
Student Code of Conduct



1. Purpose

This Code of Conduct establishes the standards of behaviour, professionalism, and ethical conduct required of all students enrolled at SVIBCI. These standards reflect our commitment to creating a respectful, inclusive, and productive learning environment consistent with the values of the Kingdom of Saudi Arabia.

2. Core Standards

2.1 Professional Conduct

- Maintain respectful and professional communication with peers, instructors, and staff
- Demonstrate punctuality, preparedness, and active engagement in all sessions
- Represent SVIBCI and yourself professionally in all interactions, including with employer partners

2.2 Cultural and Social Standards

- Uphold the cultural values and social norms of the Kingdom of Saudi Arabia
- Adhere to appropriate dress and modesty standards as required by Saudi law and institutional guidelines
- Respect the religious practices, traditions, and sensitivities of all community members

2.3 Academic Standards

- Maintain the highest standards of academic integrity in all submissions and assessments
- Comply with the Academic Integrity Policy and AI Usage Policy
- Attend all required sessions and meet assignment deadlines

2.4 Digital and Platform Conduct

- Use SVIBCI digital systems lawfully and responsibly
- Protect your login credentials and do not share access with others
- Comply with the Acceptable Use Policy and Online Learning Policy

3. Prohibited Conduct

The following conduct is strictly prohibited and may result in disciplinary action:

- Harassment, bullying, or intimidation in any form — in-person or online
- Discrimination based on gender, nationality, religion, disability, or any other protected characteristic
- Disruptive behaviour that interferes with the learning environment
- Misuse, damage, or theft of institutional property or systems
- Conduct that brings SVIBCI or its partners into disrepute
- Any activity that violates Saudi law or regulatory requirements

4. Disciplinary Process

Where a breach of this Code is alleged, SVIBCI will conduct a fair and confidential investigation. Disciplinary outcomes may include:

- Formal written warning
 - Suspension from programme activities
 - Withholding of certificates or credentials
 - Permanent exclusion from SVIBCI programmes
 - Referral to relevant Saudi authorities where legally required
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Students have the right to respond to allegations before a final decision is made. Appeals may be submitted in accordance with the Complaints and Appeals Policy.

5. Contact

Student welfare and conduct enquiries: info@svibci.ca

Academic Integrity Policy



1. Commitment to Academic Integrity

SVIBCI is committed to maintaining the highest standards of academic honesty across all programmes. Academic integrity is fundamental to the value of qualifications, the credibility of the institution, and the development of students as professionals. All students, staff, and academic partners are expected to uphold these standards at all times.

2. Prohibited Academic Conduct

2.1 Plagiarism

Presenting the work, ideas, or intellectual output of another person as your own, whether from published sources, other students, or AI-generated content, without proper attribution.

2.2 Cheating

Dishonest conduct in examinations or assessments, including use of unauthorised materials, copying from others, or facilitating cheating by another student.

2.3 Unauthorised Collaboration

Working with other students on individual assessments where collaboration has not been expressly permitted by the instructing faculty.

2.4 Artificial Intelligence Misuse

Submitting AI-generated content as original work in assignments, assessments, or portfolios unless AI-assisted work has been expressly authorised in writing for the relevant assessment. Refer to the AI Usage Policy for detailed guidelines.

2.5 Falsification and Fabrication

Creating, altering, or misrepresenting academic records, attendance data, portfolio submissions, references, or qualifications.

2.6 Contract Cheating

Commissioning, purchasing, or using the work of another person — whether human or AI — to fulfil academic requirements.

3. Consequences of Violations

Proven violations of academic integrity may result in the following sanctions, applied proportionally to the severity of the offence:

- Grade of zero for the affected assessment
 - Requirement to resubmit or resit the assessment without academic credit
 - Formal written warning recorded on the student file
 - Suspension from programme activities
 - Permanent exclusion from SVIBCI
 - Withholding or revocation of certificates and credentials
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- Referral to awarding bodies or regulatory authorities where applicable

4. Detection and Investigation

SVIBCI uses plagiarism detection software, AI-content detection tools, and faculty review to identify potential violations. Where a violation is suspected, a formal investigation will be initiated in accordance with a fair and confidential process. Students will be given the opportunity to respond before a decision is made.

5. Appeals

Students may appeal academic integrity decisions in accordance with the Complaints and Appeals Policy within 14 days of receiving the written decision.

6. Contact

Academic integrity enquiries: info@svibci.sa

Attendance & Participation Policy



1. Overview

Regular attendance and active participation are essential to academic success, professional development, and fulfilment of SVIBCI programme requirements. This Policy applies to all in-person, online, and hybrid programme formats.

2. Attendance Requirements

Students are required to attend all scheduled teaching sessions, workshops, and assessments. The minimum attendance threshold for certification eligibility is:

Minimum Attendance	80% of all scheduled sessions per module or programme
HRDF-Funded Students	90% attendance may be required — refer to your funding agreement

Attendance is recorded digitally at the commencement of each session. Students who arrive more than 15 minutes late may be marked absent for that session.

3. Authorised Absence

Absences may be authorised in the following circumstances:

- Medical illness supported by a valid medical certificate from a licensed Saudi healthcare provider
- Bereavement or immediate family emergency — to be communicated to the academic team in advance where possible
- Official Saudi public holidays where sessions have not been rescheduled
- Other circumstances approved in writing by SVIBCI management prior to absence

Authorised absences count toward total attendance records unless exceptional circumstances are confirmed in writing by SVIBCI management.

4. Consequences of Unsatisfactory Attendance

Failure to maintain the required attendance threshold may result in:

- Ineligibility for programme certification or credential award
- Adverse impact on academic standing and assessment results
- Exclusion from internship and work placement eligibility
- Suspension or termination of HRDF or other sponsored funding
- Removal from the programme without entitlement to a refund

5. Participation Standards

Beyond attendance, students are expected to:

- Actively contribute to classroom discussions, group work, and collaborative activities
- Complete all assigned pre-session and post-session tasks on time
- Engage respectfully with instructors, peers, and guest speakers
- Meet project milestones and portfolio submission deadlines as specified

6. Reporting and Monitoring

Attendance records are maintained digitally and are available to students via the SVIBCI student portal. Students are responsible for monitoring their own attendance and raising concerns with the academic team promptly.

7. Contact

Attendance and absence queries: info@svibci.sa

Admissions Policy

1. Policy Scope

This Admissions Policy applies to all prospective students applying to programmes offered by the Saudi Vocational Institute for Business and Creative Industries (SVIBCI), operated by Markcon Ltd. All admissions are subject to the requirements of the Saudi Ministry of Education and applicable regulatory bodies.

2. Admissions Authority

All admissions decisions are made at the sole and absolute discretion of SVIBCI. Meeting minimum published entry requirements does not constitute a guarantee of acceptance. SVIBCI reserves the right to set programme-specific entry criteria, capacity limits, and admission timelines.

3. Application Requirements

All applicants must:

- Provide accurate, complete, and truthful information on all application forms
 - Submit all required supporting documentation as specified for their chosen programme
 - Hold valid Saudi National ID, Iqama, or passport as applicable
 - Meet any programme-specific academic or professional prerequisites
 - Comply with any additional entry requirements for internationally recognised or partner-issued certifications
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4. Verification and Fraud Prevention

SVIBCI reserves the right to verify all documentation and information submitted during the application process. Where false, misleading, or fraudulent information is discovered at any stage — including after enrolment — SVIBCI may:

- Withdraw any offer of admission
- Terminate enrolment without refund
- Withhold certificates or credentials
- Report the matter to the appropriate Saudi authorities where required by law

5. Non-Discriminatory Admissions

SVIBCI is committed to equal access to education. Admissions decisions are made on the basis of merit, programme eligibility, and capacity. SVIBCI does not discriminate on grounds of nationality, gender, religion, disability, or any other characteristic protected under Saudi law, except where programme requirements lawfully require specific eligibility criteria.

6. International and Pathway Admissions

Applicants pursuing internationally recognised qualifications, partner institution pathways, or cross-border educational programmes may be subject to additional entry requirements, language proficiency standards, and regulatory conditions as specified by the relevant awarding body.

7. Conditional Offers

SVIBCI may issue conditional offers of admission subject to the satisfactory completion of outstanding documentation, academic results, or payment of deposits. Conditional offers do not constitute a binding enrolment contract until all conditions are met and confirmed in writing by SVIBCI.

8. Contact

Admissions enquiries: info@svibci.sa
