


<b>Category</b>	Student Life	<b>Policy Number</b>	ACA-STU-102	 جامعة زايد ZAYED UNIVERSITY
<b>Distribution</b>	External	<b>Version</b>	5.0	
<b>Responsible Office</b>	Provost	<b>Policy Owner</b>	Student Affairs	
<b>Date Approved</b>	21 February 2024	<b>Effective Date</b>	21 February 2024	
<b>Date Last Reviewed</b>	29 May 2023	<b>Due Date for Next Review</b>	31 July 2025	

## **POLICY**

### **Undergraduate Student Code of Conduct**

#### **1. Purpose**

This policy outlines the expectations for the acceptable behavior of all undergraduate students at Zayed University (“**University**”), and the guiding principles for what happens if students do not uphold the expected behavioral standards of the University.

#### **2. Scope of Application**

**2.1** This policy applies to all currently enrolled undergraduate students at the University when they are:

- a) on campus,
- b) off campus at University-sponsored or approved events,
- c) representing the University off campus (including partner challenges, internships, and volunteering),
- d) using University-arranged transportation,
- e) using online platforms related to and/or organized by the University (including online courses and using social media).

**2.2** This policy does not cover students’ academic integrity.

#### **3. Policy**

**3.1** By enrolling at the University, students automatically agree to abide by the University policies, rules, and regulations; and to uphold the standards expected of a University undergraduate student. Students are required to conduct themselves in a responsible and respectful manner in their day-to-day activities including their interactions with other students, faculty, staff, visitors to campus, and the external community.

**3.2** Any student that breaks the Code of Conduct, including the Zayed University Honor Code (Appendix A), will be subject to university disciplinary action in accordance with the statutes stated in this policy. Claiming ignorance of the university’s policies, rules, regulations and expected standards of behavior is not an acceptable excuse for any form of misconduct.

### **3.3 Minor Breaches of the Code of Conduct**

It is expected that allegations of minor breaches of the Code of Conduct (see Appendix B) will be dealt with at the individual, or college/department level, as appropriate.

- 3.3.1** Allegations must be made in good faith. Allegations made in bad faith will be dealt with as serious breaches of the Code of Conduct.
- 3.3.2** Allegations must be made within three (3) working days of the incident.
- 3.3.3** Allegations are to be investigated and resolved within five (5) working days.
- 3.3.4** Any penalties imposed must be in line with the statutes of this policy.
- 3.3.5** Allegations that are determined to be serious breaches of the Code of Conduct must be forwarded in writing to the Office of the Provost.

### **3.4 Serious Breaches of the Code of Conduct**

Allegations of serious breaches of the Code of Conduct (see Appendix B) must be submitted in writing to the Office of the Provost through an official University means of communication.

- 3.4.1** Allegations must be made in good faith within three (3) working days of the incident.
- 3.4.2** Allegations are to be investigated by the Student Discipline Committee within ten (10) working days.
- 3.4.3** Committee recommendations are submitted to the Provost, or designee, for approval.
- 3.4.4** Any penalties imposed must be in line with the statutes of this policy.

### **3.5 Criminal Behavior**

Allegations of offences that are punishable by UAE law must be reported in good faith directly to the Office of the Vice-President. The Vice-President, or designee, retains the authority to decide on the appropriate steps to be taken on a case-by-case basis.

### **3.6 Confidentiality**

- 3.6.1** All those involved in the investigation of an allegation of student misconduct, including the students, must maintain strict confidentiality.
- 3.6.2** The results of resolved investigations into serious breaches of the Code of Conduct will be reported in writing only to those involved, and to the Registrar's Office who will keep the results of all the investigations securely in the student's file.
- 3.6.3** No information about any investigation into student misconduct will be made public or shared with a third party unless approval to do so has been granted by the Office of the Vice-President.

### **3.7 Disciplinary Penalties Imposed by the University**

The disciplinary penalties imposed by the University are in line with the level of misconduct (see Appendix B):

#### **a) Minor Breach of the Code of Conduct**

- Spoken Reprimand.

#### **b) Serious Breach of the Code of Conduct**

- Written Reprimand.
- Prohibiting a student's membership in any student organization, or participation in any extracurricular programs or University activities for

the remainder of the semester in which the misconduct occurred and for the following one (1) semester.

- Suspension from the University for one (1) semester or longer.
- Dismissal from the University (with the option to withdraw) with no opportunity for re-registration.

**c) Criminal Behavior**

Criminal behavior is reported directly to the Office of the Vice-President and is dealt with in accordance with the decision of the Vice-President, or designee.

#### **4. Roles and Responsibilities**

##### **4.1 Student Discipline Committee**

The Student Discipline Committee is formed by the Provost, or designee, at the beginning of each academic year. The committee membership will consist of members representing various colleges/departments from all University campuses, and will be effective from the date of the issuance of the Provost Decision until the end of the academic year as published in the University Academic Calendar.

**4.1.1** The committee will investigate allegations of serious breaches of the Code of Student Conduct.

**4.1.2** The committee may be assisted by whomever it deems appropriate for the execution of the investigation.

**4.1.3** All committee investigations must be dealt with in a consistent manner. All students involved must be treated equally and fairly.

**4.1.4** The committee must complete its investigation and submit its recommendations to the Provost within ten (10) working days of the report having been received.

**4.1.5** The committee must maintain accurate records of each investigation including the minutes of committee meetings. The records will be stored in a secure location in the Office of the Provost.

**4.1.6** The committee must recommend either:

- a) to dismiss the allegation if the allegation is not proven or if there is insufficient evidence to support the case,
- b) to impose appropriate penalties in line with the level of the student misconduct, or
- c) to forward the allegation to the Office of the Vice-President for further consideration.

##### **4.2 Provost**

The Provost, or designee, reviews and retains the authority to:

- a) return the Student Discipline Committee recommendations to the Committee Chair for further consideration if required.
- b) approve the Student Discipline Committee's recommendations for a written reprimand and/or the prohibiting of the student's membership in a student organization.
  - The Office of the Provost acts upon the Provost's approvals and communicates the final decision, in writing, to all the parties involved.

- c) endorse the Student Discipline Committee's recommendation for suspension or dismissal from the university and forward it to the Vice-President, or designee, for approval.

#### **4.3 Vice-President**

The Vice-President, or designee, retains the authority to approve or reject recommendations for a student's suspension or dismissal from the University.

- a) The Office of the Vice-President notifies all parties involved when a recommendation for suspension or dismissal is approved.
- b) Rejected recommendations are returned to the Provost, or designee, for further consideration and action.

#### **4.4 Registrar's Office**

**4.4.1** The Registrar's Office is responsible for storing all final decisions and any associated appeals in the students' files.

**4.4.2** The Registrar's Office must inform the parent/guardian/sponsor of a student who is below the legal age of consent in the UAE of the student's serious breach of the Code of Conduct and the disciplinary penalties imposed.

### **5. Appeals**

**5.1** The person who reported a serious breach of the Code of Conduct and/or the reported student(s) retain the right to appeal the findings of the investigation and the subsequent decisions within five (5) working days of notification of the same on condition that they can provide at least one (1) of the following:

- a) evidence of a procedural error in the conduct of the investigation that causes doubt about the findings of that investigation.
- b) new evidence related to the case which was not available at the time of the investigation.
- c) evidence of bias during the investigation that causes doubt about the findings of that investigation.

**5.2** Appeals of decisions made by the Provost, or designee, must be submitted in writing with appropriate evidence to the Office of the Vice-President.

- The Vice-President's, or designee's, decision on the review of the appeal is final and not subject to any further appeals.

**5.3** Appeals of decisions for suspension or dismissal from the University made by the Vice-President, or designee, must be submitted in writing with appropriate evidence to the Office of the President.

- The President's, or designee's, decision on the review of the appeal is final and not subject to any further appeals.

### **6. Related Policies and Laws**

- ACA-STU-101 Undergraduate Student Rights and Responsibilities
- ACA-STU-105 Undergraduate Student Complaints and Grievances

## 7. Administration

This policy is administered by Student Affairs.

## 8. Revision History

Date	Revision
21 February 2024	Approved by the Board of Trustees.
22 June 2023	Endorsed by the Executive Committee.
29 May 2023	Endorsed by a joint session of the Provost's and Academic Councils.
15 May 2023	Endorsed by the Deans' Council.
15 March 2023	Almost completely rewritten to be in accordance with the current university situation and policy format. <ul style="list-style-type: none"><li>• Updated student misconduct to 3 categories: minor breach, serious breach, and criminal behavior.</li><li>• Updated so that minor breaches are dealt with at the personal or college/department level; serious breaches are investigated by the Student Discipline Committee and either approved or endorsed by the Provost; recommendations for suspension or dismissal from the university are approved or rejected by the VP; criminal behavior is reported directly to the VPO.</li><li>• Updated the associated penalties.</li><li>• Added Confidentiality, Roles and Responsibilities, and Appeals.</li><li>• Updated and added Appendices A, B, and C.</li><li>• Updated the policy number from ACA-STU-02 to ACA-STU-102.</li><li>• Updated the information header and related policy numbers.</li></ul>
13 May 2020	Non-substantive change: added External Distribution.
16 December 2019	Updated the policy number (from STU-ADM-02), the related policy numbers, and the format.
2 May 2017	Revisions approved by the University Council.
13 June 2010	Incorporates provisions of STU-ADM-07 on mobile phones and cameras. Moved details to Procedures.
19 September 2007	Clarified dismissal sanction.
2 June 2004	Policy approved.

### Attachments:

- Appendix A: Zayed University Honor Code
- Appendix B: Types of Student Misconduct
- Appendix C: Student Discipline Committee

## APPENDIX A

### ZAYED UNIVERSITY HONOR CODE



As a student of the University that carries the name of the beloved and revered Father of the nation, the late Sheikh Zayed Bin Sultan Al Nahyan (May his soul rest in eternal peace), I pledge to:

- Demonstrate the virtues of honesty, respect, and fairness
- Adhere to the highest standards of personal moral conduct
- Refrain from any and all forms of academic dishonesty
- Present a positive image of myself by acting with maturity and honor
- Take responsibility for my actions and do my part to maintain a community of trust
- Dedicate myself to the achievement of the University's excellence

I promise to honor Sheikh Zayed and to preserve his legacy by following the example set by the wise father of the United Arab Emirates and his beloved son His Highness Sheikh Mohamed bin Zayed Al Nahyan, President of the United Arab Emirates and Ruler of Abu Dhabi.

ميثاق الشرف لطلبة جامعة زايد

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ  
نتعهد نحن طلبة جامعة زايد، بالالتزام بميثاق الشرف هذا والتقيد بكل بند من بنوده التالية:

تطبيق فضائل الصدق والاحترام والعدل.  
التقيد بأعلى معايير السلوك الحسن.  
الامتناع والابتعاد عن جميع أشكال وأصناف خيانة الأمانة الأكاديمية.  
إبراز أفضل المظاهر الإيجابية لشخصيتي، بالتعامل مع الآخرين بكل نضج.  
تحمل المسؤولية عن كافة أعمالي وتصرفاتي، والمساهمة شخصياً بالحفاظ على أرفع مستويات الثقة ضمن المجتمع.  
بذل كل الجهد، لدعم المستوى الراقى لجامعة زايد في التفوق والامتياز.

ومن واقع تعهدي بأن ألتزم بميثاق الشرف هذا، فإنه يشرفني أن أساهم في الحفاظ على قيمنا الأصيلة التي غرسها في نفوسنا المغفور له بإذن الله تعالى مؤسس الدولة وباني نهضتها الشيخ زايد بن سلطان آل نهيان طيب الله ثراه، ويواصل السير على نهجه صاحب السمو الوالد الشيخ محمد بن زايد آل نهيان رئيس الدولة حفظه الله.

## APPENDIX B

### TYPES OF STUDENT MISCONDUCT



#### 1. Minor Breaches of the Code of Conduct

*(including but not limited to)*

- 1.1 Engaging in disruptive/disrespectful behavior in or out of the classroom including making excessive noise, and/or leaving the class repeatedly without permission without the intent to harm.
- 1.2 Using disrespectful or offensive language.
- 1.3 Inappropriate or revealing clothing that falls outside societal norms in the UAE.
- 1.4 Using any clothing and/or items that have offensive words, terms, or pictures.
- 1.5 Any form of smoking in undesignated areas in the university.
- 1.6 Disobeying or ignoring instructions from authorized university personnel, including refusing to present a ZU ID when requested whilst on university premises, or not following directions during an emergency situation (whether a real emergency or a practice drill).
- 1.7 Not complying with requests from authorized university personnel to show their face for identity verification purposes whether in person or online.
- 1.8 Distributing leaflets or journals, posting notices, or collecting signatures on the university premises without prior written consent.
- 1.9 Littering
- 1.10 Using unauthorized mobility devices on campus such as skateboards or rollerblades.
- 1.11 Using personal devices and online/social media accounts in an inappropriate manner with other ZU students, faculty, and staff.
- 1.12 Using another student's ID to gain entry to campus.

#### 2. Serious Breaches of the Code of Conduct

*(including but not limited to)*

- 2.1 Reporting a breach of the Code of Conduct in bad faith.
- 2.2 Multiple minor breaches of the Code of Conduct.
- 2.3 Misusing the university email service, including spamming or any communication that may have legal/commercial implications for ZU.
- 2.4 Deceiving or falsifying identity to a university instructor or staff member.
- 2.5 Giving money or gifts to influence a Zayed University employee.
- 2.6 Organizing an event (on campus, off campus, or online) in the university's name without prior written approval from the appropriate authority.
- 2.7 Reckless driving in ZU areas that might potentially cause injury or damage.
- 2.8 Misusing university smart technologies (including ZU online resources, social media, cameras, blocking university parent communication software).
- 2.9 Engaging in any behavior that damages the reputation of Zayed University, whether on campus, on online platforms, at a university-sponsored event off campus, or when representing the university off campus.

- 2.10 Ignoring health and safety regulations, especially during a pandemic or emergency situation, and/or intentionally endangering the health of oneself or any other student, faculty, or staff member.
- 2.11 Acquiring, bringing, displaying, or carrying any material that can be used as a weapon or other items that may affect others safety on campus.
- 2.12 Engaging in any inappropriate physical contact, including fighting, with another student, faculty member, or member of staff.
- 2.13 Capturing and circulating photos of other students, university staff, or faculty members without their consent.
- 2.14 Engaging in inappropriate behavior on the internet by accessing, downloading, or sharing data from inappropriate sites and chatrooms, including pornographic material.
- 2.15 Engaging in any form of bullying and/or any form of harassment, including but not limited to: spreading malicious gossip, using threatening words and/or behavior, participating in online harassment, and/or perpetrating physical abuse.
- 2.16 Engaging in any form of mental abuse or psychological violence.
- 2.17 Engaging in any form of disrespectful, intolerant, or aggressive behavior towards members of the ZU community or visitors to campus.
- 2.18 Discriminating against one or more individuals based on race, ancestry, place of origin, color, ethnic origin, sexual orientation, creed, age, marital status, family status etc. while on campus or at a university-approved event off campus.
- 2.19 Falsifying documents and/or submitting falsified documents to Zayed University for any purpose.
- 2.20 Improper or unauthorized accessing of information or material that is confidential to a member of the ZU community.
- 2.21 Intentionally damaging university property and properties of others including fixtures, furniture, other assets, etc. or removing property from the university without permission or knowingly possessing stolen items.

### **3. Criminal Behavior**

*(including but not limited to)*

- 3.1 Engaging in any form of criminal behavior as defined by the laws of the UAE.
- 3.2 Possession of firearms and/or explosives.
- 3.3 Engaging in acts of arson and/or bombings.
- 3.4 Taking part in vandalism and/or stealing.
- 3.5 Consuming and/or possessing illegal substances, intoxicants, or alcohol when on campus or during a university-approved event off campus.
- 3.6 Gambling or engaging in other illegal or unauthorized games.



## APPENDIX C

<b>STUDENT DISCIPLINE COMMITTEE</b>	 جامعة زايد ZAYED UNIVERSITY
-------------------------------------	---

The Student Discipline Committee will be formed by the Provost at the beginning of each academic year. The committee membership will be effective from the date of issuance of the decision until the end of the academic year as published in the ZU Academic Calendar.

The Committee will be chaired by the Director of the Student Leadership Department, with membership representing each campus:

<b>MEMBERS</b>
Director, Student Leadership (Chair)
Faculty (AUH)
Faculty (DXB)
Student Affairs Representative (AUH)
Student Affairs Representative (DXB)
Staff (AUH)
Staff (DXB)
Recorder (nonvoting member)