or model answers with students in later cohorts (leakage).
Asking tutors for clarification.	Impersonating another student in an assessment.

5.2 Classroom and Event Behaviour

Permitted	Prohibited
Asking questions relevant to the topic.	Talking while the tutor or another student is speaking.
Using laptops/tablets for note-taking.	Using phones or laptops for non-course activities (social media, gaming) during lectures.

Arriving up to 10 minutes late (quietly).	Repeated late arrival (more than 10 minutes, twice or more) without valid excuse.
Leaving early for an emergency (inform tutor).	Leaving and re-entering repeatedly without reason.
Consuming drinks (water, non-messy).	Eating noisy or messy food in the lecture hall (unless break time).

5.3 Use of SITI WhatsApp Groups

SITI maintains official cohort WhatsApp groups for announcements and academic interaction. The following rules apply:

Do	Do Not
Use the group for course-related questions (homework help, clarifications).	Send spam, chain messages, or “good morning” images (use personal chats for that).
Respond to fellow students helpfully.	Engage in personal arguments, insults, or cyberbullying.
Contact Admin or Tutor via DM for private matters (grades, personal issues).	Share SITI materials (recordings, slides) outside the group.
Mute the group during non-study hours if you wish.	Post political, religious, or offensive content.
Report any harassment in the group to the Training Coordinator.	Create unofficial SITI-named WhatsApp groups without permission.

Consequence: Violation of WhatsApp group rules may result in removal from the group (with continued access to LMS for essential information) and further disciplinary action.

5.4 Use of LMS and Digital Resources

Permitted	Prohibited
Accessing your own LMS account.	Sharing your LMS login credentials with anyone.
Downloading materials for personal offline study (where download is enabled).	Uploading SITI materials to public websites, file-sharing platforms, or social media.
Participating in discussion forums respectfully.	Hacking, attempting to access other students' accounts, or changing grades.
Using the LMS plagiarism detection tool appropriately.	Using the LMS to harass or impersonate others.

5.5 Attendance and Punctuality

- Students are expected to attend all scheduled lectures (2x weekly sessions, 11:00 AM – 3:00 PM, per main SOP Section 4.1.2).
- A minimum of 75% attendance is required to be eligible for certification (unless a reasonable accommodation applies).
- Absence must be reported to the Training Coordinator in advance (or within 24 hours for emergencies). Repeated unexplained absence may lead to withdrawal.
- Tardiness (late arrival >15 minutes) counts as 0.5 absence if not excused.

5.6 Dress Code and Personal Presentation

SITI maintains a professional yet casual learning environment. Students are expected to dress decently and hygienically.

- Permitted: Clean, modest clothing (trousers, skirts below mid-thigh, shirts, blouses, traditional wear, covered shoes).
- Not permitted: Clothing with offensive slogans, exposed undergarments, excessively torn clothing, or attire that is unsafe (e.g., open sandals in labs with heavy equipment).

For Graduation Week and formal events (CSR, Graduation Ceremony), students are expected to dress in business casual or as specified by the LOC.

5.7 Alcohol, Drugs, and Smoking

- SITI premises and events are alcohol-free and smoke-free (including e-cigarettes).
- Possession or use of illegal drugs is strictly prohibited and will result in immediate expulsion and referral to law enforcement.
- Students who appear under the influence of alcohol or drugs during SITI activities will be asked to leave and may face disciplinary action.

5.8 Respect for Property and Environment

- Do not damage SITI equipment (computers, projectors, furniture, cables, whiteboards).
- Keep the venue clean – dispose of rubbish in bins.
- Report any damage or safety hazard to Admin immediately.
- Do not remove SITI property (e.g., markers, cables, books) without permission.

6. Disciplinary Process for Code Violations

6.1 Levels of Violation

Level	Description	Examples
Minor	First-time, low-impact, unintentional, or easily corrected.	Late arrival, minor disruption, forgetting to mute phone.
Moderate	Repeated minor violations, or a single act causing some disruption or harm.	Repeated lateness, unauthorised sharing of a single slide, disrespectful comment.

Serious	Intentional, harmful, or potentially damaging to persons or SITI's reputation.	Cyberbullying, cheating on an exam, sharing recordings externally, theft, threats.
Very Serious	Illegal acts or acts causing significant harm or safety risk.	Assault, drug possession, hacking LMS, impersonation, extortion.

6.2 Sanctions

Level	Possible Sanctions (may be combined)
Minor	Verbal warning (recorded); written warning; apology.
Moderate	Written warning; mandatory conduct training; temporary removal from WhatsApp group; loss of attendance points for that day.
Serious	Final written warning; suspension from classes for up to 14 days; zero on affected assessment; removal from leadership roles (LOC).
Very Serious	Expulsion from SITI (no refund); revocation of certificate if already issued; referral to law enforcement; ban from future enrollment.

6.3 Procedure

Step	Action	Responsible	Timeline
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1	Report – Any student, tutor, or staff member may report an alleged violation to the Training Coordinator (using Incident Report Form or written statement).	Anyone	Within 5 working days of incident.
2	Initial assessment – Training Coordinator determines if the allegation, if proven, would violate this Code. If yes, proceeds. If minor and admitted, may resolve immediately with warning.	Training Coordinator	Within 3 working days.
3	Investigation (for moderate to serious violations) – Interview the accused student, witnesses, review evidence (WhatsApp logs, CCTV, LMS records).	Training Coordinator (or appointed investigator)	Within 10 working days.
4	Decision – Training Coordinator issues written decision with findings and sanction(s).	Training Coordinator	Within 5 working days of completing investigation.

5	Appeal – Student may appeal the finding or sanction under the SITl Appeal Procedure (for academic matters) or Grievance Policy (for non-academic discipline).	Student	Within 10 working days of decision.
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For very serious violations that also constitute criminal acts, SITl may suspend the student immediately (pending investigation) and notify law enforcement.

7. Role of the Training Coordinator

The Training Coordinator is the primary disciplinarian under this Code, except where the Coordinator is the complainant or has a conflict of interest – then the Board Secretary appoints an alternate.

The Coordinator maintains a Student Conduct Register (Appendix A) logging all violations and sanctions.

8. Student Rights During Discipline

- Right to know the allegation – In writing, before any formal interview.
- Right to respond – The student may provide their account and evidence.
- Right to be accompanied – By a support person (not a legal representative except for very serious cases) during any disciplinary meeting.
- Right to appeal – As above.
- Right to confidentiality – Disciplinary matters are not discussed with other students except as necessary for investigation.

9. Consequences of Expulsion

A student expelled from SITl:

- Is immediately removed from all LMS access and WhatsApp groups.
- Receives no certificate (even if partially through the program).

- No refund of tuition fees.
- May be prohibited from re-applying to any future SITI program.
- SITI may report the expulsion to partners (e.g., EC-Council) or sponsors.

10. Positive Expectations and Encouraged Behaviour

SITI encourages students to go beyond mere compliance:

- Help fellow students – Share knowledge, form study groups, support struggling peers.
- Provide constructive feedback – Use tutor evaluation forms (Section 4.3.2 of main SOP) and end-of-program surveys.
- Represent SITI well – In public, on social media, and in the workplace. If you mention SITI, do so respectfully.
- Participate in SITI community – Attend Motivate & Connect events, CSR activities, and webinars.
- Report concerns – If you witness bullying, cheating, or safety hazards, speak to the Training Coordinator.

11. Related Documents and Policies

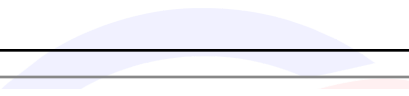
- SITI Comprehensive SOP (Version 2.0, April 2026) – Sections 4.2.2 (WhatsApp group norms), 4.3.2 (performance monitoring).
- SITI Malpractice and Maladministration Policy (for academic dishonesty).
- SITI Complaints Procedure (for raising concerns).
- SITI Grievance and Disciplinary Policy (for serious harassment and discrimination – separate).
- SITI Health, Safety and Welfare Policy.
- SITI Copyright and Data Protection Policy.

12. Review and Communication

This Code of Conduct will be reviewed biannually as part of SITI's SOP review cycle (Section 5.3 of main SOP). All new students must acknowledge receipt and understanding of this Code during orientation (Section 4.2.2 of main SOP) by signing the Student Code of Conduct Acknowledgment Form (Appendix B).

Appendix A: Student Conduct Register (Training Coordinator internal use)

Student Name	ID Number	Date of Incident	Violation Description	Level	Sanction Imposed	Date Resolved	Appeal?
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Appendix B: Student Code of Conduct Acknowledgment Form

(To be signed by each student during orientation)

I, _____ (Student Name), acknowledge that I have received, read, and understood the SITI Code of Conduct for Students. I agree to abide by its rules and understand that violations may result in disciplinary action, up to and including expulsion.

I also understand that my participation in SITI's official WhatsApp groups and LMS is subject to the rules set out in this Code.

Student Signature: _____ Date: _____

Witness (SITI Admin): _____



Institute of Technology and Innovation
