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UNIVERSITY CODE OF CONDUCT

Applicability: This Code of Conduct applies to:

- a) all American University of Kuwait (AUK) employees, including faculty, staff, and student workers, when working for the University or otherwise engaged in activities that are in the course and scope of their employment with the University;
- b) consultants, vendors, and contractors as they do business with the University when required by contract;
- c) individuals who perform services for the University as volunteers, including the Trustees, and those who assert an association with the University; and
- d) students of AUK when on campus or off-campus in a University-sponsored activity. The code refers to all these persons as “members of the University Community” or “community members.”

INTRODUCTION AND PURPOSE

- a) **Introduction:** As members of the University Community, all faculty, staff, students, members of the Board of Trustees, University officers, and affiliates are responsible for sustaining the highest ethical standards of this institution, and of the broader community in which we function. The University values honesty, integrity, fairness, and responsible stewardship, and strives to integrate these values into all that we do, as reflected in the Faculty Manual, Student Code of Conduct, Administrative Policies and Procedures, and all other University policies. This Code of Conduct is intended to provide an overarching general statement that supplements, but does not replace, existing University policies and codes. Other University policies and codes provide more specific guidance and must be used as appropriate.
- b) **Purpose:** In this spirit, this Code of Conduct (the Code) is a shared statement of our commitment to upholding the ethical, professional and legal standards we use as the basis for our daily and long-term decisions and behavior. We will all be cognizant of, and comply with, the relevant policies, standards, laws, and regulations that guide our efforts. We are each individually accountable for our own actions and, as members of the University Community, are collectively accountable for maintaining these standards and for compliance with all applicable laws and policies.

STANDARDS OF INTEGRITY AND QUALITY

The University recognizes the importance of maintaining a reputation for integrity that includes, but is not limited to, compliance with laws and regulations and its contractual obligations. AUK strives at all times to maintain the highest standards of quality and integrity.

Frequently, the operating activities and conduct of the community members of AUK are not governed by specific laws or regulations. In these instances, rules of fairness, honesty, and respect for the rights of others, for local tradition and values, and for shared global human values govern

our conduct at all times. In addition, each individual is required to conduct University business and academic activities with the utmost honesty, professionalism, accuracy and fairness.

COMPLIANCE WITH LAWS

The University is in a heavily regulated environment. Compliance with laws is important as a matter of principle. Members of the University Community will conduct University activities in compliance with applicable laws, regulations, and University policies and procedures. Administrators, supervisors, and faculty are responsible for teaching and monitoring compliance. When questions arise pertaining to interpretation or applicability of policy, the individual with a question should contact the appropriate individual or office that has oversight responsibility for the policy.

CONTRACTUAL OBLIGATIONS

The acceptance of an agreement may create a legal obligation on the part of the American University of Kuwait to comply with the terms and conditions of the agreement and applicable laws and regulations. Therefore, only individuals who have authority delegated by an appropriate University official are authorized to commit to, or enter into agreements on behalf of the University.

CONFIDENTIALITY AND PRIVACY

On behalf of the University, community members receive and have access to various types of confidential, proprietary and private information. Each community member will comply with all Kuwait laws and regulations, agreements with third parties, and University policies and principles pertaining to the use, protection and disclosure of such information. No unauthorized use or disclosure of such information is allowed either during the community member's association with the University or after the association with the University ends.

CONFLICT OF INTEREST

Community members are responsible for being familiar with, and are bound by, applicable conflict of interest policies. Outside professional activities, private financial interests or the receipt of benefits from third parties can sometimes cause an actual or perceived divergence between the University mission and an individual's private interests.

HUMAN RESOURCES

The American University of Kuwait is an institution dedicated to the pursuit of excellence and facilitation of an environment that fosters this goal. Central to that institutional commitment is the principle of treating each community member fairly and with respect. To encourage such behavior, the University prohibits discrimination and harassment and provides equal opportunities for all community members and applicants regardless of their sex, race, religion, age, disability, or any other basis prohibited by Kuwait laws. Where actions are found to have occurred that violate this standard, the University will take prompt action to cease the offending conduct, prevent its recurrence and discipline those responsible.

FINANCIAL REPORTING

All University accounting entries, accounts, financial reports, expense reimbursements, time sheets, and other documents, including supporting documentation, must be accurate, clear and complete, and in accordance with applicable policies, agreements, standards, and regulations.

USE OF UNIVERSITY RESOURCES

University resources are reserved for operating purposes on behalf of the University in the pursuit of its mission. They may not be used for personal gain, and may not be used for personal use except in a manner that is incidental and reasonable in light of the person's role and responsibilities. University resources include, but are not limited to, the use of University systems, such as telephone systems, data communication and networking services, and the American University of Kuwait domain for electronic communication forums; and the use of University equipment, such as computers and peripherals, University vehicles, and other equipment; and the use of procurement tools such as credit/purchasing cards and petty cash; and the time and effort of other staff, students, and others at the University.

PROFESSION-SPECIFIC STANDARDS

Some professions and disciplines represented at the University are governed by standards and codes specific to their profession. Those professional standards generally advance the quality of the profession and/or discipline by developing codes of ethics, conduct, and professional responsibility and standards by which their members are guided. Those belonging to such organizations are expected to adhere to University policies and codes of conduct in addition to any professional standards. If a community member believes there is a conflict between a professional standard and University policy, s/he will consult with the appropriate member of the University administration.

REPORTING POSSIBLE VIOLATIONS

Members of the AUK community should report possible violations of applicable laws, regulations, contractual requirements, or other violations of this Code. The reporting should be made through avenues specified in applicable University policies and codes, normally beginning with the immediate supervisor. In the absence of applicable University policies and reporting processes, possible violations should be reported to the Executive Assistant to the President, the Executive Director of Finance and Administration, or by email to president@auk.edu.kw. Reports may be made confidentially, and the University will make every effort to honor confidentiality to the extent it does not conflict with external regulations and laws.

Each report will be reviewed as timely as possible, and at the appropriate level within the University. If a report involves an issue that should be dealt with through processes identified in other published University policies and codes, an appropriate and timely referral will be made. The Executive Committee of the Board of Trustees will receive regular reports of compliance violation from the Executive Director of Finance and Administration or the Office of the President.

CONSEQUENCES OF VIOLATION

Community members should recognize that noncompliance can have severe adverse financial and other consequences, potentially affecting the reputation and operations of the entire University. Violation of the code, of laws and regulations, or of related University policies and procedures may carry disciplinary consequences up to and including dismissal.

QUESTIONS

Please direct questions regarding the intent or applicability of this Code to the Executive Assistant to the President.

STUDENT CODE OF CONDUCT

Upon admission to the American University of Kuwait, students agree to act responsibly in all areas of personal and social conduct and to take full responsibility for their individual and collective action. Because learning can only be achieved in an atmosphere free of intimidation and coercion, students shall observe local and country laws as well as the academic and behavioral regulations of the American University of Kuwait.

As members of the University Community students acquire both rights and responsibilities, and as a result students are required to meet basic institutional expectations and stay in compliance with University policies and procedures. The following serves as a general overview, including excerpts and brief descriptions, of the Student Rights & Responsibilities and Student Code of Conduct sections as they appear in the Student Planner and Handbook.

STUDENT RIGHTS & RESPONSIBILITIES

The American University of Kuwait student standards are founded on the premise that the exercise of individual rights must be accompanied by an equal amount of responsibility. This assures that the same rights are not denied to others. A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire University Community.

By accepting membership in the University Community, a student acquires rights as well as responsibilities to the whole University Community. The American University of Kuwait acknowledges the existence of both student rights and student responsibilities within an institution of higher learning and amidst the AUK Community.

For full details regarding Student Rights & Responsibilities please refer to the Student Codes section of the most recent edition of the 2009-2010 *Student Planner & Handbook*.

STUDENT CODE OF CONDUCT

The American University of Kuwait is committed to facilitating the academic and personal growth of students as outlined in the University mission statement. Behavior that is in conflict with these processes will not be tolerated. Violations of institutional policy including campus safety regulations, institutional operational procedures, misuse of campus facilities, and actions which impede upon the educational process are subject to disciplinary sanctions. Any student or student organization found to have committed a violation of University policy, either on or off campus, is subject to the disciplinary sanctions outlined in this Student Code of Conduct.

1) **Conduct Regulations:**

- 1.1) **CAMPUS WELFARE & SAFETY:** Includes policies such as Non-physical misconduct, Physical misconduct, Fire regulations, controlled substances, dangerous materials, etc.
- 1.2) **UNIVERSITY OPERATIONS:** Includes policies such as dress code, inappropriate conduct, disorderly conduct, disruption, University identification, University Guests & Visitors, Violation of AUK policies, etc.
- 1.3) **UNIVERSITY FACILITIES, PROPERTY, & RESOURCES:** Includes policies such as unauthorized usage of University facilities, resources, and materials; Theft or damage to property, computer usage, etc.

1.4) DISHONESTY & FALSE REPRESENTATION: Includes policies such as dishonesty, furnishing false information, false representation.

1.5) STUDENT ORGANIZATIONS: Includes policies related to student organization offenses of AUK policy as they pertain to organization events, funds, and actions.

MAINTAINING EDUCATIONAL ENVIRONMENTS: POLICIES & PROCEDURES

Adjudication Procedures: Student Code of Conduct:

The administration of student discipline shall be flexible and consistent with the philosophy and educational objectives of the American University of Kuwait. The Division of Student Affairs is responsible for the administration of the University Judicial Affairs Program which includes the administration of the Student Code of Conduct, the delivery of student sanctions, and the imposition of varying degrees of disciplinary actions.

Note: *The University disciplinary process is independent of governmental judicial processes.*

ARTICLE I: JURISDICTION & ENFORCEMENT

The University student discipline process extends to conduct which adversely affects the University community and/or the pursuit of its mission. Students or organizations are subject to the Student Code of Conduct for any action found in violation of the Code which occurs on University premises, at University-sponsored events, or as part of University activities.

The Division of Student Affairs is responsible for the administration of the University student codes, and the imposition of varying degrees of disciplinary actions. Campus Security is responsible for maintaining a safe and secure environment by enforcing the rules and regulations of AUK and the State of Kuwait.

ARTICLE II: STUDENT CONDUCT PROCESS & PROCEEDINGS

Includes processes and procedures which apply to students and student organizations accused of violating the Student Code of Conduct. The content outlined includes 1) Initiation, 2) Initial Review, 3) Investigations & Gathering Evidence, 4) Hearing, and 5) General Principles Applicable to Student Conduct Processes and Proceedings.

ARTICLE III: CODE OF CONDUCT BOARD

The Code of Conduct Board is a committee comprised of faculty, administrative staff, and students who serve to investigate alleged breaches of the AUK Student Code of Conduct, to make determinations on such charges, and to administer disciplinary sanctions as appropriate. This section includes referral for a Board hearing process and hearing procedures.

ARTICLE IV: SANCTIONS

Student Code of Conduct sanctions are administered as a component of the overall educational and personal growth process of a student at the American University of Kuwait. Also, includes examples of possible disciplinary sanctions and relevant definitions.

ARTICLE V: APPEALS

In extenuating circumstances, a student, student organization, or complainant may appeal the sanctions imposed by the Student Conduct Officer or the Code of Conduct Board. Such appeals must be in writing, specifying on what grounds the appeal is being made. The appeal must be complete and thorough for consideration.

ARTICLE VI: GRIEVANCE PROCESS FOR NON-INSTRUCTIONAL ISSUES

The University encourages students to resolve their differences with University Community members as soon as possible; however, in order that students may be assured fair consideration of their problems, a means of review and appeal to a higher-level authority has been established. For the purpose of this policy, a grievance is defined as a student's perception of the improper application of University policies or procedures. Also, includes resolution processes, Grievance Board information, and hearing procedures

ARTICLE VII: INTERPRETATION AND REVISION

Any question of interpretation regarding the Student Code of Conduct shall be referred to the Dean of Student Affairs (or designee) for final determination. The Student Code of Conduct shall be reviewed annually, and at the discretion of the Dean of Student Affairs.

ARTICLE VIII: RECORDS OF DISCIPLINARY ACTIONS

Certain circumstances require the University to release information: Government requirements, legal requests and health and safety risk. Students' disciplinary records are considered confidential and will not be released without the expressed written consent of the student. Other than AUK expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential record held in the Office of Student Life. Cases involving the imposition of sanctions shall be retained for a period of seven (7) years after final concluding of the case. Other than suspension or expulsion, upon graduation, the student's confidential record may be expunged of disciplinary actions upon written application to the Dean of Student Affairs.

ARTICLE IX: DEFINITIONS

Includes a list of terms used in the Student Code of Conduct which are defined for clarity and application within the context of student discipline.

Confidentiality of Records: *The University and its offices respect the rights of students and their parents or guardians with respect to the confidentiality of student records. Limited student records may be released to family members or third parties only with written consent from the student. Students may sign and submit a waiver form providing specified individuals access to information as indicated on the waiver. Counseling information and records are privileged and may be released to third party individuals only as their requests comply with laws, court orders and subpoenas, and circumstances involving the safety of persons or property.*

For more information regarding Student Rights & Responsibilities and the Student Code of Conduct please refer to the most recent edition of the Student Planner & Handbook.

CODE OF ACADEMIC HONESTY AND INTEGRITY

Members of the American University of Kuwait Community study and work together in an institutional framework dedicated to the pursuit of knowledge and learning. Freedom of inquiry, learning and intellectual pursuit flourishes only in a community in which the participants are committed to the mutual respect of each other's role and activity. Academic freedom, freedom of expression and dissent, tolerance of diversity are values that guide the norms of conduct of students, faculty, staff and administration at AUK. The educational mission of the University community is best realized and advanced when the rights, responsibilities, and reasonable standards of conduct and academic integrity are observed. The American University of Kuwait expects the highest standards of academic integrity and honesty from its students.

In light of the above noted values and norms of conduct, the Student Code of Academic Honesty outlines acceptable and unacceptable academic behavior for AUK students as well as appropriate disciplinary procedures, penalties and sanctions for violations of academic integrity.

Upon admission to the American University of Kuwait, students agree to act responsibly in all areas of academic, personal and social conduct and to take full responsibility for their individual and collective action. Such regulations are found in the American University of Kuwait Catalog, Student Handbook, other official publications, and the AUK website at www.auk.edu.kw.

Any student or student organization found to have committed the following violations or misconduct, either on or off campus, is subject to the disciplinary sanctions outlined in Adjudication Procedures:

VIOLATIONS OF ACADEMIC HONESTY AND INTEGRITY

Academic Dishonesty:

Including but not limited to the following:

Cheating

The term "cheating," includes but is not limited to, copying homework assignments from another student; working together with another individual on a take-home test or homework when specifically prohibited from doing so by the Instructor, looking at and/or copying text, notes or another person's paper during an examination when not permitted to do so.

Cheating also includes the giving of work information to another student to be copied and/or used as his/her own. This includes but is not limited to giving someone answers to exam questions either when the exam is being given or after having taken an exam; informing another student of specific questions that appear or have appeared on an exam in the same academic semester; giving or selling a term paper, report, project or other restricted written materials to another student. Some forms of dishonesty are detailed below.

Plagiarism

The term "plagiarism" includes, but is not limited to, an attempt of an individual to claim the work of another as the product of his/her own thoughts, regardless of whether that work has been published. Plagiarism includes, but is not limited to, quoting improperly or paraphrasing text or other written materials without proper citation on an exam, term paper, homework, or other written material submitted to an Instructor as one's own work. Plagiarism also includes handing in a paper to an Instructor that was purchased from a term paper service or downloaded from the Internet and presenting another person's academic work as one's own.

Individual academic departments may provide additional examples in writing of what does and does not constitute plagiarism, provided that such examples do not conflict with the intent of this policy.

Violations of Copyrights

International copyright laws must be observed by all students. Violations of copyright laws include making unauthorized use of printed materials, duplicating computer software, duplicating copyrighted materials, and reproducing audio-visual works.

Dishonesty in Papers

Papers submitted in courses must be the original work of the student with appropriate citations and references. Papers or other reports prepared by another person or purchased from another person or company and submitted as one's own work is a violation of academic honesty.

Work for One Course Submitted for Another

Work submitted for one course may not be submitted for another. It is a violation of academic integrity to submit the same work in more than one course. The incorporation by students of past writing or research into current projects must be clearly indicated.

Falsification of Data

Deliberate falsification of data for coursework, research papers or projects and other academic activity is a violation of academic integrity.

Inappropriate Collaboration

Working and collaborating with a fellow student or others without acknowledging their assistance is a violation of academic integrity.

Dishonesty during Exams

This includes the use of unauthorized materials, receipt of information and/or answers from others during the examination, or the transferal of unauthorized materials, information or answers to another student.

Adjudication of Academic Dishonesty and Integrity

The University reserves the right of imposing on the violators of academic honesty disciplinary action ranging from a failing grade in the exam, paper or course to suspension or dismissal from the University.

Jurisdiction:**Faculty Jurisdiction**

The course Instructor has full authority to impose penalties in cases of academic violation of the University's Code of Academic Honesty and Integrity that occur in his/her course.

Students wishing to bring charges of violation of academic honesty against another student should do so through the faculty member in whose course or academic activity the alleged code violation has occurred. In the case of students bringing charges against other students, the student bringing charges must identify himself or herself to the faculty member.

All cases of violations of academic honesty must be reported to the Division Head of the appropriate discipline.

Administration Jurisdiction

In circumstances in which the faculty member chooses to refer such violation to the Division Head, the following procedures will be observed:

Faculty members reporting an alleged case or incident of dishonesty must do so within two weeks from the date of discovery of the alleged dishonesty. The charge of dishonesty must be supported by appropriate documentation for the Division Head's review.

The Division Head will notify the student of the charge and will arrange to discuss the charge with the student in a preliminary meeting. The Division Head will also notify the Dean of the College of Arts and Sciences that the alleged offense occurred. At the preliminary meeting, the student will be presented with the charge made and the evidence provided by the faculty member. The student will be advised of the adjudication procedures including his/her rights and given the opportunity to respond. The student may respond immediately or may be asked to respond in writing within five (5) working days. Any statement or signed document by the student will become part of the evidence in the case.

If the student fails to attend the preliminary meeting, the Division Head may proceed with the process as appropriate. The Division Head may gather additional evidence from the student, the complainant, and other appropriate parties prior to the adjudication process.

Faculty members will not submit grades for the work in question or for the course until the case has been adjudicated. The faculty member may, at his/her discretion, discuss the alleged case of dishonesty with the student before the case has been adjudicated. If a semester grade is to be submitted before the resolution of the case, a grade of "N" will be entered on the transcript for that course.

After reviewing the charges and evidence, the Division Head will make a decision about the case. The Head may dismiss the case, remand the case to the faculty member bringing charges or assign a penalty. The Division Head has the authority to request a meeting with the student at any time.

No legal counsel or external advisor is permitted at any point during the adjudication procedure.

Penalties

Students are advised that violations of the Code of Academic Honesty and Integrity will be treated seriously by the University. The adjudication of violations will take into account both the seriousness of the offense and any particular circumstances involved in assigning a penalty. Repeat offenders may be subject to more severe penalties.

Penalties for an academic offense may include but are not limited to one or more of the following, progressively more severe:

- Resubmission of the work or the retaking of the exam in question
- Submission of alternative work or exam for the course in which the offense occurred
- Disciplinary probation
- A grade of "F" for the work found to be in violation of the Code of Academic Honesty and Integrity
- A grade of "F" or "WF" for the course in which the offense occurred
- Denial of credit for the course in which the offense occurred
- Suspension for one or more academic semesters, including the semester or session in which the offense occurred
- Dismissal for a specified time or permanently from the University

The student found in violation of the Code may not withdraw from a course in which an academic infraction has occurred and a penalty applied.

No refund or cancellation of tuition or fees is provided in such cases.

The Division Head of the department will notify the student in writing of the finding of violation and the appropriate penalty assigned. The faculty member bringing the charge will also be notified in writing of these results.

Student's Right of Appeal

Students have the right of appeal of the adjudication process. Appeals must be made in writing within 21 days of the date of notice.

Appeals are limited to grounds of improper procedure or lack of relevant evidence at the time of the original administrative review, or excessive penalty. The Dean of the College of Arts and Sciences will review appeals. The Dean may consult the record of the case, the appeal request, and any person involved in the process of adjudication. The Dean of the College of Arts and Sciences will make the final decision.

Records of Disciplinary Actions

All records related to student violation of the Code of Academic Honesty and Integrity will be retained for a period of seven (7) years after the student's last registration at the American University of Kuwait. The record will be housed in the division adjudicating the student. If the violation and penalty is noted on the student's permanent record, the record is maintained indefinitely. These, as all student records, are subject to University regulations of confidentiality of student records.

Students have the right to review their records of the violations of the Code of Academic Honesty and Integrity through a written request to the Dean of the College of Arts and Sciences.