



SORBONNE
UNIVERSITY
ABU DHABI

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, postgraduate degree programmes and Executive Education training 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 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.

General Classroom Rules:

Attendance

Attendance is an essential part of the educational process. Therefore, students are expected to avoid frequent absences and refrain from encouraging others to skip class.

Students are expected to attend classes on time and adhere to the following basic rules, procedures, and expectations:

- Students are expected to attend all types of classes, including lectures, tutorials, labs, and classes related conferences and activities.
- Each absence should be justified within the specified deadline.
- Absences should be justified within 3 days from students' return to class.
- Attendance will be taken twice during a class if there is a break: for the first part of the class, after the break or at any other time during the class.
- Late arrival of more than 5 minutes, whether before or after the break, will be considered as an absence: the students will be noted as absent for the whole duration of the class.
- Students who have an excuse for arriving late on a specific day need to inform the professor in advance to be allowed into the class and not be counted absent. The excuse is subject to the professor's approval.
- Students are requested to wait in the classroom up to 20 minutes if the professor does not show up and if the professor had not informed the students that he/she will be late. The class in this case will be rescheduled.

FLE Foundation Year attendance Rules (Day classes)

- Attendance is calculated per semester. In case a student's rate of absences reaches 40% per semester in more than 3 courses (each of them), he/she will be summoned to a meeting with the Head of department (or his/her representative) and may be dismissed from the programme.
- Attendance is also calculated for the whole programme. Once a student reaches 20% of overall absence, he/she will be summoned to a meeting with the Head of department (or his/her representative) and may face the consequences below, regardless of the reasons for his/her absences:
 - Students who are supposed to sit the mi-DU exam in June (and fail to obtain the minimum grade needed to join an intermediate group the following year) may be placed again in a beginners' group in September
 - Students who are supposed to sit the DU exam in June may be required to take the catch-up exams in August instead
- For every absence, the student must download an official justification on the portal. It is only accepted within 3 days from the student's return to class.
- In the frame of the continuous assessment, a student can justify one absence per test in the same course only once per semester, therefore he/she will not receive a "0.00" grade. The instructor will not reorganize the test for an absent student.

Attendance Rules for all undergraduate programs (except FLE)

In case students' absence rate reaches 20% of the hours of a course, whether justified or not, the students will be summoned for a meeting with the HOD and may face the following consequences:

- 1) Cancellation of the continuous assessment grades and first session final exam (if any final exam)
 - In case the course is evaluated through an exam during the final exam session for the course: students will not be allowed to take the final exam during the first exam session and will have to attend the catch-up session exam if the student did not compensate as per the rules of compensation of the program.
 - If the course is evaluated through continuous assessment only, students will have to repeat the course the next year (in case they don't compensate as per the rules of compensation of the program).
- 2) Dismissal if the attendance rate in most of the courses is low
 - Exceptions can be granted only for students who cannot attend classes either due to employment or for medical reasons, subject to the acceptance of their request by the Head of the academic department and the Deputy Vice Chancellor for Academic Affairs.
 - Postgraduate students follow specific attendance rules, in agreement with the Head of Department and the Director of the program.
 - Students are requested to wait in the classroom up to 20 minutes if the professor does not show up and if the professor had not informed the students that he/she will be late. The class in this case will be rescheduled.

Classroom behavior

Students are expected to adhere to specific instructions, class regulations and instructor expectations.

Students are to refrain from the below prohibited behaviours:

- Showing disrespectful behaviour towards the professor and/or the other students.
- Interrupting the professor or other students.
- Speaking without taking permission to speak by raising the hand, and/or not waiting for the professor to allow students to speak.
- Causing disruption during class in any way: being noisy, speaking with other students without permission, etc.
- Leaving or entering the classroom without permission.
- Video or audio recording the course without the consent of the professor.
- Any activity showing lack of focus on the content of the course.
- Using electronic devices or cell phones during the class for any purpose (taking phone calls, playing games, texting, etc.). Mobile phones should be turned off during the class.
- Using laptops in class for any purpose other than taking notes related to the course.
- Accessing the internet; unless requested by the professor for the purpose of a search, referral to a website, etc.
- Using social media in all its forms during the class.
- Eating food, or having food delivered during the class.

Acts of misconduct

Online Classes Rules and Regulations

In the event a course is offered via online mode, SUAD expects its students to follow certain rules of etiquette and contribute to productive and fruitful communication during class.

- All attendance rules applicable to classes held on campus are applicable to online classes.
- Students are expected to join class on time as per the schedule on the platform where the online class is conducted.
- Students are asked to find a quiet place to join the online class without interruption and to avoid causing nuisance to the other students attending the class.
- Students are expected to turn on their camera and remain visible for the entire duration of the class.
- Students are to be in appropriate attire and appearance for class.
- Students are expected to stay connected throughout the session until the end of the scheduled class.
- Students are expected to participate and should be responsive if called by the professor.
- Students are to remain muted unless required to participate or wishing to ask a question.
- Students are not to interrupt the professor or another student speaking.
- During the class session, students are expected to show mutual respect to other students and to the professor.
- Students must abide by appropriate "netiquette": refrain from using bad language or writing in CAPS.
- Topics not related to the course are not to be discussed neither orally nor on the chat forums.
- Students are not allowed to record the online classes without the permission of the professor teaching the class.

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 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 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/ 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.
- Any act of academic misconduct will lead to a Disciplinary Committee and sanctions will be applied as per the policy.

In case of any infringement of these rules the below sanctions will be applied:

1. Disciplinary meeting at the level of the Academic Department (Head of Department plus one Faculty from the Academic Department): Written warning, to be kept in the student's file.
2. Disciplinary meeting with the Academic Department and Student Affairs Department: Second written warning to be kept in the student's file, in addition to a two-day suspension.

3. Disciplinary meeting with the Deputy Vice Chancellor -Academic Affairs, the Head of the Academic Department, and the Student Affairs Department: Third written warning to be kept in the student's file, in addition to a one-week suspension.
4. Disciplinary committee with the Deputy Vice Chancellor -Academic Affairs, the Head of the Academic Department, and the Student Affairs Department: Dismissal

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.

Smoking and Vaping:

- Smoking or vaping is strictly prohibited within the classroom and on all university premises.

Public displays of affection

- Public displays of affection are strongly prohibited; this includes intimate physical contact between males and females or between the same gender that goes against the cultural norms of the United Arab Emirates.
- It is strictly prohibited to show any act of explicit or symbolic sexual connotations in any form (verbal, written, touching, physical contact, eye winking).
- Any violations are to be reported and students who do not abide by the above are subject to disciplinary action.

Disorderly & Lewd Behaviour

- Engaging in disorderly and/or lewd conduct is prohibited. This behavior may include urination/defecation outside designated restroom areas, invasion of another's privacy, hanging on the edge of terraces/buildings and/or exposing private body parts in public.

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.
- Inappropriate dress for students includes, but is not limited to, clothing that is very tight or transparent and indecently exposes the waist or back or shoulders and clothing above the knees.
- Dress code violations are to be reported and students who do not abide by the dress code are subject to disciplinary action.

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 threat 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

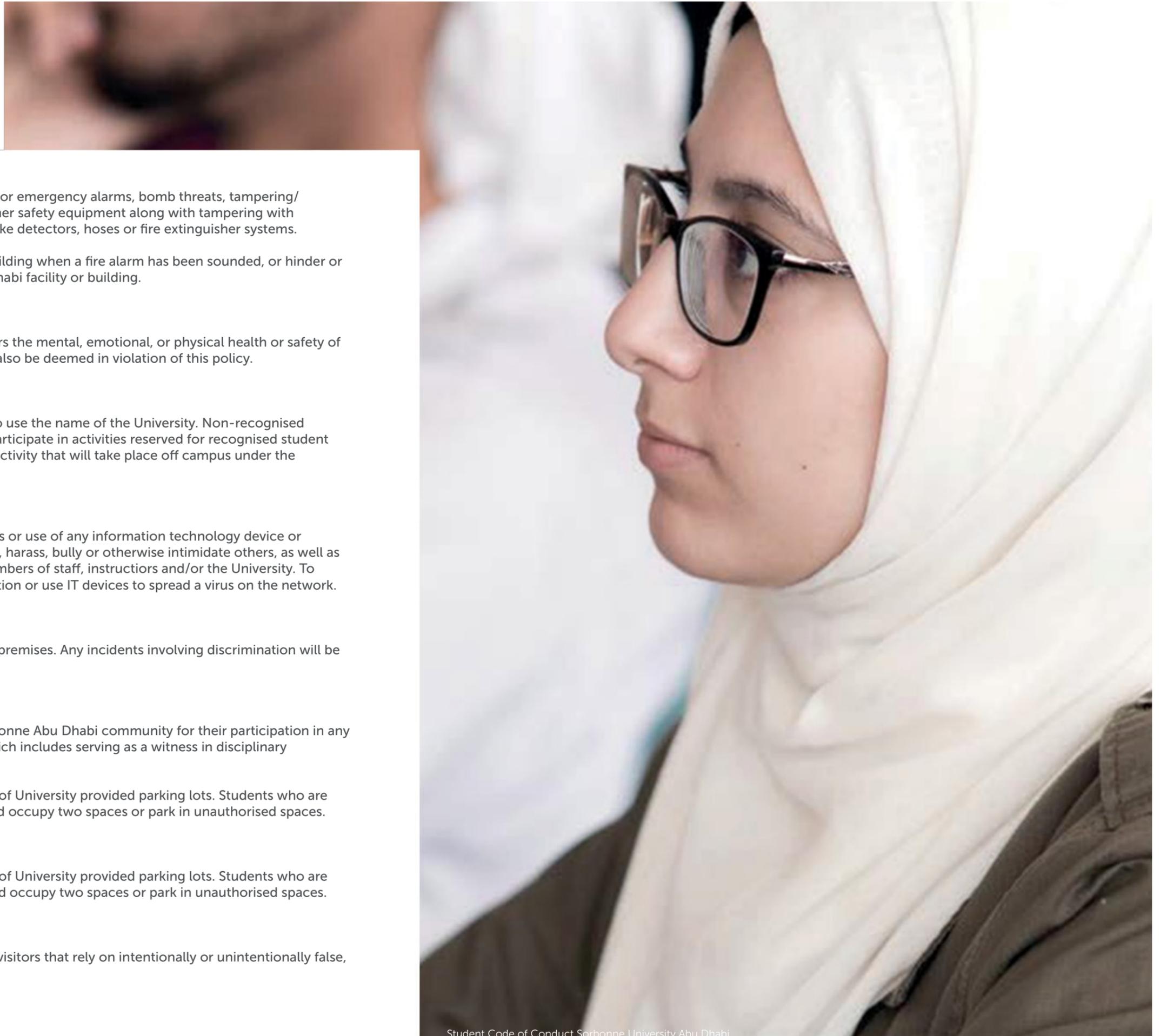
- The recording, filming, photographing, viewing, transmitting or producing the image or voice of another person without the person's knowledge and express consent in an environment that is considered private or where there is a reasonable expectation of privacy. The use of such recording devices is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

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 student, instructors, staff or visitors that rely on intentionally or unintentionally false, partial or biased information. Insubordination

Student case resolution process

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 statement about anything related to the Sorbonne Abu Dhabi community or reputation.

Visitor/guest misbehavior

- The student will be subject to the responsibility for their visitor or guest if a violation of the student code of conduct occurs".
- Security reserves the right to ask for your student ID/Emirates ID, in case of misconduct or violation of the student code of conduct".

In case of any of the above act of nonacademic misconduct or infringement occurs, the following sanctions will be applied:

1. The Student Success and Wellbeing department will hold a meeting with the student to provide a verbal warning. The student will also need to sign a commitment letter that will be kept in their file.
2. The Head of Student Affairs Department and the Head of Student Success and Wellbeing will hold a disciplinary meeting with the student and a written warning will be kept in the student's file.
3. The Deputy Vice Chancellor - Academic Affairs and the Student Affairs Department will hold a disciplinary committee meeting with the student. A written warning will be kept in the student's file and additional sanctions such as community service hours and/or suspension may be imposed. In severe cases, the committee may even consider dismissing the student.

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:

For any charge alleging that a person or group has committed a violation of the student code of conduct, it is essential to report it promptly. A report must be submitted within ten days of the incident occurrence.

The complaint should be submitted by filling the online complaint form:

<https://forms.office.com/r/2AaAAQj8ud>

The complaint 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 indicate if evidence and/or witness statements are available.

The complaint will then be referred to the relevant University official as per the following:

- To the Section Head- Student Housing if the incident occurs at the Residence.
- To the Head of the Student Affairs Department, if the incident occurs elsewhere in the University and is not academically related.
- To the Academic HOD if the complaint is related to strictly academic matters. In case an incident involving the Head of an academic department it will be referred to the DVC- Academic Affairs.

Based on the elements transmitted in the complaint, 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; 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.

Resolution Process for Misconduct Involving Student Organizations

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. In order to appeal, it is necessary to submit the appeal within 10 days of the decision being released.

A student is expected to treat all university staff member and other student with respect. The student who threatening to abuse or mistreat any of the staff members or other student whether verbally, in writing or physically there will be no tolerance and their complaint/ appeal and request will be automatically rejected.

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 as explained above (p. 14). 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 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

SUAD Disciplinary Committee is chaired by the Deputy Vice Chancellor for Academic. 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
- The head of the Registrar department or his appointed representative

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 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
- Community service hours
- Restitution
- Loss of privilege
- Termination of recognition
- No contact order
- Cancellation of a specific exam/ assessment
- Cancellation of the exam session/ the continuous assessment grades of the semester
- Notify the parents, guardian or sponsor:

- Suspension
- Expulsion/ Dismissal (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 up to five years, 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.
- The university management may notify the parents, guardians or sponsor if a student commits a serious or repeated misconduct(s) /violation(s) of the Student Code of Conduct.

All sanctions will be provided in writing. A report will be added to the student's administrative file temporarily or permanently for a period of five years, indicating disciplinary sanctions. Depending on serious or repeated misconduct(s) /violation(s) of the Student Code of Conduct., the sanctions decided by the Disciplinary Committee will be communicated 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

A photograph of two men looking towards the right. The man in the foreground is a Black man with short hair, wearing a black jacket over a white t-shirt. The man in the background is a white man with a beard, wearing a white thobe and a red and white patterned ghutra. The background is a plain, light-colored wall.

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 Chancellor's, who will advise the student regarding the legal formalities to be fulfilled and may provide the support of the University's legal advisor.

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.

Cancellation of a specific exam/ assessment

Cancellation of the exam/assessment where the incident happened. The student will be noted as "Défaillant".

Cancellation of the exam session/ the continuous assessment grades of the semester

Cancellation of all the exams of the same session/ cancellation of all the assessments done during the semester. The student will be noted as "Défaillant"

Expulsion/Dismissal

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 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.