

Student Responsibilities:

Student Code of Conduct

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

The University seeks to create an environment that promotes academic achievement and integrity, that is protective of free inquiry, and that serves the educational mission of the University.

The University seeks to foster a community that is respectful of the rights, opportunities, and welfare of students, faculty, staff, and guests, that is free from violence, threats, and intimidation, and promotes health and safety of the University community.

The University expects all students to conduct themselves as honest, responsible and law-abiding members of the academic community and to respect the rights of other students and members of the faculty and staff to use and enjoy University facilities and to participate in University programs.

In order to preserve the spirit of community and provide a comfortable safe environment for all students enrolled in the University, the University holds each member of its community responsible for respecting the rights, privileges and opinions of other members of the community.

Students and their organizations shall conduct their activities in a manner compatible with the commitment of the University to maintain an intellectual and cultural environment conducive to personal development and critical awareness, and in compliance with the laws of the United Arab Emirates, and UAE University Policies and Procedures.

The University is dedicated to responsible stewardship of its resources and to protecting its property and resources from theft, damage, destruction, or misuse.

The University is dedicated to the rational and orderly resolution of conflict.

The Code shall apply to student conduct that occurs on University premises or at University-sponsored activities. The Code also shall apply to off-campus student conduct when the conduct, as alleged, adversely affects a substantial University interest and either constitutes a criminal offense as defined by law, or indicates that the student may present a danger or threat to the health or safety of the student or others.

Any member of the University community may file a written complaint against a student or organization alleging misconduct under this Code or other University Policies or regulations. Any alleged breach of the Student Code of Conduct may result in the University taking disciplinary action against the student(s) concerned.

Disciplinary sanctions for misconduct may not be imposed without a disciplinary proceeding in accordance with the Procedures set in this Policy.

Expected Conduct of the Student

Each Student should act honestly and responsibly and respect the University laws, regulations, policies and guidelines. The student must respect other students' rights, faculty members, staff and the public. A student is prohibited from behaving in a manner that is considered a breach to others individual rights.

Disciplinary Actions

Any student who commits a breach to University by-laws, regulations, policies and traditions shall be punished with one of the sanctions stipulated in the university by-laws, whether this violation took place on the University Campus or in events sponsored by the University.

A student shouldn't be accountable by the concerned authorities for committing a criminal act unless the University commences its disciplinary action against the student. University disciplinary actions may commence before, after, or during the criminal procedures. Should the student be found innocent, that would not prevent the commencement of disciplinary actions unless the innocence is supported by objective reasons that refute the incident.

Filing Complaints

Each member of the university community has the right to file a complaint or make his concerns known without fear of reprisal.

Any faculty member, staff member, or student of the University can file an incident report documenting a misconduct complaint against a university student.

All complaints must be put in writing.

No student bringing a complaint under these procedures, whether successful or otherwise, will be treated less favorably by a UAEU employee than if the complaint had not been brought. If evidence to the contrary is found, the UAEU employee may be subject to disciplinary proceedings under University Policies.

Any person named in a complaint will be informed of the substantive nature of the complaint and will have the right to reply as part of the investigation. Any information contained within the complaint will be made available only to those involved in its resolution.

Complaints should be made immediately during or after the incident of alleged misconduct. Substantial delays in making the complaint following the date of the alleged misconduct may give cause for the University not to investigate the matter.

General Behavioral Violations

Each breach to the University regulations, rules and by-laws is considered a violation that necessitates discipline, in particular the following:

Each action, saying or dress that is improper to the rules of decorum or conduct and represents a breach to the on or off campus accepted standards of behavior.

Each behavior that negatively affects the University reputation or breaches the colleges, institutes, academic centers and university housing and other university premises. Disturbance during classes or instigation not to attend them.

Assault or threatening to assault or insult the University staff, students, visitors or assault to any properties inside the university.

Hazing that disrupts the student activities or unacceptable action to the standards of behavior inside the housing or causing any damage to them either directly or indirectly.

Damage or deformation of the University movable or immovable properties.

Possession of weapons, explosive or flammable materials inside the University Campus or the University housing.

Presence of male students in the female student areas without proper justification and vice versa. Breach of the Intellectual Property Rights of others, whether through unauthorized photocopying, quoting, or resorting to offices to prepare research papers and studies.

Any alteration or change or moving of the housing properties or its furniture without obtaining the approval of the departments concerned.

Breaching the housing regulations prepared by the Deanship of Students Affairs.

Formation of any organizations or groups or societies or issuing newsletters, newspapers or magazines or distributing them inside the University Campus or fund-raising or collection of signatures without obtaining a prior permit from the competent authorities in the university.

To make false statements or information to any media party and particularly any related information about admission, registration and student affairs.

Taking prohibited drugs or distribution thereof, or smoking inside the University Campus.

Non observance of the traffic rules inside the University Campus.

Each saying or action or doing that affects the honor or dignity or breach to the accepted code of conduct and values inside or outside the University.

Dishonoring the regulations imposed by the deanship or the college concerning trips and activities conducted inside or outside the University Campus.

Non-compliance to the University security officers or staff during performing their official duty or refusing to show his ID card when requested.

Stealing, attempting to steal, or unauthorized usage which include:

Unauthorized transfer to any file.

Unauthorized usage of a user name or password to another individual.

Using computers to plagiarize another student's work or faculty member or staff in the University.

Using the computer or means of social media channels to send offensive messages or harassment.

Using mobile phones during study classes.

Using photographing cameras inside the University Campus whether via mobile phone - laptop - electronic gadgets in a way that abuses others or the university standing.

Any other behavior that the University Disciplinary Authority sees as a disciplinary violation. Hosting or hiding unauthorized visitor inside the housing.

Proscribed Conduct

The following offenses constitute violations of the Student Code of Conduct and can lead to serious disciplinary action:

Plagiarism

Plagiarism is an academic offense, and is defined as follows at UAEU: "Plagiarism is deliberately presenting another person's work as your own, without acknowledgement."

Examples of plagiarism include, but are not limited to, the following:

Using the work of someone else or changing some words and keeping the same structure and the same meaning without noting the source(s) and submitting it as your own work. Taking text from many other sources and putting the pieces together as one document and submitting it as your own work without noting the source(s).

Downloading information, pictures or charts from the Internet and inserting that material into your own document and submitting it as your own work without noting the source(s)."

At UAEU, penalties for student misconduct, which includes plagiarism, are explained in the university By-laws (Nos. 136-146) and repeated in the Student Affairs Deanship Policies and Procedures (2-2). Penalties range from a formal letter of warning kept on file; suspension from a course or from the university; exclusion from taking the final examination; dismissal from the university; and the withdrawal of a previously awarded degree.

Cases of plagiarism are referred by a College to the Provost, who refers them to the university-wide Student Disciplinary Committee. This committee gathers evidence, adjudicates, and reports the outcomes of the cases back to the Provost. Included in the evidence collected by the committee should be any record of a student's prior offence(s) in the same or other Colleges. The Provost, in turn, reports the result to the Enrollment Deanship and respective College(s) to give effect to the penalty and record it on the student's record.

Acts of Dishonesty

These include:

Cheating, plagiarism or other breaches of academic integrity, such as fabrication, facilitating or aiding academic dishonesty; theft of instructional materials or tests; unauthorized access to or manipulation of laboratory equipment or experiments; alteration of grades or files; misuse of research data in reporting results; use of personal relationships to gain grades or favors, or otherwise attempting to obtain grades or credit through fraudulent means.

Knowingly furnishing false information to any University official, faculty member or office. Forgery, alteration or misuse of University documents, records, instruments of identification, computer programs, or accounts.

Stalking, Harassment, and Hazing

Stalking includes, but is not limited to, purposely or knowingly causing another person substantial emotional distress or reasonable apprehension of bodily injury or death by repeatedly following the stalked person or harassing, threatening, or intimidating the stalked person, in-person or by mail, by electronic communication or any other action, device, or method.

Harassment includes but is not limited to verbal, graphic and/or written abuse directed at another, beyond a reasonable expression of opinion, which:

Is threatening or carries with it the intention to do bodily harm,

Substantially interferes with a person's exercise of his/her responsibilities as a student, faculty or staff member, or

Constitutes any sort of sexual abuse or sexual harassment.

Hazing includes but is not limited to any conduct or method of initiation, admission or condition of continued membership in any student group, which:

Endangers the physical or mental health or safety of any student or other person, including extended deprivation of sleep or rest; forced consumption of drugs or alcohol; beating or branding; involuntary confinement or

Destroys, vandalizes or removes public or private property.

Assault

Physical or psychological assault, which includes but is not limited to: physical contact of an insulting or provoking nature or physical interference with a person that prevents the person from conducting his/her customary or usual affairs, puts the person in fear for his/her physical safety, or causes the person to suffer actual physical injury.

Any other non-consensual physical assault.

Discrimination

Any conduct that constitutes discrimination against any member of the University Community because of gender, religion, age, disability, race, color, and origin while engaged in educational programs or other activities directly related to the University business.

Misuse of Mobile Phones

All students must use mobile phones in a manner that does not interfere with the teaching, learning and other educational processes at the University. Use of mobile phones is limited to areas outside classrooms, labs, libraries and other areas where the use of mobile phones might not disrupt the educational process.

Photography

It is prohibited to photograph female students at any of the University premises without permission.

Only students with express written permission are allowed to take photographs on the University premises. All students must be prepared to present such authorization at any time, to any University official while engaged in any photographic activity.

Theft/Misuse of Property

Theft, attempted theft, or unauthorized possession, use, or removal of University property or the property of any member of the University community.

Defacing, tampering, damaging, or destroying University property or the property of any member of the University community.

Unauthorized presence in/on or use of University grounds, facilities, or property.

Theft or other abuse of computer facilities, capabilities and/or computer time, including but not limited to:

Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
Unauthorized transfer of a file.

Unauthorized use of another individual's identification or password,

Use of computing facilities to interfere with the work of another student, faculty member or University official.

Use of computing facilities to send harassing or abusive messages.

Use of computing facilities to interfere with the normal operation of the computing system.

Unauthorized use of computer resources, or copying of computer data or software. Examples of unauthorized use or copying include: attempts to alter systems; unauthorized access or copying of data or software attempts to release data, text, files or software in violation of copyright protection; and the condoning, approving, or directing of unauthorized use or copying.

Attempts to circumvent or defeat any University-owned system firewall or any other mechanism put in place to manage the network.

Theft of the University services, including but not limited to telephone services, food services or housing.

Inappropriate Dress

Dress standards are part of the culture and socially accepted norms of ethics and are strongly associated with the identity, traditions, beliefs and values that are deeply rooted in United Arab Emirates society.

Dress Regulations Standards for Male Students:

Students shall wear the male National costume (Kandura) in traditional colors acceptable by the UAE and GCC male communities. Flashy colors such as purple, etc. are not allowed. Students may also wear a suitable head-cover including Ghutra, Ogal or any other acceptable head covers.

Full-length trousers, long-sleeve shirts and elbow-length shirts are permitted on campus. Short trousers and shirts that reveal the entire arms are prohibited.

Short and unique color Jeans trousers are also prohibited.

Sport-wear is allowed only in gymnasia and inside the student housing.

Clothes with aggressive statements or impolite words imprinted on them are extremely prohibited on campus.

Bracelets, bangles or similar accessories are not permitted.

Bizarre hair styles and flashy hair dyes are also prohibited.

Dress Regulations Standards for Female Students:

With regard to UAE National costume including Abbaya and Sheila; Abbaya made of male Kandoura cloth or designed in a male Kandoura fashion are totally prohibited.

The Abbaya designed to reveal parts of the chest or legs are not allowed.

Tops or any similar dresses that reveal the shoulders or the full arms are not allowed.

Nevertheless, long-sleeve or elbow-length tops are permitted.

Any dresses with aggressive or impolite words imprinted on them are prohibited.

Male garments such as caps or trousers are also prohibited.

Sport uniforms are only allowed at sports' facilities and they are totally prohibited in classrooms. Excessive hair style or extravagant hair dyes are not permitted.

Smoking

The University is mindful of the wellbeing of persons in both the living and the working environment. Therefore, smoking is not permitted inside the academic and residential buildings and surroundings. Students who are caught smoking within the prohibited areas will be subjected to disciplinary action.

Noise

Residents are expected to respect the Quiet and Courtesy hours established by the Residence Life Coordinator. During Quiet and Courtesy hours the noise level in the living unit must be kept at a minimum. Students must comply with requests for quiet immediately by discontinuing the activity causing the disturbance or noise.

Sound systems of any type must not be directed out of the windows/doors or used outside the residential buildings. Repeated disregard for the noise level caused by use of sound equipment may result in the confiscation of such equipment.

Sports are prohibited in all areas of University housing except in designated sports facilities.

Activities related to sport, including tossing, bouncing, or kicking of balls or other objects are also prohibited within housing.

Failure to Comply

All students who fail to abide by the Student Code of Conduct or other directives issued by the University will be subject to disciplinary action.