Code of Conduct at University of Science & Technology

7.1 Impetus

University of Science and Technology (UST) aims to establish an academic environment that reflects the highest academic ethical standards. UST students should conduct themselves according to ideals portrayed by Egypt’s national scientific renaissance project.

In order to ensure that the University can dedicate itself fully to its academic and educational vision, it is expected that an individual’s personal integrity will be reflected in honest and responsible actions.

The University expects that members of the UST community will be truthful and forthright. The University expects that community members will not engage in behavior that endangers their own sustained effectiveness or that has serious ramifications for their own safety, welfare, academic well-being or professional obligations, or for that of others.

All UST community members must respect the general resources and physical property of the University. Such resources are assets in which community members have a vested interest, as these resources specifically support the institutional mission.

- **Policy:** As members of the UST community, its faculty, staff, and students are expected to deal with each other with respect and consideration.

- **Expected behavior:** Each community member is expected to treat other community members with civility and respect, recognizing that disagreement and informed debate are valued in an academic community.

- **Unacceptable behavior:** Demeaning, intimidating, threatening, disrespectful or violent behaviors that affect the ability to learn, work, or live in the University environment depart from the standard for civility and respect. These behaviors have no place in the UST academic community.

7.2 Student Rights within the University Community

With the approval of the Board of Trustees, the University affirms the following student right and privileges:

- The right to pursue academic goals without being subject to discrimination on the basis of race, color, religion, ethnicity, geographic origin, age, sex, marital status or handicapped status.

- Freedom to join organizations, to speak freely, to engage in discussion, to make inquiries, to exchange thought and opinion, to publish and exchange findings and recommendations, to speak, write, or print freely on any subject, and to sponsor speakers of their choice, subject only to the right of the University to make reasonable rules and regulations related thereto.

- To associate with whomsoever they please.

- To engage in the educational process.

- To be secure in their persons, living quarters, papers, and effects from unreasonable, illegal, or unauthorized searches and seizures.
7.3 Academic Integrity Policy:

Students are expected to recognize and uphold standards of intellectual and academic integrity. The University assumes as a basic and minimum standard of conduct in academic matters that students be honest and that they submit for credit only the products of their own efforts. Both the ideals of scholarship and the need for fairness require that all dishonest work be rejected as a basis for academic credit. They also require that students refrain from any and all forms of dishonorable or unethical conduct related to their academic work.

Academic Dishonesty

Plagiarism

Submitting material that is in part or whole is not entirely one's own work without properly citing sources. Plagiarism includes, but is not limited to:

1) Submitting a copied piece of writing as original work
2) The quotation or other use of another person's words, ideas, opinions, thoughts, or theories (even if paraphrased into one's own words) without acknowledgment of the source
3) The quotation or other use of facts, statistics, or other data or materials (including images) that are not clearly common knowledge without acknowledgment of the source

Fabrication

Falsifying or inventing any information, data, or citation; presenting data that were not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which the data were gathered or collected including the incorrect documentation of a source;

1) The citation, in a bibliography or other list of references, of sources that were not used to prepare the academic work;
2) The inclusion in an academic work of falsified, invented, or fictitious data or information, or the deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or information
3) The unauthorized submission of an academic work prepared totally or in part by another

Cheating

Cheating is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question, such as:

1. Copying or attempting to copy from others during an exam or on an assignment.
2. Communicating answers with another person during an exam.
3. Preprogramming a calculator to contain answers or other unauthorized information for exams.
4. Using unauthorized materials, prepared answers, written notes, or concealed information during an exam.
5. Allowing others to do an assignment or portion of an assignment for you.
6. Allowing another person to copy one's own academic work—whether intentionally or recklessly.
7. The unauthorized collaboration with any other person on an academic exercise, including collaboration on a take-home or make-up academic exercise.
8. Taking an exam for another person or having someone take an exam for you.

**Academic misconduct**

Academic misconduct is any other act that disrupts the educational process or provides a student with an academic advantage over another student. Academic misconduct includes, but is not limited to:

1) Falsification of records and official documents: Altering documents affecting academic records; forging signatures of authorization or falsifying information on an official academic document, grade report, letter of permission, petition, drop/add form, ID card, or any other official University document.
2) Entering any University building, facility, office, or other property, or accessing any computer file or other University record or storage for the purpose of obtaining the answers or solutions to an academic exercise or to change a grade.
3) Bribing another person to obtain an academic exercise, including answers to questions of an un-administered academic exercise.
4) The unauthorized possession, copying, distribution, sale, or other transfer of all or any part of an academic exercise, or the answers or solutions to an academic exercise, whether or not the exercise has been administered.
5) Posting of notes or other materials from a class (whether the student is enrolled in the class or not) on the Internet, whether or not for a fee, if the faculty member has expressly prohibited the posting of such materials.

**Protecting yourself from being charged with academic dishonesty**

1. Familiarize yourself with the University's Code of Conduct, especially for information regarding Academic Integrity
2. Prepare yourself thoroughly for examinations and assignments.
3. Take the initiative to prevent other students from copying your exam or assignments by shielding your work.
4. Do not look around, particularly in the direction of other students' papers, during an exam since it may appear you are trying to copy from others.
5. Do not share assignments you have finished to other students. Do not leave your finished assignments in a place where another student might be able to copy them.
6. Do not share your current or former assignments, projects, papers, etc. with other students to use as guides for their work.
7. When working on a collaborative exercise, complete all written assignments individually unless the instructor specifically tells you otherwise.
8. Acknowledge the contributions of other students on collaborative projects by citing their name(s) on all written work turned into the instructor.
9. Protect your computer login identifications and passwords. Other students could use them to access your work and subsequently implicate you in a cheating case.
7.4 Classroom Code of Conduct

**Expectations from students**

1) Students should attend regularly, arrive to class on time, stay through the full period, and bring all necessary materials (books, paper, pen, minds ...) to class.

2) Students should come to class prepared, in particular, they should have finished all the required readings for that day.

3) Students should not engage in behavior that detracts from the learning experience. Talking in class, sleeping, reading a newspaper or other outside works, unnecessary movement in and out of the classroom and any other distracting behavior that limit the learning process.

4) Because the classroom should be a place for the free discussion of ideas, students should conduct and express themselves in a way that is respectful of all persons.

5) Students are responsible for what transpires if they miss a class. It is the student's responsibility to contact a classmate to determine what was missed. [Note: Instructors may have their own set of rules regarding attendance. "Excused absences" are specified in the University "Excused Absences Policy Statement" (e.g., hospitalization, death of an immediate family member).

6) Students should address faculty as "Professor" or "Dr." Calling faculty by their first names is not appropriate.

7) Students are expected to be professional and respectful of other students, instructors, administration, and staff. That includes verbal and physical behavior as well as language used in email and phone messages.

8) Students must adhere to University rules regarding online access and usage.

**Prohibited activities in classrooms**

1) Engaging in prolonged side conversations.

2) Using cell phones to receive calls or for purposes that are not course related.

3) Checking personal e-mail, Facebook, twitter or browsing the Internet are prohibited. Laptop and tablet computers are allowed for note taking only.

4) Arriving late (10 min from the class start time) or leaving early without the prior permission of the instructor.

5) Reading material, e.g., magazines, newspapers, novels etc., that are not course-related.

6) Working on personal activities or the assignments of other courses.

7) Interrupting the professor or other students.

8) Students should request permission from the instructor before asking questions or making comments.

9) Trashing the classroom.

10) Up to each instructor eating and drinking may be allowed as long as impact on others is minimized and students clean up their garbage after class.

**Failure to comply with the Classroom Code of Conduct may result in dismissal from class and disciplinary action.**

7.5 Exams Code of Conduct

- **Expectations from Examinees**

1) To be available in the exam venue at least 15 minutes before the exam.
2) To bring the necessary exam materials e.g. pens, pencils, calculators...etc.
3) To turn off mobile phones must and to place them in their bag with any other unauthorized materials at the front or rear of the exam venue as advised by the invigilator.
4) To show their ZC ID when asked and to place it on their desks throughout the exam.
5) To comply with the instructions of the invigilator at all times
6) To raise their hand if they have a question or need the supervisor’s help at any time during the exam.
7) To stop writing immediately when the invigilator announces the end of the exam.
8) To remain sitting quietly until the invigilator gives them the permission to leave the exam venue

- **Improper Examinee Conduct**

The Invigilator is authorized to dismiss any examinee from the exam for any of the following reasons:
1) Giving or receiving help during the examination
2) Attempting to take the examination for someone else
3) Copying questions or answers either on paper or with a calculator to take from the exam room
4) Disturbing other candidates during the exam
5) Communicating and Discussing the exam content with other examinees during exam sessions
6) Using unauthorized notes, books, calculators, wrist watches/timepieces, notations or other aids
7) Failure to follow written and/or verbal instructions
8) Possession or use of photographic, recording or transmission devices
9) Removal of examination materials or notations of any kind from the exam venue
10) Refusal to comply with time allotments or examination administration procedures
11) Behaving in an unprofessional or discourteous manner when interacting with others
12) Threatening or verbally abusing invigilator responsible for curbing or reporting improper conduct
13) Any other breach of conduct

7.6 Absence Policy

- Attendance in all academic activities is mandatory and it is the responsibility of the faculty with the assistance of the teaching assistants to track attendance. IT department can assist in that regard.

- Students who are absent more than 25% of the time in any course should not be permitted to attend the final examination and should receive a W grade.

- Students are permitted to miss up to three lectures or tutorials without a valid excuse.

- Students who miss more than 3 lectures or tutorials must have points deducted from their attendance grade (5% of the course grade).

- Students are allowed to make up one lab absence with an approved petition.
• No makeup exams should be offered for missed exams.

• Late work policy due to absence are left to the course coordinator who may refuse to accept late work, accept it with a deduction or accept it at full grade with a valid excuse.

7.7 Administrative Code of Conduct

The following are general rules pertaining to student behavior on campus:

• **Dress Code**
Dress code is to ensure that our students are dressed in a dignified manner. This means that the clothing worn should be clean, neat, modest and appropriate to the academic setting and the Egyptian culture.

• **Mobile Phone Policy**
All mobile phones must be switched off during classes, lectures and performances. Leaving a lecture or class to answer a mobile phone is not acceptable under any circumstances. In addition, phones should not be visible during classes and lectures. All mobile phones should be stored away in bags or pockets and not displayed on desks or tables, especially during examinations. Students who violate this policy may be asked to leave the class or lecture immediately and will not be permitted to return until the next class or lecture. This will be considered an unexcused absence. Faculty members may also decide that students violating the policy will not be allowed to attend the next class or lecture following the offense. If caught using a mobile phone during an exam, regardless of the cause, the instructor has full authority to take appropriate action. All mobile phones must be switched off in the library.

• **No Smoking Policy**
Smoking is not allowed in any University facility or vehicle. The purpose of the policy is to promote good health, limit the dangers of second-hand smoke and prevent fires.

• **Alcohol**
Egyptian law prohibits the serving or drinking of alcohol in public places except in hotels, tourist establishments and clubs of a touristic nature. Zewail city’s policy is not only to conform to the law by prohibiting any unlawful possession, use or distribution of alcohol by students or employees on the City campus, but also to preclude the presence of any alcohol in student activities either on or off campus.

• **Fraud**
Falsification of documents, including but not limited to student IDs, bus passes, and parking permits, will be subject to severe disciplinary penalties. Students must always bring their IDs to campus. Lending IDs to others, whether to Zewail University students or visitors, is considered fraud.

• **Theft**
Theft of any kind, including seizing, receiving, or concealing property with knowledge that it has been stolen is prohibited. Sale, possession, or misappropriation of any property or services without the owner’s permission is also prohibited.

**Drugs and Substance Abuse**

In the light of Article 34C of the Egyptian Drug Law, which imposes severe penalties for anyone convicted of possessing, buying, selling, handing over, transmitting, presenting for consumption or trading illegal drugs on educational premises, it is the policy of Zewail City to prohibit the manufacture, distribution, dispensing, possession or use of any controlled substance (drug) or alcohol by students on the university campus or during student activities. Violations of this policy may lead to dismissal. Individuals placed on probation for prohibited drug use, including abuse of pharmaceutical drugs and/or drug paraphernalia, will have this state of probation lifted only after offering the University proof of successful rehabilitative counseling and providing a doctor’s certificate that they are free of drug abuse.

**Freedom of Expression Policy**

Certain regulations are in effect, as follows:

- Speeches and demonstrations may not be held in the following areas which includes, but not limited to, academic and administrative buildings, libraries, computer labs, and dorms.
- No speech or demonstration may create a clear and present danger, or include "fighting words," which tend to motivate an immediate violation of the peace.
- No person may interfere with the free flow of pedestrian or vehicular traffic.
- No person may interfere with reasonable entrance or exit into and out of campus buildings, or interfere with any use of property belonging to the university or to other persons.
- No person shall engage in physically assaultive conduct towards any other person or damage or destroy any article of individual property belonging to another person.
- All persons shall comply with the guidelines of university officials acting in the performance of their duties.
- Amplified sound equipment is prohibited unless approved in advance by university officials.
- All public statements (including all forms of social media, labels, signs and posts) made by students either on or off campus that pertains to Zewail City, UST, any of its staff, administration personnel, policies, news, projects or engagements is subject to this code of conduct. As such these statements must retain the proper respect, civility, and common courtesy. Any violation of this would make the perpetrator subject to the penalties outlined in this document. Subsequent violations would result in escalated penalties up to and including suspension from UST study programs.

**Public Displays of Affection**

Students are expected to conduct themselves in a manner appropriate to life at an academic institution located in Egypt, with due respect for Egyptian society. Students are expected to respect the culture in which they live by refraining from public displays
of affection and any intimate behavior, especially in secluded and unauthorized areas on campus. Such misconduct will be perceived as improper behavior in an academic institution and may subject the student to disciplinary action.

- **Harassment**

  Zewail City is committed to providing a secure educational and work environment for its students, faculty, staff and administrators. Demonstrated lack of respect may result in disciplinary action. Accordingly, the University does not tolerate any form of harassment, including sexual harassment. Sexual harassment is any conduct of a sexual nature that significantly impairs a person’s ability or opportunity to perform his or her job or educational pursuits. Sexual harassment is prohibited by the University and is in violation of U.S. federal and state laws. Zewail city’s sexual harassment policy applies to faculty, administrators, staff and students, as well as vendors, suppliers and external parties contracted to perform campus services.

- **Violence and Disrespect**

  Respect for all members of the university community is an essential principle at Zewail City. Students are expected to show respect for colleagues, instructors, staff members and Zewail City as a whole.

  Violence and disrespect includes, but is not limited to physical abuse of all types, verbal abuse, threats, intimidation, harassment, sexual harassment, physically restraining any person and/or other conduct which endangers the physical or mental health or safety of any person.

- **Personal Safety**

  Safety and security are warranted to all university members. Any actions that threaten the personal safety or security of others are considered violations to the general university laws.

  The following actions are considered violations to the personal safety and security of others:

  1) Participation in demonstrations that threaten the safety of the people or cause any damage to the property.
  2) Attempts to suppress violently or non-violently free expression of ideas.
  3) The possession or use of explosive or flammable items that might threaten human life.
  4) The possession or use of weapons or weapons-like objects that might threaten human life.
  5) Any physical assault performed on the university premises.
  6) Any act that cause serious physical or psychological threats to others

- **Damaging Property**

  Intentionally damaging Zewail City facilities and properties.
• **Other Administrative Conduct Violations**

An offense related to the operation of the University is committed when a student:

1) Forges, alters, takes possession, duplicates, or uses documents, records, keys, identification, or computer accounts without consent or authorization by appropriate University officials.
   - A student may not deface, transfer, duplicate, loan, borrow, or sell University identification or any other University document.
   - A student may not duplicate University building keys; this includes University Owned Housing keys.
   - A student may not possess or use keys to University facilities unless expressly authorized to do so.
   - A student may not provide University computing resource access to non-University entities unless expressly authorized to do so in writing.

2) Fails without just cause to comply with the lawful direction of a University official acting in the performance of their duties and authority.

3) Fails to present University identification or gives false identification or identifying information upon request by an authorized University official who has offered proper identification as to his/her status.

4) Purports to represent the University or another person in the University community improperly and without authorization.

5) Engages in solicitation of any type in or on University property unless approved in advance by an appropriate University official.

6) Engages or participates in non-University commercial activity on campus, unless written authorization for such activity has been given by the Provost or his designee. This prohibition includes, but is not limited to, the sale or misuse of class notes and recordings, papers, examinations and other class materials, which may not be sold, exchanged or distributed for commercial purposes, or for any purpose other than study.

### 7.8 Sanctions

Without disturbing the criminal penalties and the disciplinary sanctions of Zewail City, the member proven to breach the regulations governing student Unions or the established traditions or risking the reputation of the Union or harming its best interest or violating the conditions of proper conduct and good reputation will be scheduled for an investigation and thereafter will be subject to one or more of the following punishments:

- **Warning**

  A warning is the issuance of a written advises to the student to be more cautious with his/her behavior and conduct. The warning does not appear on a student’s conduct record, but a record of such result is maintained in the Dean of Students’ Office and may be take into consideration if additional violations occur.

- **Reprimand**

  The issuance of a letter to the student indicating that his/her conduct and behavior was unacceptable and that any future prohibited conduct may result in more severe disciplinary action. A Reprimand may appear on a student's conduct record.
- **Loss of credit in the exercise**

  For most academic offences the first penalty will be loss of credit in the exercise. The student may be required to repeat the exercise or complete an alternative assignment, although credit will not be given. The student will be allowed to continue in the course.

- **Directed no credit in the course**

  Repeated academic offences will lead to failure in the course, the student will be withdrawn from the course immediately following adjudication.

**Suspension**

Separation from the University for a period of one semester or longer.

**Dismissal**

A student who has been dismissed must earn readmission, by work and/or study away from UST for at least one semester and usually an academic year or more.

- **Expulsion**

  Permanent separation from the University.

**Sanctions for Code of Conduct Violations**

The following sanctions may be imposed upon students found to have violated the Code of Conduct. The University may choose to keep a written record of an incident which reflects unfavorably on a student's file as long as he or she is a student of the University.

**Conduct Sanctions for Academic Violations**

Sanction for the 1st violation:

- Some Violations are clearly opposed to academic integrity as stated in our policy but are less clearly the result of dishonesty on the student’s part; the student may not fully understand the rules of citation or what constitutes producing independent work so the first time a student is accused of a breach of academic integrity, the faculty member may decide that this was an educational experience for the student. In these cases, the student will receive a Warning rather than a First violation.

- Some Violations are clearly intentional, such as buying a paper from an on-line source, stealing a paper from a classmate, or using a cell phone to cheat on a test. Violations that the faculty member and the Dean of Student affairs deems intentional will be called a First Violation.

- Sanctions for first Violation include:
  1) The student either will be asked to repeat the exercise or complete an alternate assignment with a reduced or failing grade in that particular assignment or in the entire course
  2) A letter of reprimand will be written to the student
  3) Parental notification

Sanctions for the 2nd violation or a violation following a Warning,
1) The student will be suspended for the remainder of the semester and for the following semester.
2) A letter of reprimand will be placed in the student’s permanent academic file.

Sanctions for a Third Violation, including a Second violation following a Warning,

1) The student will usually be expelled from the University
2) Notation of the incidents in the official records

Conduct Sanctions for Administrative Violations
1. Dress Code violation: The student will not be allowed to enter Zewail city with inappropriate clothes
2. Damaging property: will subject students to an immediate fine, depending on the extent of damage.
3. Other Violations including Fraud & Theft, Harassment & Public display of affection, Alcohol, illegal drugs policy violation, Violence, Disrespect will result in the below sanctions

For 1st time offence:
1) The student will be suspended for the remainder of the semester and for the following semester.
2) A letter of reprimand will be placed in the student’s permanent academic file
3) Parental notification

For 2nd time offence:
1) The student will usually be expelled from the University
2) Notation of the incidents in the official records

Violations to Classroom Code of Conduct

Violations of the Classroom Code of Conduct will follow the three (3) step procedure below. Despite these steps, in extreme circumstances, course instructors may immediately contact Campus Security and the Office of Student Affairs. For issues of student intervention, information on violations may be shared with the Office of Student Affairs.

- **First Violation**: Following a student’s first violation in a particular course,
  1. The course instructor must provide a student with written notification of their alleged violation within five (5) calendar days of the alleged violation; this notification must include specific details regarding the student’s alleged violation.
  2. The course instructor will send this notification to the Registrar’s office, Program Chair and the Dean of Student Affairs.
  3. The student has the opportunity to respond in writing to the alleged violation within five (5) calendar days of the delivery date of the written notification from the course instructor.
  4. This notification shall serve as the first formal warning that the student’s conduct is unacceptable and will not be tolerated.
Second Violation: Following a student’s second violation in the course,
   1. The course instructor must provide a student with written notification of their alleged violation within five (5) calendar days of the alleged violation. This notification must include specific details regarding the student’s alleged violation.
   2. The course instructor will send this notification to the Registrar’s office, Program Chair, and Dean of Student Affairs.
   3. This second notification is the final warning to the student and must include an explanation of the consequences of a Third Violation. The Dean of Student Affairs upon recommendation of the class instructor reserve the right to dismiss the student for up to two week of class meetings from the date of the second notification.
   4. The Dean will convene a conference with the student and the course instructor to discuss the second violation. The student can respond to the alleged violation at the conference with the Dean and course instructor.

Third Violation – Following a student’s third violation of the Classroom Code of Conduct in the course,
   1. The course instructor must provide a student with written notification of their alleged violation within five (5) calendar days of the alleged violation.
   2. This notification must include specific details regarding the student’s alleged violation. A copy is sent to Registrar’s office, Program Chair, Dean of Student Affairs and to the Provost.
   3. The Provost or his/her designee will convene a conference with the student and additional administrators as deemed necessary (e.g., Student Affairs). The Provost will decide appropriate disciplinary action.

7.9 The Stakeholders

The stakeholders involved in applying and enforcing the academic integrity policy include:

- Faculty and Staff: All faculty and staff must be aware of the academic integrity policy applied by the university upon employment, and should promote knowledge of the policy when needed. Faculty and staff that witness an academic integrity violation within the scope of their offered courses should act to such violations by disciplinary actions (from within the authorized category of disciplinary actions) and should properly document the case in preparation for possible reviewing by the Academic Integrity Committee. Alternatively, they may report any violations of the policy to their Faculty Academic Integrity Committee dependent on the violation category of the reported incident and students’ previous academic integrity record. Faculty and staff that witness an academic integrity violation outside the scope of their offered classes should report the corresponding violations of the policy to their Faculty Academic Integrity Committee. Faculty and staff should take all appropriate measures to prevent violations of academic integrity. This includes, but is not limited to, proper exam proctoring, providing sufficient examination and assignment completion times, and securing all material.

- Students: It is the responsibility of the university to hold an obligatory session for all students upon admission to make them aware of the academic integrity policy. Students should consequently be clearly made aware that their admission implies consent to the policy. This should be documented through a signed declaration by each student that he has read and understood the GUC academic integrity policy.
Students should apply the academic integrity policy to the highest standards, and should be encouraged to report academic integrity violations to the Academic Integrity Board with a guarantee of anonymity.

- **Assistants:** Assistants are one of the most important stakeholders in applying the academic integrity policy due to their continuous interaction with students. The faculties hold the responsibility to make sure assistants are aware of the academic integrity policy upon employment at the university. Assistants should accordingly assume the same responsibility incurred upon faculty and staff in enforcing the academic integrity policy. Assistants must report any violation of the policy to their course directors immediately upon knowledge of the incident. Assistants do not have the right to exercise any academic disciplinary actions against students. For violation incidents that are not affiliated with an assistant's course, the assistant should report the case to the Faculty Academic Integrity Committee.

- **University Administration:** The university administration should encourage reporting of any violations of the academic integrity policies, and must uphold the policy equally amongst all members of the university. The university administration, faculty, and staff shall promote and remind of the policies listed herein so that eventually students tend to appreciate and respect the policies of academic Integrity, and become self-promoters of the policies themselves. Students should be reminded of the presence of the policy in every class at the beginning of each semester, and during exams and quizzes.