

Al-Quds University

Code of Conduct

The University represents a special and unique community among all other institutions in society in terms of being an institution concerned with preparing generations of young people to meet the task of building the nation on the basis of science and morals. It depends on the freedom of individuals to explore ideas and advance their capabilities. Such freedom, in turn, depends on the goodwill and responsible behavior of all members of the community, who must treat each other with tolerance and respect, and allow each other to develop to the full range of their capabilities and take full advantage of the institutions' resources.

Therefore, in the interest of the University administration to provide the right environment for the acquisition of knowledge and the development of ethics, it has worked to develop a code of general conduct within the University through a dialogue that included the various parties of the educational process, including faculty members, students, and administrators; to express everyone's commitment to it, leading to an educational environment conducive to distinguished teaching and learning performance.

The University Code of Conduct aims to provide students with clear standards of behavior, to adopt and abide by, and to understand the consequences of violating these standards, whether of an academic or non-academic nature.

Moreover, Al-Quds University expects its students and staff to act maturely and responsibly in their relationships with others, not to engage in behaviors that compromise their integrity, as well as the integrity of Al-Quds University, and to adhere to the principles within the academic and non-academic domains as outlined below.

General Guidelines

- The University is an educational institution whose students or staff may not use the University's name, policy, or educational programs for political, religious, economic for-profit, or any other purposes outside the scope of the educational objectives stipulated in the University's vision and mission.
- The code of conduct adopted at Al-Quds University includes the rules that must be adhered to, as well as the penalties that occur in case of violating those rules.
- The code of conduct contains provisions that govern the relationship between the student and the University in the fields it includes, and it is valid since its approval by the University Council and its ratification by the Board of Trustees.
- The penalties mentioned in this code are based on the regulations, laws, and instructions in force at Al-Quds University.

- Students enrolled in the University abide by the rules contained in this code. The student is not exempted from capitulating to it because he/she was unaware of it, and may not object to any of the rules it contains. Applying to study at the University implies acceptance and commitment to this code.
- The University is committed to publicizing the Code of Conduct on its website permanently.
- The University has the right to amend these regulations in line with developments in the systems, laws, and regulations related to the nature of the University's work and in coordination with the Council and student frameworks.
- The University has the right to impose punishment for any violations not stipulated in this regulation based on the laws and regulations in force.
- The principle of academic freedom is the basis of the University activity as a means of ensuring the expression of opinions while respecting the rights of others based on the Palestinian religious and national constants.
- Objectivity and impartiality are essential requirements to ensure fairness during examinations, recruitment, and appointments, as well as during evaluation and promotion.
- The faculty member is primarily responsible for respecting the principles of the University's literature, and faculty members, while performing their duties, must act with care, vigor, efficiency, integrity, freedom, loyalty, and good faith, in the interest of the University.

Scope of Application of the Code of Conduct

This Code applies to students and workers on campus, as well as those who attend off-campus events or activities as representatives of Al-Quds University, such as; scientific and recreational trips, field visits, external practical training, means of transportation affiliated to the University, or studying abroad within exchange programs signed between Al-Quds University and other universities.

Obligations and Responsibilities of all Parties of the Educational Process

❖ Al-Quds University's Commitments

Al-Quds University recognizes and commits the rights of its students and staff to the following:

- Providing the typical environment for outstanding educational performance for students, faculty members, and other staff.
- Implementation of the code of conduct, without any discrimination between students, or between students and faculty members or staff at the University.
- Maintaining the confidentiality of information, data, and opinions contained in the complaints of students, faculty members, and staff in various departments in a manner that is innocuous to the complainant.

- Expeditious investigation of any complaint or demand in a legal way and with integrity and confidentiality.
- Provide the necessary protection to ensure the security and safety of students, faculty members, and staff of the University. Therefore, it may take all the necessary measures within the framework of law to fulfill that obligation.

❖ Faculty members' Commitments

The faculty members at Al-Quds University should:

- Exert every effort to effectively present the various sciences; allowing students to develop their academic knowledge and practical experience at different levels considered in the various fields of specialization, and achieve the goals sought by the University.
- Work on developing highly scientific standards and values, directing students and putting them on the right track, in a way that develops their personality and enhances their ability to freely express their ideas and opinions within the framework of the professional academic and educational relationship between students and their professors.
- Commit to raising and developing the social personality of students, by respecting them and helping them express their opinions and personalities without any discrimination in accordance with the regulations governing work at the University.

❖ University Staffs' Commitments

All workers at Al-Quds University should:

- Provide all possible assistance within the limits of regulations and laws to all students without discrimination.
- Concern all students' services within their jurisdiction and within the limits of the regulations and instructions in force at Al-Quds University, and exert effort to issue these services expeditiously.
- Guide and advise students regarding administrative affairs, to help them take the full advantages and services offered by the University.
- Build and maintain a positive relationship with students based on reciprocal respect.

❖ Students' Responsibilities

Al-Quds University students should:

- Show respect to other individuals at AQU; faculty, students, staff, and visitors.
- Be familiar with and abide by all the rules and regulations in force at the University.

- Preserve the material and moral rights of all students.
- Exercise freedom of thought and expression by legitimate means, in alliance with applicable policies, rules, laws, and rights of others adopted by the University.
- Maintain all University facilities as they are dedicated to serving all students and University staff.
- Use appropriately the means and procedures available by the University to express complaints and demands.
- Commit to the University norms and traditions that preserve the University's status.

Student Behavior

The proper and responsible student behavior is a title on the educational and moral level and is an essential pillar in the regularity of the educational process and the achievement of its goals and mission. Moreover, it is an expression of cooperation and student interaction with the aspects of the educational process at the University.

Thus, each student must abide by the provisions of this Code in his/her behavioral, educational, and personal practice, and must consider the matters described below.

❖ University Identity Card (ID)

The University identity card is an important document that preserves students' rights and the University's security and safety. Accordingly, students:

- Must protect their University ID cards; as it is the responsibility of their owner and not use them for purposes other than those designated for.
- Are not permitted to lend their University ID cards to any other person from inside or outside the University.
- Must carry their University ID cards permanently and show them upon request without any objection.
- Violating these rules subjects the student to a penalty ranging from a warning to deprivation of study and entering the University for a period of up to a full semester, depending on the violation type and its consequences.

❖ Lectures, Laboratories, Specialized Laboratories, and Practical Lessons.

I. Attendance

Attending lectures and laboratories at the university is an important element of the integrated system of the educational process. Thus, all students are expected to attend their classes at the times specified in their study schedules.

- **Rules for attending lectures**

- Attendance record begins on the first day of class irrespective of the period allotted to drop/add and late registration.
- Student attendance is verified at any time, from the beginning of the lecture, the course or the practical lesson until the time of its completion.
- It is the sole responsibility of students to be aware of their attendance rate, and the University is not responsible for informing the students of the number of their absences. Students who are deprived of taking exams in any subject are announced according to their attendance rate in a timely manner.
- The students' attendance at lectures, labs, or practical lessons in a section other than the one in which they are officially registered, does not exempt them from absence from this specified section, and the rules of absence are applied to them.
- If a student was deprived from a course due to absence, or decides to withdraw from the course, the University is not obligated to offer that course in the immediately following semester even if the student is about to graduate.
- A student should not miss more than 20% of the lectures and laboratories scheduled for a particular course within the academic course plan. Exceeding this limit, the student fails the course.

- **Excused Absence**

Students may submit a petition to the Deanship of Student Affairs to raise the absence rate to 30% in the following cases:

- Acute medical cases, after the approval of the doctor accredited at the University, submitting all documents and signing the doctor on the medical examination.
- Death of a first-degree relative (father, mother, brother, sister).
- Local and international sports activities, subject to obtaining prior permission from the University.
- Representing the University in any approved scientific activities.
- Pilgrimage (Hajj) or Umrah.
- Renewal of residence.
- Humanitarian crisis and cases.
- Cases resulting from occupation.

- **Excuses Request Procedures**

- The student must submit within a week the absence request attached with the required papers to the faculty, which in turn, responds to the request with an official letter,

whether acceptance or rejection, and a copy of the letter is sent to the faculty or the concerned department.

- If a week has passed since the absence without notification, the excuse is not accepted unless the student submits a confirmation of the difficulty of submitting the notification of absence within the period stipulated for obtaining the approval of the faculty and the concerned authority.

II. Disciplined Behavior and Appropriate Collaboration

- All classes; lectures, practical lessons, and laboratories are the basis of the entire educational process. All students must adhere to decorum behaviors and collaborate to ensure the performance of these activities and the achievement of the maximum possible benefit for all students. In addition to what is stipulated in the internal regulations of the public and specialized laboratories. Students are penalized for academic violations in the following cases:
 - Late attendance to the lectures or laboratories causes a breach of order and interrupts the lecturer's communication; this disruptive behavior also shows indecency with the course instructor, so punctuality is an essential requirement.
 - Eating, drinking, smoking, and using mobile phones during lectures and laboratory sessions.
 - The side conversations between students or any actions that would disrupt or disparage the lecture system.

In case of violation of the previous rules, the course instructor may expel the student from the lecture, refuse his/her entry to the lecture, or deprive the student of attending the course he teaches. The course instructor may fill out and submit the relevant form of student offense to the faculty dean, or the head of the department to take the necessary actions and decisions. Penalties for violations may include; dismissal for one semester, depending on the type of violation and its effects. In case of repeated offenses, the penalty is increased to the point of final dismissal from the University.

❖ Plagiarism (Code of Academic Honesty)

Students at Al-Quds University learn to prepare research and assignments in different courses depending on the course and the type of prescribed assignments. Students read different research, studies, and topics related to the prescribed assignments, in which they must ensure the secretariat in transferring the sources and follow the recognized scientific rules in transferring or quoting from these sources. Violating those scientific rules is considered theft for the efforts of others and an infringement on the moral rights of others. This also applies to any external assistance that a

student may have received in the preparation of their assignments or graduation projects and was unable to prove that he/she personally carried out such works.

Plagiarism is subjected to the following rules and penalties:

- Exceeding 15% of the volume of the submitted research by quoting from other resources.
- Inability of the student to prove that he/ she personally prepared the assignment, scientific or graduation project without any external assistance.
- If the student copied the scientific material from a colleague, the two students shall be punished, if his/her colleague was aware of that.
- The penalty for plagiarism is failing and exclusion from studying in that course.
- In the case of repeated plagiarism, the penalties prescribed for cheating in examinations shall be applied.

❖ Dishonesty in Examinations (Cheating)

The University deals seriously and strictly with dishonesty cases including; cheating, any attempt of cheating, or disruption during testing sessions. It follows the regulations of the organization of Universities and the regulations of Al-Quds University's statute, which state the prevention of any case of cheating or attempted cheating and the punishment of those who commit this action.

- The penalty of cheating or attempted cheating involves; the cancellation of a student's exam in this course, and/or dismissal for one to two semesters without considering the summer session as a semester for this purpose.
- In the case of repeated such violations, the penalty increased by canceling all the student exams for this semester, dismissal for one year or semester and/or exclusion from the university.

❖ Examinations (Semester and Final)

Examinations are a very important aspect of evaluating students' performance in the educational system, and a way to measure student's knowledge and skills. Therefore, students must abide by the regulations and laws governing exams.

• General Rules for Examinations

Semester and final exams at the University are subjected to the following rules:

- Attend the exams on time, to prevent any disruption or confusion to other students during the exam period.

- Students are allowed to enter the exam hall before the quarter of the time scheduled for the exam has passed unless one of the students leaves the hall for exceptional cases. And they are not allowed to leave until half of the scheduled time for the exam has passed.
- Students must keep their University ID cards with them during exams and show it upon request without objection to verify the student's identity.
- Attending the final exam is a primary stipulation for passing the course, and in case of unexcused absence from the final exam, the student fails the course, even if his/her total semester grades exceed the minimum success in the course.
- Students must keep calm, maintain the general order of the exams, and avoid any disruptive behaviors during exams' sessions that would affect the examination system.
- It is not allowed to violate the general rules of exams, which includes, but is not limited to: attending an exam that they are not allowed to attend, deliberately damaging the answer sheets, writing the name in places other than those designated for it, or writing things unrelated to the exam.
- It is strictly forbidden for any student to fraudulently attend an exam in place of another student.
- Students must turn off their mobile phones during the exam, and not put it on silent mode.

In case of violating any of the previous rules, the student will be penalized by canceling his/her exam and expelling from the exam hall. Moreover, the student will be considered failed in this course and may be dismissed for a full semester, depending on the type of violation and its consequences. In case of repetition, the penalty increased to a final dismissal from the University.

- **Absence from Announced Exams**

- In case of being absent from exams during the semester or any other tests determined by the course instructor, the test may be repeated based on the course instructor's discretion for the reason of absence.
- In case of being absent from exams, the student must fulfill the procedures prescribed by the faculty Deanship, and be presented to the competent committee.

- **Absence with an Acceptable Excuse**

- For semester exams, the student is allowed to make up for the exam on a date determined by the course instructor.
- As for the final exams, the student may take a reset exam with the final exam of the same course at the end of the next semester or the one that follows, with the exception of graduate students, who will take a reset exam within two weeks of the beginning of the next semester.

- **Absence without an Acceptable Excuse**

The student gets a grade of (zero) in the semester exams and is considered a failure in the course in case of final exams.

- ❖ **The Library**

The library is an essential pillar of the educational process, and its resources are accessible to students, faculty members and their assistants. Using the library must ensure the achievement of its mission and the maintenance of its efficiency, thus students must abide by the internal regulations and the library services code of conduct when using books, references, and databases. And adhere to the necessary behaviors within the corridors of the library, which include but not limited to:

- Always use the University ID card.
- Commitment to calm.
- Refrain from eating, drinking, or using the mobile phones inside the library.
- Return books on time-based on the lending system announced in the library.
- Commitment to the rules of photocopying books and research announced in the library.
- Personal property is the responsibility of students and the University or library employee is not responsible for that.
- Commitment to put bags in the place designated for; in the library lockers.
- Use the library for study and scientific research only.
- Do not leave any personal belongings on the tables in the library.

Violating the library code of conduct, subjects the violator to a penalty ranging from a financial fine according to the internal regulations of the library, to a deprivation from using the library and its facilities for a period of two months, depending on the type of violation and its effects. In case of repeated such violations, the penalty increases to dismissal from the University for a period of a full academic year.

- ❖ **Computer Labs**

All University students use computer labs, and therefore compliance with the rules governing these services protects them from damage or misuse. A clear internal regulation is provided within the computer labs, to which students must adhere, and it includes the following:

- Eating, drinking or using mobile phones are strictly prohibited inside the computer labs.
- Commitment to calm and avoid the disruption of others by talking or laughing out loud.
- Students must sit in the designated places for this. Sitting on computers' desks is prohibited.
- The computers at the University must be preserved and not misused.
- Students must keep their possessions safe.
- The person working in the laboratory doesn't take the slightest responsibility for the loss of any information from the device.
- It is not allowed to use computers for non - educational purposes, such as playing games or playing any entertainment materials.
- The student must delete any data related to him/her from the device after finishing its use.
- Each student registered at the University has his/her own username and password to sign in the University's website and mail, through which he/she receives all his/her University correspondence. So, it is strictly forbidden to circulate or give the username or password of any student to any other person from inside or outside the University.
- It is strictly forbidden to use the computers of faculty members or attempt to use the username or password of any other student.
- Using the computers to hack the mail of any student or other person is strictly prohibited.
- Never clone any software from the University's devices.
- It is forbidden to use the device to send offensive or immoral information.
- It is forbidden to penetrate the University's electronic network and spread to the University community from inside or outside the University.

Violating the previous rules subjects the student to a penalty which ranges from warning to a deprivation from entering the University and studying for a full semester, depending on the type of violation and its consequences. In case of repeating such violations, the penalty increases to deprivation from using these facilities for a full academic year or final dismissal from the University.

❖ **The Clinics**

Working or training in clinics requires the utmost discipline and adherence to its instructions and internal regulations. In case of committing violations that exceed the limits of these regulations, the violator will be subjected to a penalty that ranges from deprivation of study for a period of a full semester, to a final dismissal from the University, depending on the type of violation and its consequences.

❖ **Smoking or Possession/Usage of Illegal Substances**

- Smoking inside Campus facilities including cafeterias is strictly prohibited, and only allowed outside the confines of AQU Campus. Students, who violate this clause, will be penalized by a financial fine following a primary warning, or dismissed for one semester. In case of repeated actions, students may be permanently dismissed from the University.
- The possession, circulation, usage, and/or promotion of drugs or alcohol are strictly prohibited. Expulsion from the University is the action taken in this case.
- In case of violation, the student will be permanently dismissed from the university.
- The University has the right to take all measures and procedures against behaviors that threaten the physical or emotional safety and well-being of others within the confines of AQU campus.

❖ **All forms of Violence**

Al-Quds University ensures a safe environment for all those in it, by limiting the manifestations of violence in all its forms: harassment, or uttering words or signs that would offend the public modesty, or psychologically or physically abuse any individual. Therefore, the following must be adhered to:

- Never send, receive, or circulate any materials that offend the public decency, or the reputation of the University, students, or staff.
- Harassment (Physical or Verbal) is strictly forbidden between students, their colleagues, and University staff.
- Students must not assault other students or individuals either verbally or physically within the confines of the University Campus.
- It is forbidden for a student to force or threaten any student or individual to do any bad act in public.
- Never use offensive words or insults to any student, individual, or the name of the University.
- Photographing and circulating pictures of students or staff without their consent is forbidden.
- It is forbidden to carry weapons inside the University or any tools that may threaten the lives of others.
- Carrying or playing with fireworks is prohibited.

Offenses related to this clause may subject students to expulsion from the University following warning, depending on the type of violation and its consequences.

❖ General Violations

According to the student Code of Conduct, there are some practices that are considered in violation of the general rules of the University and result in imposing the necessary penalties, including but not limited to:

- Stealing, damaging, or unauthorized possession of University property or that of any person while on University premises.
- Illegal trespassing or entering on any University property, including any building, structure, or facility that is prohibited to be in without permission, for example: entering the roofs of buildings or corridors in which students are not allowed to be in, or using fire extinguishers for other than their authorized uses.
- Forming associations, organizations, or student entities under the name of the University or its affiliates in accordance with the regulations and instructions in force at the University.
- Distribution by sale or otherwise of things belonging to the University or under its name without obtaining prior approval from the competent department.
- Collecting any in-kind or material donations under the name of the University for any purpose whatsoever inside or outside the University without getting prior permission to do so.
- Distributing flyers or issuing magazines or photos without obtaining the approval of the competent authority.
- Abusive behavior or defamation through the internet and channels of social media.
- Non-compliance to the traffic regulations and obstructions in the designated waiting areas.
- Promote the right of expression in all forms and means, including strikes, sit-ins, and demonstrations. Turning into these forms of protests comes after 24 hours of rejecting the submitted written letter that includes students' demands from the student concerned framework or council to the Deanship of Student Affairs and the Presidency of the University. This does not apply to the activities and events by which its purpose is the national motive.

Offenses related to this issue may subject students to one-semester dismissal, depending on the type of violation and its consequences.

In terms of the University's responsibilities and obligations, it imposes penalties that prevent the repetition of abusive behaviors to the University and to maintain the security and safety of the educational process. Violator students must attend any meetings requested by the investigation committee for hearing purposes. Failure to do so without an acceptable excuse for only once, forfeit their right to defend themselves and result in making decisions based on the available facts.

After the approval of the President of the University, the Vice President for Academic Affairs may constitute disciplinary boards in each faculty separately, each of which consists of three full-time faculty members to be assigned from the concerned faculty.

Who is entitled to impose a penalty?

- **The Course Instructor**

Has the right to deprive the student from attending the lectures of his/her course, with a maximum of two lectures without the need for an investigation committee. If the course instructor deems it important to increase the penalty, he/she may request the Dean of the faculty to refer the student to an investigation committee.

- **Dean of the Faculty**

The Dean of the faculty or any of the Vice Deans or heads of departments have the right to impose the penalties contained in the Student Code of Conduct, which is the dismissal from the University for a period not exceeding one semester, and they may cancel the student's exam in a course within the limits of what is stated in the Student Code of Conduct.

- **University President**

Has the right to impose all the penalties stipulated in the Student Code of Conduct and has the right to adopt the penalties imposed by the Primary and Appeal Disciplinary Boards without objecting to their mitigation or cancellation.

- **Disciplinary Councils in Faculties**

Disciplinary Councils in Faculties have the right to impose all the penalties contained in the Student Code of Conduct. The decision to refer the student to the disciplinary board is issued by the President of the University on his own initiative or at the request of the Dean of the faculty. The Vice President for Academic Affairs (and upon the recommendation of the Dean of the faculty) has the right to form or reconstitute disciplinary boards annually and after the approval of the President of the University to do so.

- **A representative of the Student Union Council** is delegated as an observer in all disciplinary councils or sub-and central committees of the system.