

**SUBJECT: Student Code of Conduct**

## **RELATED DOCUMENTS**

*Standards for Licensure and Accreditation*, Commission for Academic Accreditation, Ministry of Education, United Arab Emirates – 2011 (Standard 9); ACA 3500 Academic Integrity; ACA 5300 Co-Education; KUP 9200 Institutional Publications; STL 5420 Student Rights and Responsibilities; STL 5450 Student Grievances and Appeals; Student Handbook.

## **SECTION 1 POLICY STATEMENT**

- 1.1. Khalifa University of Science and Technology (KU) espouses a simple statement of student conduct which is expected of all students in the university community. This statement is as follows: *“Whether engaging in university activities or engaging in their lives outside the university, students at Khalifa University of Science and Technology are expected to show respect for order, morality, personal honor and the rights of others as is demanded of good citizens. This includes conforming to applicable laws and respect at all times for the cultural norms and expectations of the society we live in. Failure to do this will be sufficient cause for removal from the University.”*
- 1.2. Every student admitted to KU will, upon admission, commit to this standard. Commitment implies adherence to both academic and non-academic regulations and also governs the standard of behavior by which they live in other facets of their lives as well.

## **SECTION 2 SCOPE AND APPLICABILITY**

- 2.1. This policy document applicable to all students of Khalifa University of Science and Technology.

## **SECTION 3 PURPOSE**

- 3.1. To detail the principles of decency, modesty and propriety that govern student behavior and dress both on and off campus. List actions that will result in disciplinary proceedings, the procedures of those proceedings, and possible sanctions.

## **SECTION 4 DEFINITIONS**

The following definition(s) apply to this policy document:

- 4.1. **Academic Violation:** Any violation or breach of *ACA 3500 Academic Integrity*.
- 4.2. **Code of Conduct Major Violation:** Including, but not limited to, premeditated non-academic violation of rules and regulations stipulated in the Student Code of Conduct. This also includes repeated minor violations or significant breaches of the expected standards.
- 4.3. **Code of Conduct Minor Violation:** Any non-academic violation of rules and regulations stipulated in the Student Code of Conduct which fall short of the expected standards.

- 4.4. **Non-academic Violation:** Any violation or breach of the code of conduct detailed in this document.

## SECTION 5 PROVISIONS AND GUIDELINES

- 5.1. Every member of the Khalifa University of Science and Technology (KU) community is required to follow the principles of decency, modesty and propriety in their behavioral conduct and dress code in line with the spirit of the national cultural norms and religious traditions of the United Arab Emirates at all times, both on and off campus. To this end, all students must comply with the conventions and regulations of university life established to maintain order, protect individuals and property, and fulfill the university's mission and purpose.
- 5.2. Admission to KU and registration in a course constitute an affirmation and acknowledgement by the student of their responsibility to abide by the terms and conditions of the Student Code of Conduct in its entirety.
- 5.2.1. *Students' Responsibility:* It is the students' responsibility to familiarize themselves with the Code of Conduct and adhere to it.
- 5.2.2. *Dissemination of the Student Code of Conduct:* The Student Code of Conduct (*STL 5410 Student Code of Conduct*) will be published in the Academic Catalog, Student Handbook, and on the KU website.
- 5.3. Professional and ethical conduct is expected in all campus facilities at all times. All students must refrain from obscene language and behavior, and be respectful of others' differences.
- 5.4. Students must:
- 5.4.1. Strictly abide by all regulations and instructions relating to the use and maintenance of instruments and equipment;
- 5.4.2. Avoid unlawful use of instruments, equipment, and technology;
- 5.4.3. Smoke only in designated areas in KU;
- 5.4.4. Evacuate KU during a fire alarm;
- 5.4.5. Display their student ID card at all times and present their KU ID on demand by a university official;
- 5.5. The following actions are strictly prohibited and may result in disciplinary action:
- 5.5.1. Inflicting harm to oneself or another;
- 5.5.2. Physical or verbal abuse, fighting, and harmful discussions;
- 5.5.3. Harassment, whether verbal or written, against any member of KU community. This includes, but is not limited to, harassment because of gender, race, nationality, physical disabilities, religion, etc.;
- 5.5.4. Possessing, selling, transmitting, using or consuming alcohol or any prohibited drugs/substances;
- 5.5.5. Acquiring, bringing, displaying, manufacturing or carrying any material that can be used as a weapon or other items that may affect others' safety on campus;
- 5.5.6. Causing damage to the university property;

- 5.5.7. Removing property of the university or others without permission or knowingly possessing stolen items - such actions are considered theft;
- 5.5.8. Tampering with the university property or that of others;
- 5.5.9. Entering or attempting to enter without lawful authority any building or facility on university premises;
- 5.5.10. Violating any traffic laws, including reckless driving and parking in unauthorized spaces;
- 5.5.11. Using the university computers for non-educational purposes;
- 5.5.12. Gambling or engaging in other illegal or unauthorized games;
- 5.5.13. Possessing pets on campus;
- 5.5.14. Forging, altering or unauthorized use of documents including medical excuses/records or instruments of identification with the intent to deceive;
- 5.5.15. Impersonating KU staff, faculty or a student guardian;
- 5.5.16. Misuse of social media;
- 5.5.17. Failure to abide by the KU dress code;
- 5.5.18. Failure to abide by the guidelines of the KU co-education policy (*ACA 5300 Co-Education*).

#### *Media and Publication*

- 5.6. Any publication (printed or electronic) must adhere to the United Arab Emirates publication and copyright laws and the policies and procedures published by the KU communication department.
- 5.7. Distributing/issuing posters, wallpaper, bulletins and all printed materials including electronic form should be pre-approved by the Student Services Office (see *KUP 9200 Institutional Publications*).
- 5.8. The intellectual and/or aesthetic content of university student publications shall be consistent with the standards that one would expect in a serious intellectual or academic environment.
- 5.9. Student related publications must be approved by the Student Services Office prior to dissemination.

#### *Reporting Misconduct*

- 5.10. An incident report of student misconduct may be made by any entity of the campus. The incident should be submitted to the Student Services Office (SSO). Any incident of non-academic misconduct must be submitted within ten (10) business days of the alleged act or occurrence of misconduct. Academic misconduct and academic integrity policy violation reporting procedures are detailed in *ACA 3500 Academic Integrity*.
  - 5.10.1. The incident report should include the name and ID number of the student, statement of allegation, names of witnesses and other relevant supporting documents and/or evidence.
- 5.11. The involved student(s) will be notified of the alleged misconduct. S/he has the right to access information regarding the allegation.

- 5.12. Prior to investigation and resolution, interim restrictions may be placed on a student to protect the health and safety of the university community. These restrictions may include removal of privileges, removal from or relocation within the residential community, suspension from extracurricular activities, or suspension from the university.
- 5.13. In the event of a minor offense, the sanction for the misconduct shall be issued by the SSO. For major misconduct, the case shall be forwarded to Student Conduct Council (SCC) for deliberation and recommendation of sanction.
- 5.14. Upon reception of the case by the SCC,
- 5.14.1. The SSC will hold a meeting with the director of Student Services (or designee) and, if necessary, the student(s) for the purpose of examining the evidence and questioning any witnesses or relevant parties.
- 5.14.1.1. The student(s) shall have the right to be assisted by an advocate. External attorneys are not permitted to be involved in any grievance or appeal case.
- 5.14.2. The committee may consult the university legal services or an expert (e.g., medical, psychological, etc.) for advice regarding any evidentiary issue.
- 5.14.3. Based on the evidence, if the SCC decides that the student has committed a Code of Conduct violation, they will recommend an appropriate sanction as per para 5.18.
- 5.14.4. The SSC submits a full report, including the recommended sanction, to the vice president for Academic Affairs (or designee) for a final decision. Such decision will be communicated to the Registrar's Office.
- 5.14.4.1. Where the vice president for Academic Affairs (or designee) determines to impose a sanction other than that recommended by the SCC, written justification shall be provided to the SCC.
- 5.15. The Registrar's Office will communicate the final decision to the student.
- 5.16. An interim suspension from the university may be imposed and shall become effective immediately without prior notice whenever there is evidence that the continued presence of the student poses a substantial and immediate threat to him/herself, or to the university community.
- 5.16.1. No student shall be barred from taking any examination(s) or submitting paper(s) due to an interim suspension, but the university may make special arrangements regarding the time and place for the completion of such work.
- 5.17. Wherever possible, the investigation, outcome and student notification of the decision should be completed within (10) business days.

### *Sanctions*

- 5.18. Sanctions for minor offenses may include, but are not limited to, the following:
- 5.18.1. Verbal warning;
- 5.18.2. Written warning
- 5.19. Sanctions for major offenses may include required payment for damages, assigned work, suspension or dismissal.

#### *Record of Sanctions*

- 5.20. Students who have been issued violations shall receive a report explaining their offense, the severity of the offense, and the corresponding sanction. Students who have been deemed innocent shall receive a report of exoneration.
- 5.21. A record of the outcome shall be held in confidence in the student file.

#### *Appeals*

- 5.22. A student has the right to appeal the decision. All appeals must be in writing and provide new information not considered previously. The appeal must be submitted within (10) business days of notification of the sanction. Procedures for filing an appeal are as per the provisions of *STL 5450 Student Grievances and Appeals*.

### **SECTION 6 RESPONSIBILITIES**

- 6.1. The SVP Academic and Student Services is responsible for implementation of this policy document and its provisions.

### **SECTION 7 REVIEW STATEMENT**

- 7.1. This policy document is reviewed once every four (4) years or more frequently when requested by the SVP Academic and Student Services or subsequent to published changes to the *Standards for Licensure and Accreditation*, Commission for Academic Accreditation, Ministry of Education, United Arab Emirates.

### **SECTION 8 APPROVAL AUTHORITY AND REVISION HISTORY**

**This policy document has been approved by the Khalifa University of Science and Technology's Board of Trustees. Original documentation is on file in the Office of the President. The online version is definitive.**

*First disseminated by the Office of the SVP Academic and Student Services on 27 August 2017*

*Most Recent Review: 27 August 2017*

*Revision History:*

Revision No.	Effective Date	Description
2		
1		
0	27 August 2017	Policy document first implemented.

*Next scheduled review: 27 August 2021*

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