

CODE OF STUDENT CONDUCT

The University of Dubai (UD) is keen to ensure a university culture characterized by intellectual and personal honesty, social integration, ethical behavior and respect for the rights of the individual. UD also expects its student to be self-disciplined in both their approach to studying and in their general conduct and behavior. The Code of Student Conduct is designed to promote this culture at UD and hence sets out the standard of conduct expected of students. Students who violate these standards will be subject to disciplinary sanctions, according to established penalties as stated below. This will help UD to protect the university community by maintaining order and stability on campus.

CODE OF CONDUCT IN EXAMS

A student whose absence in a particular course reaches 25% or more does not qualify to take any exams thereafter. Duties of qualifying students inside the exam hall include:

- a. Students are supposed to enter the exam hall 10 minutes before the start of the exam so that they may start on time. Students, who arrive late, but before the exam's half-way point, will be allowed to take the exam. However, no extra time will be allowed for late-comers. Students are not permitted to enter the exam hall after the half-way point (from the official starting time).
- b. Students must present their UD Identification Card (or any official/authentic photo ID) when signing to record their attendance at the exam. A student who fails to show an appropriate form of photo identification is not permitted to take the exam.
- c. Students are not allowed to leave the exam hall before the half-way point of the exam.
- d. Mobile phones are strictly prohibited during mid-term, and final exams (including make-up exams). Any telephone seen during any of these exams will result in an (F) in the course, with no question, reason or even investigation.
- e. Students must carry their own calculators for exams that require use of calculators. Students caught borrowing or lending calculators during exams will fail the course.
- f. Students are not permitted to wear a sun hat (baseball cap) during the exams. Anyone refusing to take off their hat when requested to do so will be dismissed from the exam room.
- g. Prayer during exams is not allowed.
- h. Students are not permitted to go to the bathroom during exams unless they can produce a medical report to prove there is a genuine medical reason for them to be allowed to do so.
- i. All kinds of digital or electronic diaries, and dictionaries and advanced calculators with text saving options are forbidden in the exam hall.
- j. Students must not bring notebooks, text books, and/or class materials into the exam hall.
- k. Students must not violate the examination code of conduct and must adhere to the instructions received from the invigilators, including being asked to change seats.

Any actions such as talking, whispering, looking at other students, or any cheating or attempts to cheat will not be tolerated and will result in sanctions as shown in sections Academic and Non-Academic Misconduct.

CODE OF CONDUCT FOR STUDENT ORGANIZATIONS

Any violation committed by student organizations, will result in individual or collective sanctions whenever such violations occur, regardless of whether they take place on UD premises or during any off-campus activities. Officer members are also held responsible whenever members commit violations based on prior consent from officers. In the event of any violation, officers are required to take appropriate measures to avoid and prohibit recurrence of similar acts.

CODE OF CONDUCT DURING INTERNSHIP

The interns are expected to act in a professional and ethical manner that makes the employer want to host interns from UD in the future.

Introduction

The Code of Conduct for the Internship Program is set to specifically address the issues and concerns regarding the behavior and attitude of interns during their internship program. Interns are expected to act in a professional manner at all times and must abide by the rules, policies and procedures of the University of Dubai, the host company and the city/country of work placement. Failure to adhere to the stipulations in this Code of Conduct shall result in either revoking one's internship and/or academic suspension or probation.

Intern's Code of Conduct

- Work Ethics
- Absenteeism - Students are allowed a maximum of 5 days (excused) absence due to any of the following reasons:
 - An accident (involving the student) to be supported by a police report.
 - Student accompanying the parent/family member for medical treatment/ emergency supported by the patient's medical certificate attested by the Ministry of Health.
 - A sickness condition supported by medical certificate attested by the Ministry of Health.
 - A death of an immediate family member supported by the death certificate. (A family member refers to father, mother, brother, sister, wife, husband, son, daughter, aunt, uncle, grandparent, cousin, niece and nephew).

Any other absence(s) beyond the above stated 5 days will automatically result in a grade of "F" irrespective of the reasons.

- Tardiness - Students are expected to be punctual at all times. However following situations are unavoidable and can be excused:
 - An emergency/life and death situation for which the student must submit supporting documents duly attested by the concerned agencies (e.g. police report, medical certificates etc. as stated in 1 above)
 - Interns who will be late must inform their field supervisors at least 15 minutes prior to their scheduled work.
 - Any unexcused tardiness of more than 5 times is equivalent to 1 day of absence.

- Compliance - Interns are expected to comply with the field supervisor's instructions at all times. This ensures a smooth workflow and a productive transfer of knowledge and learning experience. Acts of disobedience and abandonment of internship post will be seriously regarded and result in failing the internship program.
- Professionalism
- Interns are expected to be in their best professional behavior/conduct/appearance at all times during the internship program as they represent the University of Dubai.
- Interns must familiarize, adhere and comply with the set rules, regulations, policies and procedures of the host company, the University of Dubai, the directives set forth by the Internship and Career Development Center, and the assigned Academic Supervisors.
- Interns must display initiative and foresight to work with minimum supervision and flexibility in a diversified workplace.
- Interns must be proactive and display strong leadership and team – working skills.
- Interns must possess good writing, verbal and listening skills
- Interns should dress appropriately at work at all times. Some companies require that interns come to work in corporate attire or local dress while others are comfortable with casual clothing. Interns must take note of the dress code of the company so as not to offend or be put in an embarrassing situation.
- Interns must maintain a highly professional and business – like manner of communication. The use of abusive, vulgar or profane language is not allowed.
- The use of illegal drugs, alcohol and weapons is strictly prohibited. Under no circumstance will this be allowed and anyone caught doing so will be dealt with the corresponding disciplinary action.
- The use of violence, inflicting harm, threatening and coercing co-workers at the work place is strictly prohibited.
- Discourtesy and rudeness whether verbal, physical or visual harassment is not allowed.
- Any damage, loss, theft or destruction to property in the workplace is the sole responsibility of the intern. The intern must compensate/indemnify for items lost or damaged be it accidental or intentional in nature.
- Conducting personal business over the phone, internet or email is not allowed unless doing so is part of an assigned internship task wherein prior approval by the field supervisor has been given.
- Engaging in acts of impropriety, personal and/or sexual harassments in the workplace is absolutely prohibited.
- Academic Honor Code - Participating in the Internship Program requires dedication and commitment on the part of the students. Students are expected to approach their internship with an openness to learn, grow, develop and take criticism in a positive manner. In order to successfully complete the Internship Program students must adhere to the stipulations of the Code of Conduct and refrain from practicing any of the following acts:
 - Plagiarism is submitting a paperwork that is not of your own without proper referencing the source.
 - Cheating is:
 - Submitting the work of others and claiming it as your own.
 - A person assisting the person in the act of cheating is also guilty of the same offense.
 - Fabrication is falsifying or inventing any information, data or citation that was not gathered in accordance with the standard guidelines.
 - Bribery.
 - Tampering/falsifying of records, certificates and official documents.
- Disciplinary Action - In the event that a student violates the Internship Code of Conduct, a written report will be required from the Academic Supervisor and the Director of Student and Alumni Affairs. This report will be submitted to the UD Investigation Committee who in turn will investigate and submit its recommendation to the university President.

The following disciplinary actions shall be implemented for violating the Internship Code of Conduct:

- Warning Letter - For first time violations, a warning letter is sent to the intern clearly specifying that any repetition whether of the same offense or not, will be dealt with a more severe sanction / disciplinary action.
- Withdrawal and Failure from the Internship Program - Intern is withdrawn from the internship depending on the following severity of the case:
- Repetition of the same violation.
- Resulting in the defamation of the University's reputation.

International Trip

All students who travel with University of Dubai's International trips are expected to maintain the highest standards of professional conduct and integrity, in addition to complying with all University policies and procedures. Some salient features of this code are provided below for ready reference.

- Take responsibility for your actions at all times. Students traveling overseas for any cultural or educational experience are subject to full penalty of the laws of the host country. Neither The University of Dubai nor the United Arab Emirates embassy can protect students from the legal consequences of actions committed overseas.
- Do not harm the reputation of the University of Dubai by any form of irresponsible behavior.
- Respect cultural differences. This includes observing the proper etiquette in business/social settings, e.g. being punctual for appointments, not speaking out of turn, etc.
- Respect the privacy rights of members of the community by avoiding all forms of intimidation, including sexual and physical harassment.
- Refrain from causing physical injury to yourself and others. Students will be held financially and legally responsible for any and all damage they inflict upon other persons.
- Refrain from causing damage to real or personal property of others. Students will be held financially and legally responsible for any and all such damages.
- Preserve the quality of facilities that you may visit or reside at during your travels.
- Do not leave the city of destination for any personal excursions or trips.
- Do not operate any motorized vehicles.
- Do not participate in risky/dangerous activities.
- Do not violate laws whether they result in arrest or not.
- Do not deviate from the group flight (i.e. arrive or leave the sites on their own).
- Follow the trip leader guidelines, directives, timetables and instructions avoiding any disorderly, disruptive, threatening, or intimidating conduct, gestures, or actions.
- Commit to the trip program and be always on time.
- The consumption, possession or distributions of alcohol is absolutely prohibited and is a violation of the Code of Conduct. Additionally, any team members visibly under the influence of alcohol will be considered in violation of the Code of Conduct.
- Curfew for team members will be as set by the trip leader. In exceptional circumstances, the trip leader may change the curfew.

- Custody or usage of any drugs other than those prescribed by a doctor (provided that Doctor's prescription should be available with you all time) is prohibited. Team members are reminded of the consequences that could result from prosecution of a drug-related offense in a foreign country. Report to the trip leader if you are following any doctor's prescription.
- Dress for the occasion and taking into account your environment and the purpose of your attendance at the convention. Wear comfortable shoes. You'll be on your feet most of the time.

Failure to abide to any of above mentioned rules set by the University of Dubai Code of Conduct & Responsibilities will result in disciplinary actions, which could include (but is not limited to) disciplinary sanctions and expulsion from the University.

JURISDICTION

University disciplinary action for violation of the Code of Student Conduct is taken for misconduct that occurs in the following areas or situations:

- University controlled property.
- University-sponsored activities either on UD premises or off-campus.
- Functions or events organized by university-sponsored organizations or recognized student organizations.

SANCTIONS AND REPEAT OFFENSES

Student violations will be referred to the SIC committee who will in turn recommend appropriate disciplinary sanctions. A sanction refers to a decision made by the SIC in response to any student action not in compliance with the Code of Student Conduct and which is thus considered a violation. Sanctions should be proportionate to the nature, severity and regularity of the violation(s). These sanctions may fall into one or more categories, as described in Disciplinary Sanctions box. Students with repeat offenses receive higher penalties – see Repeat Offenses box.

Any evidence related to the violation(s) is kept with the SIC committee till the release of the SIC report (including cheat sheets ...). If a student manages to hide the instrument used for cheating, or the invigilator suspects there has been a possible violation but can't see the instrument used, then the invigilator has the right to privately frisk the suspected student. This may be done only in the presence of a witness and both have to be of the same gender as the student. For all such cases, a hearing must be held in order to hear all parties involved and to recommend disciplinary action, if deemed appropriate, according to the outlined UD procedures.

An informal resolution may be achieved when the violation is minor and can be resolved between the respondent and a faculty/Dean/Director.

Disciplinary Sanctions

a. Warning Letter

In the event faculty/Dean/Director find that the violation is not of a kind likely to cause harm to another person in the UD community, a confidential warning letter is sent to the respondent concerned declaring him/her to be in breach of the Code of Student Conduct and demanding that he/she cease the prohibited behavior forthwith. The complainant shall be notified by the Dean/Director that the respondent has been warned, but that no public disclosure shall be made. The complainant shall be advised that the initial decision is strictly confidential. But a copy of the warning letter must be sent to the Chair of SIC for records by the Dean/Director.

b. Failing a Course

The respondent receives an "F" in a certain course and may not be allowed to attend classes for this course for the rest of the semester. This sanction is appropriate when the respondent repeatedly violates the classroom code of conduct. It is also appropriate when the student objects to the invigilator's instructions during an exam. Re-offence leads to 'Suspension (e).'

c. Failing a Semester

The SIC committee may choose to fail the respondent in all courses currently registered in. This is also the penalty for 'Repeating Courses (b).'

d. Registration Hold

The respondent may not register in any courses, or receive any transcripts or access any of his/her records until s/he clears up the reasons for which s/he received this sanction. This is applicable when the student has outstanding payments for damage to UD property, or the respondent failed to attend the SIC hearings. Other penalties are applicable in these cases as well, as specified in sections Academic and Non-Academic Misconduct.

e. Suspension

The respondent is prevented from attending or registering in any courses at UD for one or more regular terms as deemed appropriate by the SIC committee after approval by the UD President. This is appropriate when verbal aggressiveness or similar offenses were committed against any member of the UD community, intentional damage was done to UD property or where defamation of the university has occurred. Such offenses are listed in Sections Academic and Non-Academic Misconduct.

f. Expulsion

The respondent is permanently barred from attending any courses or events at UD.

g. Disciplinary Probation

Disciplinary probation can be given to a respondent who previously received a disciplinary warning letter or committed any violation that led to any of the above sanctions, except "Registration Hold." The SIC committee may also recommend disciplinary probation for any other cases that it considers grave enough to deserve this sanction. When a respondent is on disciplinary probation, s/he shall not represent the university in any capacity (sports teams, competitions, etc.), nor hold office in the UD Student Council or any other student organization.

h. Other Sanctions

When deemed appropriate, other "educational sanctions" may be imposed by the SIC in combination with any of the above-listed sanctions. The respondent may be requested to participate in a community service project, attend a seminar, meet with the student counselor or undertake a research assignment, for example.

Repeat Offenses

- **Failing a semester**

The second time a student receives this sanction, s/he will get suspension for one semester. Any courses taken outside during suspension will not be transferred at UD. The third time will lead to expulsion.

- **Suspension**

The second suspension will be for two semesters while the third will lead to expulsion.

- **Disciplinary Probation**

The first offense during the disciplinary probation period will lead to a suspension for one semester. A second offense during the disciplinary probation leads to a second suspension for two semesters while any further violation will lead to expulsion.

STUDENT MISCONDUCT

Student misconduct is classified as being either academic or non-academic. Academic and non-academic violations are listed below. The sanction for each violation is specified beside each violation. Besides the university sanctions imposed, engaging in any act which also contravenes the laws of the United Arab Emirates will be directed to the appropriate authorities to handle. Repeat offenses receive higher penalties as indicated – see Repeat Offenses box.

Academic Misconduct

Academic misconduct includes plagiarism, misrepresentation, fabrication, facilitation and cheating in exams. Apart from cases of cheating and plagiarism, the decision on whether or not to treat an academic violation as a violation of the Code of Student Conduct, is at the discretion of the instructor.

Plagiarism

Plagiarism refers to representing another person's words or ideas as one's own in any academic exercise. The University of Dubai has zero tolerance towards plagiarism (i.e. any portion of a submitted document that contains plagiarism will lead to the appropriate penalty). Repeat offenses receive higher penalties as indicated – see Repeat Offenses box.

Violation		Sanction(s) (Refer to Disciplinary Sanctions box)
1	Copying substantial information (TurnItIn indicates more than 20%) <u>word for word</u> from a source (Internet or library resources such as periodicals, books, other student projects ...) without using quotation marks and giving proper acknowledgment/citation. The instructor's discretion is needed since the software may wrongfully detect plagiarism while the student is quoting from the resource.	b, f
2	Paraphrasing (i.e., putting into one's own words) a source's text, without providing proper acknowledgment/citation.	a, b
3	Reproducing (without proper citation) any other form of work created by another person.	a, b

Misrepresentation

Violation		Sanction(s) (Refer to Disciplinary Sanctions box)
1	Taking credit for work not done, such as taking credit for a team assignment without participating or contributing to the extent expected.	a, b
2	Multiple uses of a student's own work, such as presenting the same, or substantially the same written work (or portion thereof), as part of the course requirement for more than one project or course, without the prior written permission of the instructor(s) involved.	a, b

Fabrication

Fabrication refers to falsifying or misusing data in any academic exercise.

Violation		Sanction(s) (Refer to Disciplinary Sanctions box)
1	Falsifying data collected in the conduct of research.	a, b
2	Making up or presenting falsified data in papers, manuscripts, books or other documents submitted for publication or as course or degree requirements.	a, b
3	Making up a source as a citation in an assignment.	a, b
4	Citing a source that the student did not use or <u>does not exist</u> .	a
5	Falsifying material cited.	a, b
6	Attempting to deceive the instructor by altering and resubmitting for additional credit, assignments that have previously been graded and returned.	a, b
7	Falsifying, changing, or misusing academic records or any official university form regarding oneself or others.	d & e
8	Failing to be fully cooperative and truthful if one has direct knowledge of an alleged violation of academic integrity.	d & e
9	Making a false accusation regarding a violation of academic integrity or other.	e

Facilitation

Facilitation refers to knowingly or intentionally assisting any person in the commission of an academic integrity violation.

Violation		Sanction(s) (Refer to Disciplinary Sanctions box)
1	Giving another student one's assignment or paper (or a portion thereof) to copy.	a, b
2	Giving another student answers to an assignment.	a, b
3	Passing information or answers to another student in an exam (or assignment), or passing information on exam/quiz content to students from other sections of the same course.	a, b

Exam Cheating

Violation		Sanction(s) (Refer to Disciplinary Sanctions box)
1	Talking/ whispering during an exam; Communicating, or attempting to communicate, answers, hints or suggestions during an exam.	b & e
2	Copying (or attempting to) from someone else's exam.	b & e
3	Using or possessing unauthorized notes, supplemental notes, or other aids (such as an electronic device that contains unauthorized information), during an exam.	b & f
4	Stealing, obtaining, possessing, or providing to another person (directly or through e-mail or Bluetooth or other device) an exam or portions of an exam, prior to or after administration of the exam.	c & f
5	Attempting to steal, or soliciting an exam or answer key.	e
6	Sharing answers or collaborating on a take-home exam without explicit permission from the instructor.	b & e
7	Attempting to deceive the instructor by altering and resubmitting for additional credit tests, quizzes, or exams that have previously been graded and returned.	b & e
8	Arranging for another student to substitute for oneself during an examination session or in the completion of course work.	b & f
9	Accessing unauthorized computer folders/drives during an exam	b & e

Library Misconduct

UD Library serves its community by providing high quality services, and a pleasant environment that is conducive to study and research. In order to accomplish this, all Library visitors are requested to refrain from the following activities:

Violation		Sanction(s) (Refer to Disciplinary Sanctions box)
1	Mutilating Library materials or files by marking/underlining text.	a & d
2	Removing pages or portions of pages, removing binding or staples, or in any other way damaging or defacing Library materials.	a & d
3	Tampering with security/electronic devices.	a
4	Concealing or misfiling deliberately Library materials in the Library for the exclusive use of an individual or group.	a
5	Refusing to abide by the Library regulations regarding the return of materials and payment of fines and/or penalties. These would include penalties on lost or damaged items, and preventing the patron from using "circulation" services, until penalties are paid, or books returned.	d
6	Disturbing behavior which interferes with normal use of the Library. Such inappropriate behavior includes activities that are distracting or disruptive to others.	a
7	Consuming of food or beverages.	a
8	Accessing or using any Library facility, equipment or service without proper permission by authorized persons.	a
9	Damaging or defacement of Library equipment.	a & d
10	Removing or attempting to remove Library materials without authorization.	a
11	Violating the Copyright Law.	a

Visitors committing any IT related misconduct when using the Open Learning Resources of the library, will receive the appropriate sanction as specified in the table above.

SIC Hearing Misconduct

Violation		Sanction(s) (Refer to Disciplinary Sanctions box)
1	Refusing to attend hearings.	d & e
2	Lying, refusing to answer questions, or acting rudely during the hearing.	d & e
3	Humiliating SIC members.	e
4	Stalking or threatening SIC members.	f

Exam Misconduct

Violation		Sanction(s) (Refer to Disciplinary Sanctions box)
1	Refusing to immediately adhere to the instructions received from the invigilators in the exam halls including change of seats.	a, b
2	Repeatedly refusing to adhere to the instructions received from the invigilators in the exam halls and thus disturbing the exam room.	b & e
3	Arguing repeatedly with invigilator (but not aggressive behavior)	a
4	Disturbing the exam room with loud shouting but no aggressive behavior.	b & e
5	Disturbing the exam room with an aggressive behavior / stalking	b & f

Other Types of Misconduct

Violation		Sanction(s) (Refer to Disciplinary Sanctions box)
1	Disrupting or disturbing academic, administrative, social and extra-curricular activities of the university whether on or off campus.	a
2	Interfering with the duties and obligations of any student and / or member of staff or any authorized visitor to the university in either an active or passive manner.	a
3	Engaging in verbal and / or non verbal indecent behavior that is offensive to the institution and to the UAE culture.	e
4	Slandering or libeling the name of the university or otherwise bringing the university into disrepute.	e
5	Engaging in sexual harassment of a student or a staff member from the university or a visitor to the premises.	e
6	Engaging in racial harassment of any member from the university or a visitor to the premises.	e
7	Damaging and/or misusing the university or the Dubai Chamber of Commerce & Industry property and resources or the property of others including students and staff members, either deliberately or recklessly.	d & e
8	Smoking in non-designated areas of the university.	a
9	Annoying (shouting, screaming, irritating actions) other UD students/ staff/ faculty/ visitors.	a
10	Offering bribes (e.g., monetary remuneration, gifts, or favors) to any university representative in exchange for special consideration or waiver of procedures.	e
11	Threatening or using actual violence against other UD students/staff/ faculty/ visitors.	f

APPEAL PROCEDURES

The complainant or respondent may appeal the sanction imposed by the SIC by filling the General Petition form available from Student Services. Grounds for appeal are listed in Student Grievances section of the Student Handbook.

IMPLEMENTATION OF SANCTIONS

Sanctions will be imposed immediately after the SIC's report is submitted to the UD President. The Chair of SIC may impose sanctions during the hearing process to ensure the safety and wellbeing of members of the university community or the preservation of the university's property. The President issues a decree in that regard. The decree is e-mailed to the student with a copy sent to the SIC committee and the Registrar for appropriate implementation of sanctions. The original letter is also mailed to the student's postal address.

DISCIPLINARY RECORDS

Permanent expulsions are kept on the transcripts. Suspensions are also made permanent since the semester for which the sanction is imposed will appear on the transcripts and indicating the suspension.

Disciplinary standing of students (Good or Probation) is displayed on the transcripts below each semester records. A disciplinary probation status is kept throughout the remaining study period. The disciplinary probation status may not be removed from the records except upon a university presidential decree in that regard. Other sanctions shall be removed from the student's disciplinary record (registry files) upon the graduation.