



2018-2019

Student Code of Conduct



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Introduction

Educating students across diverse cultures, Sorbonne University Abu Dhabi (hereafter referred to as either “Sorbonne Abu Dhabi” or “the University”) is dedicated to the delivery of high quality undergraduate and postgraduate degree programmes designed to respond to the human resources needs of the UAE, the Gulf Region and worldwide.

When students enrol at Sorbonne Abu Dhabi, they accept the rights and responsibilities of membership in the institution’s academic and social community. As members of the Sorbonne Abu Dhabi community, students are expected to endorse stated institutional values by familiarising themselves with the local laws, local culture, as well as the Student Code of Conduct.

Purpose of the Student Code of Conduct

The Student Code of Conduct establishes standards of expected behaviour for students and student organisations at the University, and puts in place, fair and efficient procedures for protecting student rights and handling student misconduct.

Scope

Students are expected to adhere to the Student Code of Conduct from their first day of arrival on campus. The University reserves the right to discipline students and organisations for acts of misconduct wherever they occur. The University, at its discretion, may pursue disciplinary action against a student who is also subject to criminal proceedings. The University reserves this right even if criminal charges are pending, reduced, or dismissed.

1 - STUDENTS

The Student Code of Conduct and all policies and regulations apply to undergraduate, postgraduate and professional students as well as students enrolled in evening and executive courses along with student exchange programmes. In addition, students enrolled at other universities and living in the Sorbonne Abu Dhabi student residence are expected to follow the Student Code of Conduct. The Student Code of Conduct shall also apply to student conduct that occurs on University premises or at University-sponsored activities.

2 - STUDENT ORGANISATIONS

No student organisation will be recognised unless officially registered with the University in accordance with applicable rules. By doing so, the Student Organisation voluntarily assumes the responsibilities associated with such recognition.

The Student Code of Conduct and all related processes will apply to recognised student organisations. Student organisations shall be responsible for the conduct of members from the time of application until they are no longer recognised by the University. Student organisations and/or individual members shall be held accountable for their conduct, whether the behaviour may have occurred before classes began, after classes ended, or if it is discovered after the student graduates. Inappropriate behaviour during the academic year, between academic terms or during periods of suspension or dismissal will be recognised as student misconduct. The Student Code of Conduct shall apply to a student organisation even if the student organisation disbands while a disciplinary matter is being investigated or pending.



Acts of misconduct

Prohibited acts, which the Student Code of Conduct intends to address, includes but are not specifically limited to the following:

Academic misconduct

CHEATING

- Providing (or trying to provide) as well as receiving (or trying to receive) any sort of assistance during tests or examinations by using non expressly authorised electronic instruments (such as cell phones and pagers) or written material to obtain and/or share information, sharing any oral or written information, copying, as well as allowing another student to copy from a test paper.
- Changing, altering or being an accessory to the changing/altering of a grade.
- Taking a test for someone else or permitting someone else to take a test for you is a violation of the Student Code of Conduct as well as a criminal offence.
- Acquiring, distributing, selling or otherwise making available exam/test papers before an examination is a violation of the Student Code of Conduct as well as a criminal offence.
- Attempt and/or intention of cheating by preparing materials and/or entering a building or office for the purpose of cheating. Possession of unauthorised material and/or device during tests or examinations will be considered as an attempt to cheat. Disturbance of exams due to the possession of unauthorised material and/or device not related to the exam's matter is an academic misconduct.

FABRICATION AND FALSIFICATION

- Using falsified, invented or fictitious data or evidence.

PLAGIARISM

- Inclusion of someone else's words, ideas, images or data as one's own work and/or without complete, accurate and specific references to the original work. Modification, translation or

even paraphrasing someone else's words without acknowledging the source will be considered plagiarism. Plagiarism covers unpublished as well as published sources.

- Submitting as your own, any academic exercises prepared totally or in part by someone else. Letting another student present your work as his/her own is considered as collusion in the case of plagiarism.

CLASSROOM MISBEHAVIOUR

- Violation of any academic standard and disturbance during class such as persistently speaking without permission, engaging in activities that are not related to the class, inappropriate use of electronic devices, cell phones or laptops, sleeping in class, frequent absences, instigating others not to attend the class, etc.
- Unauthorised distribution of course material and course lecture notes for commercial purposes.
- Video or audio recordings of classes without the instructor's express consent and authorisation.

Non-academic misconduct

POSSESSION AND CONSUMPTION OF ALCOHOL AND DRUGS

- The possession, use, selling or distribution of alcohol as well as the possession, distribution or sale on university premises or at university-sponsored activities of drugs (controlled substances).
- Entry upon University premises or involvement in any University activity in an intoxicated state or under the influence of alcohol or a controlled substance.

PUBLIC DISPLAYS OF AFFECTION

- Intimate physical contact between males and females that goes against the cultural norms of the United Arab Emirates.

INAPPROPRIATE DRESS

- It is strictly prohibited for both males and females to wear clothes that may be offensive to the traditions and culture of the UAE. Students should dress in a way appropriate to their academic environment and respect their comrades, instructors and staff (for instance, bare feet or pajamas are not allowed outside the Residence). This dress code is applicable to all students and is directly related to UAE dress codes.

GAMBLING

- Gambling or other illegal or unauthorised games on the University premises, including rooms at the dorms and any private area on the campus.

TRESPASSING

- Any unauthorised entry or attempt to enter without lawful authority, any building or facility on Sorbonne Abu Dhabi premises against the will of the lawful occupant or of the person lawfully in charge.

PHYSICAL ASSAULT

- Infliction of or making a threat of physical harm to any person(s), including themselves or their property.

HARASSMENT

- Create unsafe conditions or environments which could cause harm to others, or threats (physical, verbal, electronic or written) or intimidation that is sufficiently severe or persistent for the purpose of limiting the ability of a student to work, study or participate in an activity or any other purposes.

INVASION OF PRIVACY

- The recording, filming, photographing, viewing, transmitting or producing the image or voice of another person without the person's knowledge and express consent in an environment that is considered private or where there is a reasonable expectation of privacy. The use of such recording devices is prohibited, as well as their storing, transmission and/or any kind

of distribution (This policy does not pertain to the recording of public events or discussions or recordings made for law enforcement purposes).

- Obtaining and/or copying private information about another person for misuse such as (but not limited to) publicising that person's information (especially falsely), without their knowledge and express consent.

THEFT, PROPERTY DAMAGE AND VANDALISM

- Theft and attempted theft of University property or property of a Sorbonne Abu Dhabi student, faculty member, staff member or visitor on University premises including the possession, sale or barter of stolen devices.
- Vandalism, wilful or reckless damage to University premises or property, or the property of any Sorbonne Abu Dhabi student, faculty member, staff member or visitor on University premises.
- This applies also to property used for any Sorbonne Abu Dhabi sponsored events, either off campus or held on University premises.

POSSESSION OR USE OF WEAPONS

- Possession or use of any fireworks, knives, firearms and other weapons (including replicas or likenesses), as well as chemicals that are of an explosive or corrosive nature or any other materials or substances that are prohibited by law.

INSTIGATION OF FALSE ALARMS

- Instigation of a false alarm, including a fire/explosion, or emergency alarms, bomb threats, tampering/misusing or damaging fire extinguishers, alarms or other safety equipment along with tampering with emergency exit doors, fire escapes, heat sensors, smoke detectors, hoses or fire extinguisher systems.
- Refusal or failure to immediately exit any facility or building when a fire alarm has been sounded, or hinder or impair the orderly evacuation of any Sorbonne Abu Dhabi facility or building.

HAZING

- Hazing or otherwise engaging in any act that endangers the mental, emotional, or physical health or safety of a student. A student allowing himself to be hazed will also be deemed in violation of this policy.

MISUSE OF THE UNIVERSITY NAME

- It is illegal for non-recognised student organisations to use the name of the University. Non-recognised student organisations participating or attempting to participate in activities reserved for recognised student organisations is a violation of this policy. Any student activity that will take place off campus under the university name needs written permission.

UNAUTHORISED USE OF TECHNOLOGY

- Use of computers including social networking websites or use of any information technology device or hacking into the Sorbonne Abu Dhabi network to stalk, harass, bully or otherwise intimidate others, as well as to spread false information about others students, members of staff, instructors and/or the University. To access student records or other unauthorised information or use IT devices to spread a virus on the network.

DISCRIMINATION

- All kinds of discrimination are forbidden on University premises. Any incidents involving discrimination will be considered as aggravating circumstances.

RETALIATION

- Acting against another student or member of the Sorbonne Abu Dhabi community for their participation in any portion of the referral or student conduct process (which includes serving as a witness in disciplinary hearings).

TRAFFIC VIOLATIONS

- Including but not limited to reckless driving or misuse of University provided parking lots. Students who are allotted a parking space should not park diagonally and occupy two spaces or park in unauthorised spaces.

UNJUSTIFIED COMPLAINT

- Complaints against other students, instructors, staff or visitors that rely on intentionally or unintentionally false, partial or biased information.

INSUBORDINATION

- Failure to comply with a reasonable request of any Sorbonne Abu Dhabi official or staff member in the exercise of their duties and with any sanctions imposed by a Disciplinary Committee and/or to respect the Academic and Non-Academic Department's policies and regulations.

FRAUD AND FORGERY

- Alteration or unauthorised use of Sorbonne Abu Dhabi identity documents (such as student ID cards), records or certificates, as well as permitting others to use the same or modifying them. Communication of false or misleading oral or written statements to any Sorbonne Abu Dhabi official. Creation of false statements about anything related to the Sorbonne Abu Dhabi community or reputation.



Student case resolution process

STUDENT WITNESS AND/OR VICTIM OF A CASE OF MISCONDUCT

If a student is a witness and/or victim of a case of misconduct involving one or several other students, members of staff and instructors or visitors, he/she should raise a complaint as follows:

Any charge alleging that a person or group has committed a violation of the code should be submitted as soon as possible after the incident takes place and referred to the relevant University official, as per the following:

- To the Head of the Academic Department in case the incident occurs during a class and/or in a classroom and/or involves an instructor;
- To the persons in charge of the residence in case the incident occurs at the residence; and
- To the Head of the Student Affairs Department in case the incident occurs elsewhere on University premises and does not involve instructors.

The complaint must be submitted in writing (via mail or email) and should contain the name of the complainant, a clear description of the act of misconduct, the name and/or a clear description of the person(s) involved in such an act and evidence and witness statements (if available).

Based on these elements, the relevant University official in charge will determine if there are sufficient grounds to proceed.

- In case of insufficient information or evidence, the complaint will be dismissed; in case of an unjustified complaint, the complaint will be dismissed and the complainant will be summoned by the relevant University official to respond to his/her own misconduct.
- If the complaint is refused and/or considered unjustified, the complainant may appeal such a decision to the University official's immediate superior authority. The appeal must be submitted in writing (via mail or email) and should contain the name of the complainant, the text of the original complaint, the name of the relevant University official it has been brought to and the reason invoked to justify the refusal of the case.
- If the complaint is considered as justified but cannot be resolved at this step, the complainant can request the relevant University official whom he/she had brought the original complaint to address it to his immediate superior authority. The same procedure as described above shall then apply.

STUDENT RESPONDENT OF A CASE OF MISCONDUCT

A student can be notified of an alleged violation of the Student Code of Conduct following a complaint lodged either by one or several other students, members of staff, instructors or visitors. Students notified of such an alleged violation (each a respondent) will meet first with the Head of the Academic Department in case of academic misconduct or with the Head of the Student Affairs Department in the case of non-academic misconduct. At this time it will be determined if the issue continues on to the Deputy Vice Chancellor for Academic Affairs.

Any respondent convoked to a hearing by the Disciplinary Committee will receive notification of the date, time and place of the hearing 24 hours in advance by email and by phone. The Deputy Vice Chancellor for Academic Affairs may postpone the hearing for academic or medical reasons. In case of emergency due to the severity of the case, the respondent can be summoned immediately. If a respondent decides not to participate in the hearing, the Disciplinary Committee can meet and take a decision in his/her absence.

During the Disciplinary Committee hearing, the respondent will have the opportunity to present relevant documents and other information. Presentation of information by the respondent is not unlimited: the chair of the Disciplinary Committee can at any time direct the respondent to move on from irrelevant documents, facts or arguments. The respondent can request the Disciplinary Committee to call witnesses, provided that the Disciplinary Committee agrees on the relevance of the proposal. The opportunity to call witnesses is accompanied by the obligation to provide the name of and rationale for each witness in writing. The Disciplinary Committee can then decide to suspend any decision after the hearing of the witnesses. In cases where retaliation is a legitimate safety concern, the Disciplinary Committee may limit the respondent's opportunity to call or examine witnesses.

All issues discussed and information shared in the complaints and Disciplinary Committee hearings will be kept strictly confidential.

An appeal against the decision of the Disciplinary Committee can be addressed to the Vice Chancellor. The appeal must be submitted in writing (via mail or email) to the Vice Chancellor's office and should contain a copy of the Disciplinary Committee's decision as well as a clear justification for the request of an appeal.

Organisation case resolution process

STUDENT WITNESS AND/OR VICTIM OF A CASE OF MISCONDUCT INVOLVING A STUDENT ORGANISATION

If a student is a witness and/or a victim of a case of misconduct involving a student organisation, he/she should raise a complaint directly to the Head of the Student Affairs Department. The Head of the Student Affairs Department will determine if there are sufficient grounds to proceed. In the case of insufficient information or evidence, the complaint will be dismissed. In the case of an unjustified complaint, the complaint will be dismissed and the complainant will be summoned by the Head of the Student Affairs Department to respond to his/her own misconduct. If the complaint is refused and/or considered unjustified, the complainant may appeal such decision with the Head of the Student Affairs Department's immediate superior authority following the same procedure as described above.

STUDENT ORGANISATION INVOLVED IN A CASE OF MISCONDUCT

A student organisation may be subject to the disciplinary process in the following situations when:

- An alleged offense was committed by one or more members of a student organisation and was carried out on behalf of the student organisation and/or was sanctioned by a student organisation's officer and/or student organisation funds were used for financing the alleged offence and/or the alleged offence was supported by a majority of the student organisation's membership.
- An alleged offense occurred as a result of or as part of a student organisation sponsored function.
- The Disciplinary Committee called to investigate an offense by one or more individuals deems that the offense, by its nature, concerns a student organisation as a whole and not only the actions of the individual members.

THE UNIVERSITY'S DISCIPLINARY PROCESS WILL THEN PROCEED AS FOLLOWS

- Any activities and/or recruitment of the student organisation will be suspended until investigations and the disciplinary process is complete.
- A committee under the supervision of the Head of the Student Affairs Department will investigate to determine the responsibilities of both actors and instigators of the alleged offense. Disciplinary Committee(s) will be then held according to the proposals of this committee on an individual or collective basis.
- According to the decision of the Disciplinary Committee(s), the dissolution (temporary or permanent) of the student organisation will be effective.



Student Council role

The Student Council is the executive authority of the student community. It serves as a crucial and direct connection between Sorbonne Abu Dhabi's administration and students. The Student Council aims to support students in their views and concerns and to look after the common interests of all students.

If the Student Council is a victim of an act of misconduct as an organisation, it can raise a complaint through a member specially designated to do so by its board. It cannot raise a complaint in the name of a student but it can help him/her to do so.

The Sorbonne Abu Dhabi disciplinary committee

RUNNING

Any violation of the Student Code of Conduct may lead to a Disciplinary Committee being formed. Disciplinary Committees shall be chaired by the Deputy Vice Chancellor for Academic Affairs and meet upon his request. Aside from the chairman, Disciplinary Committees are formed of at least two people called by the chairman among the following:

- The Head of the Student Affairs Department or his appointed representative.
- The Head of the concerned student's Academic Department or his appointed representative and;
- Representatives from Sorbonne Abu Dhabi management.

FACTORS THAT MAY BE CONSIDERED WHEN DETERMINING A DISCIPLINARY SANCTION

- Nature, scope and severity of violation(s).
- Impact on the individual(s) involved and/or on the residence or University community.
- Aggravated, intentional, repeated or multiple violation(s).
- Respondent's disciplinary and civic history.
- Acknowledgement of accountability/responsibility for improper conduct.
- Respondent's remorse and cooperation.

SANCTIONS

The following sanctions are provided for and may be imposed by the Disciplinary Committee upon any student or any student organisation that has been found responsible for a violation(s) of the Student Code of Conduct:

- Warning
- Educational support
- Disciplinary probation
- Restitution
- Loss of privilege
- Termination of recognition
- No contact order
- Suspension
- Expulsion (which may result in a visa cancellation in case of definitive expulsion)

All sanctions will be provided in writing. A report will be added to the student's administrative file temporarily or permanently, indicating disciplinary sanctions. Depending on the personal situation of the student, the sanctions decided by the Disciplinary Committee will be sent to the student's parents, guardian or sponsor.

RIGHTS PROVIDED TO A COMPLAINANT ON A DISCIPLINARY HEARING

- A complaining student may request information about victim advocacy, counselling, mental health or medical services available on campus.
- A complaining student has the right to report retaliation or harassment as a result of reporting acts of misconduct.
- A complaining student may be granted, if these changes are reasonably available, a change in living assignment, academic arrangement or other necessary measures (determined on a case by case basis) to prevent an unwanted or disagreeable contact.



Legal actions

The student witness and/or victim of a case of misconduct on the campus or during activities organised by the University, has the right to notify local law enforcement authorities.

Nevertheless, he/she should inform the relevant University officials and coordinate with them before taking any action. University officials need to inform the Vice Chancellor and the Deputy Vice Chancellors, who will advise the student regarding the legal formalities to be fulfilled and may provide the support of the University's legal advisor.



Student Code of Conduct signature page

I have read and fully understand and accept all conditions set forth in this Code of Conduct.

Student name

Permanent address

Signature

Date

*For students under the age of 21, a parent signature is also required

Name of parent

Parent signature

Date

To be signed and delivered to the Student Affairs Department.

Annexes

DEFINITIONS RELATED TO THE STUDENT CODE OF CONDUCT

Acts of Misconduct

Any behaviour that is inconsistent with University policy or as outlined in the Student Code of Conduct or other University publication.

Complicity

Complicity is condoning, supporting or encouraging any violation of the Student Code of Conduct. Students who anticipate or observe any violation of the code are expected to remove themselves from association or participation in any such inappropriate behaviour. Individuals who fail to do so may be subject to the disciplinary process for the alleged violations.

Disciplinary Hearing

A process in which the facts of an alleged violation of the Student Code of Conduct are presented to a disciplinary committee to determine if a violation(s) took place and if sanction(s) are appropriate.

Disciplinary Committee

University management, staff and faculty designated by the Deputy Vice Chancellor for Academic Affairs and trained to adjudicate violations of the Student Code of Conduct.

Expulsion

The permanent loss of the privilege of registration, class attendance and residence in University managed housing. The privilege to use University facilities or property is also withdrawn by this action. A student who has been expelled is not eligible for readmission. Any student who is expelled will not be entitled to any refund of tuition or fees. Lastly, a notice will be placed on a student's transcript indicating disciplinary expulsion.

Fundamental Fairness

A standard that includes minimally the guaranty to receive notice of the alleged violation(s) and the time, date and location of the opportunity to be heard, as well as the guaranty of the conduct of proceeding's fairness.

Complainant

A person who makes a complaint alleging that a violation of the Student Code of Conduct has occurred.

Disciplinary Probation

A period during which a student must behave in a manner acceptable to the University. Under the status of disciplinary probation, a student is encouraged to seek advice and counsel from appropriate University officials. Conditions of probation may be set forth which restrict the student's participation in extra-curricular activities including sports, music, dance, student organisations etc. Established proof of a violation of the terms of probation or of a further incident of misconduct while on probation may include expulsion.

Discrimination

Including, but are not limited to consideration of race, sex, colour, religion, ancestry, national origin, age, disability, veteran status or sexual orientation.

Educational Support

An order requiring the student or student's organisation to perform a mandated service or to participate in an educational programme or activity including but not limited to, an educational seminar, a treatment programme for alcohol or drug abuse, psychological counselling or another programme/task designed to assist the student in learning more about the impact of his/her behaviour on both his/her academic progress and the community.

Hazing

The term hazing refers to any actions or activities that do not contribute to the positive development of a person or an organisation; which cause mental or physical harm; or which subject individuals to harassment, embarrassment, ridicule or distress. Such acts may include but are not limited to, forcing an individual to smoke or drink alcohol, creating excessive fatigue, punching, beating or kicking in any form, psychological abuse, morally degrading or humiliating activities, forced ingestion of any substance, activities which interfere with academic pursuits, paddling in any form and servitude. Hazing is typically associated with membership selection and initiation into an organisation. It is possible for hazing to occur before, during and after membership selection and initiation.

Loss of Privilege

The withdrawal of a privilege, use of a service, participation in a programme, event or activity for a specific period of time. The loss of privilege may prohibit a student or student organisation from participating in co-curricular activities, continuing a degree programme, being present in or using certain campus facilities or services and/or prohibit a student from enrolling in a class or classes.

No Contact Order

No contact orders are designed so that students involved in a campus conduct process do not have any communication with each other to help minimise further altercations between them. Students who have no contact orders are not to contact each other using ANY means. This includes but is not limited to comments, words or gestures in person, through postal mail, email, social networking sites or by having others (friends, acquaintances, family members) act on the student's behalf. An order of no contact will remain in place until both parties agree in writing, to cancel the order, pending final approval by the Student Affairs Department.

Respondent

A person who is alleged to have violated the Student Code of Conduct.



Restitution

Requires a student to pay for damages to property or the property of members or of visitors to the University or for misappropriation of University funds or for other expenses incurred as a result of violations of the Student Code of Conduct. Such reimbursement will be charged to any student who alone or through group activities, organises or knowingly participates in the events causing the damages or costs. A student typically has thirty (30) days to pay any damages owed to the University. If the outstanding debt is not paid within thirty (30) days, the University will charge the unpaid debt to the student's account which may result in an academic hold, collection procedures and any collection costs and fees. Academic holds will normally prohibit a student from registering for future classes, participating in graduation, receiving a degree and/or a certified transcript until the debt is fully paid. The University reserves the right to place academic holds on student accounts for students who fail to pay other students, outside entities or individuals within thirty (30) days of the Student Affairs Department's decision directing such student to pay the other student, entity or individual damages.

Sanction

An outcome imposed for the violation of the Student Code of Conduct. Generally, sanctions are educational in nature and intended to modify the student's behaviour as well as build an awareness of personal responsibility and community standards. Sanctions may also be given to protect the Mason community and preserve a safe educational environment for all members.

Sexual Misconduct

Includes sexual assault (any type of sexual contact or behaviour that occurs without the explicit consent of the recipient), sexual exploitation (taking non-consensual or abusive sexual advantage of another for one's own advantage or benefit), sexual harassment, sexual exploitation and/or sexual violence, sexual voyeurism, prostitution, engaging in sexual activity with another person while knowingly infected with a sexually transmitted disease and without informing the other person of the infection. Administering drugs, such as "date rape" drugs without knowledge or consent, compelling or inducing another person to engage in a sexual act by means of: (i) pressuring, cajoling, or arguing; (ii) instilling fear of dire consequences if a demand is not met; (iii) utilising drugs or alcohol.

Student

An individual who has applied to the university and/or is taking courses at Sorbonne University Abu Dhabi on a full-time, part-time, or non-degree seeking basis. Student status lasts until conferral of a degree or certificate or he/she is permanently separated from the university for academic or non-academic reasons. Also included are those individuals who are not officially enrolled for a particular term but who have a continuing relationship with the University.

Student Organisation

Any number of persons who have complied with the formal requirements for Sorbonne University Abu Dhabi student organisation recognition and registration.

Suspension

An action that excludes the student from registration, class attendance, residence in University-owned or managed housing and the use of University facilities for a specified period of time. The privilege of the use of University facilities/property is withdrawn by this action unless specific written permission is obtained from the conduct officer. When the suspension action is decided upon during the last full week of classes for a term and the presence of the student on campus is deemed not to be a threat, the suspension may be deferred until the end of the term at the discretion of the Disciplinary Committee. Once the student is readmitted, further incident(s) of misconduct will result an additional suspension periods or expulsion. The failure to observe the terms and conditions of a suspension may cause the extension of the suspension period or further disciplinary action.

Termination of Recognition

An order terminating University recognition of a registered student or organisation for a specific or indefinite period of time.

University Official

Any individual who is employed, contracted with or appointed and performing administrative or professional responsibilities within the scope of the person's authority by the University.

University Premises

The premises of Sorbonne University Abu Dhabi includes all land, buildings, facilities and other property in the possession of, owned, used, leased, licensed, managed or controlled by the University (including adjacent streets and sidewalks).

Warning

Notice that continuation or repetition of conduct found wrongful in the indefinite future may be cause for further disciplinary actions.

Witness

A person present at the time of an incident who attends a hearing to share information about a particular incident.

