



The American University of Kurdistan Student Code of Conduct Policy

Policy Number: AS003
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I. INTRODUCTION

- a. **Authority:** The Board of Trustees (herein referred to as “Board”) at The American University of Kurdistan (herein referred to as “AUK” or “University”) is authorized to establish rules and regulations to govern and operate the University and its programs.
- b. **Purpose:** The collective policies listed outline students’ rights and responsibilities to ensure proper order and achieve a safe environment for students, staff and faculty.
- c. **Scope:** This policy applies to all enrolled students.

II. ROLES AND RESPONSIBILITIES

- a. **Responsible Executive:** Provost
- b. **Responsible Administrator:** ARD & Office of Student Affairs
- c. **Responsible Office:** Office of Provost
- d. **Policy Contact:** Office of Provost

III. Policy Statement

The policies herein are the collective policies of the University as related to expectations of behaviour and ethics for all AUK students. They incorporate those under the jurisdiction of the Office of the Provost for academic issues pertaining students; the Student Affairs Office, the Office of Finance and the Office of Administration and Registration as related to University administrative matters; and the Legal Affairs Office for escalation, investigation and legal issues. The list is arranged alphabetically and by sections according to severity.

The alphabetical listing defines the policy and provides information related to the responsible office and the severity level or “section”. Sections refer to first time violations. Subsequent violations will elevate the section to a higher level. When more than one responsible office is listed, it means that depending on the nature of the violation, more than one office may serve as the responsible adjudication body.

IV. Alphabetized List of Policies:

A

Aiding and Abetting

Providing material, information, or other assistance, which fosters, promotes or assists in the violation of University policy; providing false information in connection with any inquiry regarding a policy violation.

Alcohol

AUK prohibits the use of alcohol on campus and during student activities. Iraqi Law prohibits the serving or drinking of alcohol in public places except in hotels, tourist establishments and clubs of a touristic nature. AUK’s policy conforms to the law by prohibiting any unlawful possession, use, or distribution of alcohol by students or employees on the AUK campus. Possession or use of alcohol on campus, during student activities, on University premises, or at University-sponsored events is not permitted.

Attendance

Undergraduate students and students studying in the English Language Institute are required to uphold the attendance requirements set by AUK. Violations of the attendance policy may lead to students being excluded from taking examinations and repeating the entire course.

B

Bribery

Engaging in acts of bribery or attempted bribery in order to affect a favor or advantage is prohibited.

Bullying and Cyberbullying

The unwanted, aggressive behavior such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose, in person, in writing, by telephone or electronically.

C

Cheating

Using unauthorized notes, aids, or information on an examination, altering graded work prior to its return to a faculty member; allowing person to do one's own work and submitting it for a grade; Gaining or providing access to examination materials prior to the time authorized by an instructor; Unauthorized collaboration on an academic assignment; Retaining, possessing, or circulating previously used examination materials without the instructor's permission; Obstructing or interfering with another student's academic work; Engaging in any activity designed to obtain an unfair advantage over another student in the same course;

Copyright Infringement

Using copyrighted materials (print, electronic, or multimedia) in a manner that violates national, international and AUK's copyright laws. The use of AUK's name, logo and symbols on social media and any other platform is prohibited without prior approval from the Communications Office.

Crowd Photography

By entering any events or program organized by AUK, you are entering an area where photography and video recording may occur. Your entry and presence on the event premises constitutes your consent to be photographed, filmed and/or otherwise recorded and to the release, publication, exhibition, or re-production of any/or all recorded media of your appearance, voice, and name for any purpose whatsoever in perpetuity in connection with AUK and its initiatives, including use on websites, in social media, news and advertising. By entering the event premises, you waive and release any claims you may have related to the use of recorded media of you at the event, any right to inspect or approve photographs/videos of you.

D

Discrimination

AUK is committed to creating an environment based on respect for liberty, diversity and equal opportunity. AUK does not tolerate any discrimination based on race, gender, religion, age, ethnic origin, nationality, marital status, disability, sexual orientation, social status, political affiliation or personal beliefs.

Dishonesty

Students are required to act with the highest honesty and integrity. Examples of academic dishonesty include: Misrepresenting circumstances for make-up exams and assignment; forging any parts of a document and/or email; false representation of any documents, taking another person's credit or taking credit when it is not due; accepting or using any form of bribery; improperly and unlawfully copying any software or files. AUK will ensure quality and integrity of teaching and services and will take appropriate actions.

Disruption/Obstruction

AUK encourages an environment of opinion and expression so long as it does not interfere with the teaching schedule or campus routines. Students are expected to be professional and respectful in the classroom. Extraneous talking, noise, jokes and phone use are considered disruptive and will not be tolerated.

Dress Code

For security purposes, faces should be visible at all times. Students are expected to dress in a manner that is not offensive to campus environment.

Drugs and Substance Abuse

AUK prohibits the manufacture, distribution, dispensing, possession, or use of any controlled substance (drug) or alcohol by students and employees on the AUK campus during student activities. This includes the abuse and misuse of prescription medications. Violations of this policy may lead to dismissal. Individuals placed on probation for prohibited drug use, including abuse of pharmaceutical drugs and/or possession of drug paraphernalia will have this state of probation lifted only after offering the University proof of successful rehabilitative counseling and providing a doctor's certificate that they are free of drug abuse.

E

Email(s)

It is compulsory for all AUK students to use their AUK email account for official communication. All students are required to read emails sent to them.

F

Failure to Obey a Security Official

The AUK Security Office and its personnel are authorized to ask any member of the University community to produce their ID for inspection at any time. All members of the AUK community are obliged to follow the instructions of security guards as related to application of University policies, public safety, and preservation of University resources. This includes failure to vacate a room or building during a fire or drill.

Firecrackers/ Fireworks

Firecrackers and fireworks are prohibited on campus except with approval from The Campus Services Office and professional oversight in designated open areas.

Fraud

Inventing or falsifying information, data, or citations (including election tampering); presenting data gathered outside of acceptable professional guidelines; failing to provide an accurate account of how information, data, or citations were gathered; altering documents affecting academic records; forging signatures or authorizing false information on an official academic document, grade, letter, form, ID card, or any other University document; submitting false excuses for absence, delay, or illness. Falsification of documents, including but not limited to student IDs and parking permits, will be subject to severe disciplinary penalties. Community members must always bring their IDs to campus; lending IDs to others, whether to AUK affiliates or visitors, is considered fraud. Impersonation or facilitating impersonation is also prohibited.

Freedom of Expression

AUK encourages open study and examination of all intellectual subjects in its academic work. The University is a place where ideas may be expressed freely both inside and

outside the classroom. The only limits on these freedoms are those dictated by applicable law (national laws) and those necessary to protect the rights of other members of the University, University community and to ensure the normal functioning of the University.

G

Gambling

Gambling is strictly prohibited by Iraqi Kurdistan Law and, accordingly, on campus.

H

Harassment (Non Sexual)

AUK is committed to providing a secure educational and work environment for its students, faculty, staff, and administrators. Demonstrated lack of respect may result in disciplinary action. Accordingly, the University does not tolerate any form of harassment, including sexual harassment. Any intimidating, insulting or threatening behavior verbal, written or in electronic form is considered to be harassment.

Harassment (sexual)

AUK bans any forms of sexual harassment including requests for sexual favors, unwanted sexual advances, unwelcomed physical contact, abusive or demeaning sexual comments including verbal, written or electronic, lewd gestures, acts or signals and any display of sexually suggestive objects or pictures.

Hazing

The ritual initiation into a club or society that involves dangerous, degrading, or illegal behavior.

I

Information Technology (IT)

Failure to comply with AUK's IT policies is prohibited. This includes regulation of email administration and access, IT security issues, and electronic mailing lists.

Initiating false information

Intentionally initiating false reports, and/or threats of any kind or nature are strictly prohibited.

Intimidation and use of power

Granted through office, position or seniority - to coerce information or acts out of other members of the community (e.g. demands for subordinates to carry out prohibited tasks, acquiring access to emails or other communications).

Inappropriate use of computing

AUK students will use all computer resources only for the purpose of supporting the educational, research and administrative needs of the University. Accessing illegal, banned or inappropriate websites or downloading illegal software is prohibited. Accessing privileged or private information of staff, faculty or students is not allowed.

L

Littering

AUK students are required to properly dispose of any trash including but not limited to any food packages, plastics, bottles, cans, cigarette buds, and papers. AUK is environmentally friendly and encourages good habits of recycling and disposing of trash.

M

Misappropriation of University Resources

Using University resources, physical or monetary, in a manner other than they were intended (e.g. embezzlement).

Misconduct

Behaving in a manner that violates or adversely affects the rights of other members of the AUK community (disrupting meetings or activities, unruly behavior,)

Mobile Phones

All mobile phones must be silent during classes, lectures, workshops, seminars, events and performances. Leaving a lecture or class to answer a mobile phone is not acceptable unless with the explicit approval of the professor. Visible mobile phones are strictly prohibited during exams, and students who are caught with a phone, regardless of the cause, will fail the exam. Mobile phones should be silent in the library and must not be used to take unauthorized photos of AUK community and/or used in any manner for personal/public use without gaining prior approval. Section A, B or C depending on nature of violation AND if mobile phones are complicit in other violations those charges would also apply (such as cheating, copyright infringement, etc.

Multiple Submissions

Submitting identical papers or course work, in part or whole, for credit in more than one course without prior consent of the instructor.

N

No Smoking Policy

Smoking is not allowed inside any AUK buildings other than those areas specifically designated and labelled as smoking areas or vehicles owned by the University. Students are prohibited from smoking in staff smoking.

O

Off-Campus Violations

Actions and activities that would be prohibited on campus are also prohibited at University sponsored events off campus. While sanctions would ordinarily be consistent with on-campus violations, additional, urgent and more severe sanctions may be necessary, depending on the circumstances including, but not limited to, immediate removal or expulsion of the violator from the activity at the expense of the community member. Additionally, off campus behavior that damages the mission,

reputation and/or pose a threat to the security of the University or its community may also be sanctioned. This includes acts of violence against other members of the AUK community; impersonation in an effort to commit fraud (e.g. taking an ELI or APTIS exam for someone else so they can gain access to AUK).

P

Parking

Violation of parking regulations on campus includes failure to show a valid parking permit, and AUK ID, or in the case of a visitor, a national ID card. In addition, the misuse of the parking lot by ignoring the spaces allocated for vehicles, parking in a way that prohibits normal function or causes threats to public safety is prohibited.

Pets

Pets are prohibited from AUK Campus. Authorized service animals may be permitted.

Physical Assault

A physical altercation or attempted physical altercation.

Plagiarism

Submitting material that is part or whole is not one's own work; submitting one's own work without properly attributing the correct sources.

Prayer and Meditation

Prayer and meditation areas have been designated at AUK for the sole purpose of prayer or meditation. The areas are to be used by AUK students and should not be used for studying or meetings. Food or beverages are prohibited.

Prevention of Normal Duties

Activities that intentionally prevent any member of the AUK community from carrying out their normal function is a serious violation of University policy and Iraqi Kurdistan law (e.g. blocking a professor, student, staff member, or administrator from entering a classroom, office, or other University premise; failure to show ID's when asked; blocking vehicles from departing on time.)

Public Indecency

AUK abides by all laws regarding public conduct, therefore acts that are prohibited in public spaces are also prohibited on campus.

R

Reckless Behavior

Conduct which creates a substantial risk of harm to persons or property or to results in substantial interference with University activities is prohibited. This includes rioting and incitement.

Reckless Driving

Driving in such a manner that causes threat or infliction of injury or damage on AUK campus (e.g. speeding, disobeying road signs).

S

Sexual Assault

Acts or attempted acts of sexual contact or behavior that happens without consent.

R

Road and Traffic safety

Any violations on University premises, including operating any vehicle intoxicated, reckless driving, speeding on campus and parking outside designated car parks and areas are prohibited.

T

Theft

Theft of any kind, including theft of AUK property, or that of other members of the AUK community will result in prompt and severe disciplinary action.

Theft of Intellectual Property

Stealing exams, research, or other forms of intellectual property is strictly forbidden. This includes theft for personal gain and/or profit.

Threatening Harm

Threatening, effecting, or encouraging bodily, professional or financial harm to any faculty, staff, administrator, or student who has witnessed or reported a violation of policy.

U

Unauthorized Access

Viewing or altering in any way computer records, modifying computer programs or systems, releasing or distributing information gathered via unauthorized access, or in any way interfering with the use or availability of computer systems/information.

Unauthorized Entry

Unauthorized entry to AUK premises is completely forbidden. Entry to the University is strictly limited to authorized gates and security checkpoints only.

V

Vandalism

The purposeful destruction, or threat of destruction, of campus (e.g. Equipment, library resources.) This includes hacking or tampering with University systems (such as alarms, or IT networks and systems).

Vehicles

No student vehicle is permitted inside the staff parking area without a valid AUK permit.

Verbal Abuse

The use of obscene, profane, or derogatory language that abuses or defames another person through slander or libel.

Verbal Assault

The threat of violence coupled with some action to cause apprehension (fear) in the victim; intention is irrelevant.

W

Weapons

Using, exhibiting, or possessing an illegal knife or other potentially dangerous instruments, such as whips, self-defense weaponry, batons, guns, rifles, bombs or other explosive devices on AUK campus is strictly prohibited. This includes the storage of any item that falls within this category on University property (e.g. in residential halls, vehicles parked on campus.) Use of common items in a manner intended to threaten or cause harm is also prohibited.

V. POLICIES

Violations Warranting Immediate Action

Violations of this nature would fall under Class A Violations. If upon completion of the investigation and hearing by the appropriate adjudicating body the accused is found guilty, they would be subject to appropriate sanctions for that class.

Class A Violations

Class A violations represent dangerous and often illegal activities. Allowing such violations threatens the integrity and mission of the University as both a place of learning and as a place of employment.

Class A violations include but are not limited to:

- Alcohol
- Bombs/Explosive Devices
- Bribery or Attempted Bribery
- Effect a grade change
- Alter official documents
- Gain an unfair advantage, e.g. receive exams in advance
- Prevent violations of any University policy from being reported.
- To gain access to any area of the campus without authorization.
- Circumvent any University policy
- Defamation
- Drugs and Substance Abuse

- Fabrication of credentials, official documents, forgery
- Harassment (sexual)
- Hazing
- Impersonation
- IT Violations (particularly security related)
- Misappropriation of University Resources(including embezzlement)
- Off-Campus Violations (as related to Class A Violations)
- Perpetrating serious, purposeful destruction of the campus
- Physical Assault Prevention of Normal Duties
- Public Indecency
- Reckless Behavior
- Reckless Driving
- Sexual Assault
- Tampering with University Systems (IT, Alarms, et cetera)
- Theft of physical Property (Depending on nature of Theft)
- Theft of Intellectual Property
- Threatening Destruction of Campus
- Threatening Harm (different from Verbal Abuse)
- Unauthorized Access
- Unauthorized Entry (depending on nature)
- Vandalism (depending on nature)
- Verbal Abuse (depending on nature)
- Verbal Assault
- Weapons
- Any second violation under Section C

Responsible Entities:

- 1) Academic Integrity Committee: Consisting of the Provost/Representative, Manager of Student Affairs, Faculty member and Manager of Legal Affairs Office.
- 2) Information Technology Violations Committee: Consisting of the Manager of Information Technology, Manager of Student Affairs and Manager of Legal Affairs Office.

- 3) Responsible Entities must only be represented by the Manager/Head of the stated Administration Office unless prior written authorization is provided by the Manager to another AUK staff member.

Section B Violations:

These are serious violations but are not necessarily illegal. Section B violations include but are not limited to:

- Aiding and Abetting Gambling
- Bullying/Cyberbullying
- Cheating
- Copyright Infringement
- Email and other IT violations not otherwise listed
- Fabrication of data, citations; failing to provide accurate account of how information, data or citations were gathered; submitting false excuses for absences, delay or illness
- Failure to Obey a Security Officials
- Election Tampering
- Freedom of Expression
- Gambling
- Harassment (non-sexual)
- Intimidation Misconduct
- Mobile Phone Usage
- Multiple Submission
- No Smoking Policy
- Obtaining Unfair Advantage
- Off-Campus Violations (depending on nature)
- Open fires
- Parking
- Plagiarism
- Public Indecency
- Refusal to Follow Instructions of Security or University Official
- Refusal to Show ID
- Unauthorized Entry (depending on nature)
- Vandalism (depending on nature)

- Verbal Abuse
- Any third violation under Section C

Section C Violations:

Section C violations pose the least danger to the functioning of the University, but are deemed inappropriate or unethical. Section C Violations include but are not limited to:

- Dress Code
- Firecrackers/Fireworks
- Fraud
- Mobile Phones
- Off-campus Violations (depending on nature)
- Pets
- Prayer and Meditation
- Public Intoxication
- Vehicles

VI. DISCIPLINARY PROCEDURES

1. Primary Disciplinary Actions

The following are disciplinary actions imposed, for violations of the Student Code of Conduct. These will be permanently recorded at the concerned offices and departments.

a. Verbal Warning

Given for cases of inadvertent or minor infractions/ violations of AUK's rules and regulations. Intended to communicate and warn the Student and deter him/her for their behavior/conduct. This warning will be documented and recorded. Three verbal warnings will result in a written warning

b. Written Warning issued by the Student Affairs Office

Given for violations of AUK's Rules and Regulations. Intended to strongly communicate the warning to the student and deter him/her for their behavior/conduct. This warning will be documented and recorded. Three written warnings will result in a warning issued by the Legal Affairs Office

c. Written Warning issued by the Legal Affairs Office

This warning is intended for major violation(s) and is accompanied by other disciplinary measures (see below - Secondary Disciplinary Action). This warning shall be permanently recorded and officially documented on the Student's file. Only two written warnings issued by the Legal Affairs Office are permitted.

d. Suspension

Violations of a serious nature shall result in suspension for a fixed period of time accompanied by Secondary Disciplinary action. During this time, the Student is not permitted entrance on AUK campus and may not take part in any University functions, activities and events.

Suspension shall be permanently recorded and officially documented on the Student's file. Only one suspension is permitted.

Responsible entities are the President, Provost and Manager of Legal Affairs Office.

e. Dismissal/Expulsion

Cases of extreme violations or repeated violations will result in automatic dismissal or expulsion. Dismissal/Expulsion shall be permanently recorded and documented officially on the Student's file. Students are not permitted to return to AUK for further studies, enter AUK Campus and attend any AUK organized events.

Responsible entities are the President, Provost and Manager of Legal Affairs Office.

Students do not have a right to appeal.

2. Secondary Disciplinary Actions

The following Secondary Disciplinary Actions may be imposed in addition to those listed above.

- a. The student may receive a failing grade in a course or any other form of academic Assessment.
- b. The student may be prohibited from representing AUK in any official role, student activity, Club or event.
- c. The student's degree may be rescinded.
- d. The student may be prohibited from any form of financial aid, work-study program, scholarship or award (merit-based or need-based).
- e. The student may be removed from the University's residential halls.

VII. KNOWLEDGE OF THE STUDENT CODE OF CONDUCT

It is the duty of all AUK student to have complete knowledge, understanding of the Student code of Conduct Policy. Each student is responsible for reviewing and having awareness of the disciplinary procedures contained in this handbook. All students have a duty of upholding and abiding by the universities' rules, regulations, procedures, requirements and deadlines.

VIII. POLICY HISTORY

- a. **Approved by:** Board of Trustees
- b. **Adopted:** May 07, 2020
- c. **Amended:** May 07, 2020