



Amsterdam University College



Academic and Social Codes of Conduct

The Values of AUC

A commitment to excellence, diversity, and the global perspective defines and drives AUC.

We seek excellence in all that we do and believe that it is not only the responsibility of each individual to strive for his or her best, but to create the conditions for the success of others. This requires respect: respect for yourself, respect for others, and respect for AUC.

Diversity is our strength. Different approaches, ideas, and values are integral to the creation of a vibrant and challenging learning environment. Diversity, however, requires tolerance. Tolerance, understanding, and open-mindedness are therefore expected of every member of the AUC community.

Finally, we believe that a global perspective is central to the success of every student. A global perspective requires active engagement with other individuals, communities, and the world. This engagement will be celebrated and valued at AUC.

AUC expects each of its students to not only uphold these values, but to exemplify them. Actions or behaviours that demonstrate a serious disregard for our commitment to respect, tolerance, and engagement with others will be treated as seriously as a violation of either the Academic or Social Code of Conduct and can result in sanctions.

Academic Code of Conduct

AUC is committed to creating the best learning environment possible for its students. The Academic Code of Conduct is an important tool for achieving this goal. Consequently, violations of the Academic Code of Conduct will be treated seriously and can result in a student being placed on academic probation and ultimately, expelled.

1. Classroom rules

- 1.1. Respect is the cornerstone of all learning. Both students and professors are expected to demonstrate respect for each other and the learning process.
- 1.2. Eating is strictly prohibited in classrooms. Students may bring water in a closed container to class, but all other drinks (milk, juice, soft drinks, etc.) are prohibited.
- 1.3. Cell phones and other electronic devices that are not required for the class (beepers, ipods, portable gaming devices, etc.) should be turned off before the class starts.
- 1.4. All use of laptops during class time must be directly related to the class.
- 1.5. All classes start on time, late arrival may count as an absence (see also 3. Attendance, article 3.4)

2. Plagiarism

For a complete overview of AUC's plagiarism policy please refer to Appendix One of The Academic Standards and Procedures. The text below is only intended as a brief summary.

- 2.1. **Plagiarism is the copying of someone else's ideas, data, words or images without correctly acknowledging the original source. It can be either intentional or unintentional, but always involves the attempt to present someone else's work as your own.**
- 2.2. Plagiarism includes but is not limited to:
 - ▶ **Making use of or, as the case may be, taking over another person's** texts, data, or ideas without complete and correct acknowledgement of sources.
 - ▶ Presenting the structure or, as the case may be, the central body of **ideas taken from third party sources as one's own work or ideas**, even if a reference to other authors is included.
 - ▶ Failing to clearly indicate in the text, for instance by means of quotation marks or the use of a particular layout, the literal or near-literal quotations have been included in the work, even if a correct reference to sources has been included.
 - ▶ **Taking over another person's audio, visual, or test material**, software and programme codes without references to sources and in doing so passing these **off as one's own work**.
 - ▶ Submission of an earlier submitted text or a text similar to one submitted earlier for assignments from other course components.
 - ▶ Taking over the work of fellow students and passing this off as **one's own work**.
 - ▶ Submission of papers obtained from a commercial agency or written (whether or not for payment) by another person.
- 2.3. Sanctions for plagiarism can be imposed on both the perpetrator and co-perpetrator of fraud and plagiarism. If the work of a fellow student is taken over with the consent and/or cooperation of the fellow student, the latter is a co-perpetrator of plagiarism.
- 2.4. If one of the authors of a joint paper commits plagiarism, the other authors are co-perpetrators of plagiarism, if they could have known or should have known that the other author committed plagiarism.
- 2.5. Any suspected case of plagiarism will be reported by a professor to the **student's tutor, who will in turn refer the case** to the Board of Examiners or to a representative of the Board of Examiners.
- 2.6. The Board of Examiners will determine whether plagiarism has been perpetrated and will notify the student (or students) of its decision and the sanctions in writing.
- 2.7. The consequences of plagiarism are ultimately at the discretion of the Board of Examiners, but may include an F on the assignment, an F for the course or being removed from the program.
- 2.8. Students are responsible for reading and **understanding AUC's policy** on plagiarism.

3. Attendance

- 3.1. Attendance is expected for all classes.
- 3.2. If you are unable to attend a class, you must notify both your professor and tutor, preferably by email.
- 3.3. When notifying a tutor of an absence, please include a reason for your absence.
- 3.4. Students are expected to arrive on time. Late arrivals may be counted as an absence.
- 3.5. Six absences in one class during a 16 week period will result in an automatic failure for the course. Exemptions from this policy may be granted in exceptional circumstances by the Board of Examiners or a representative of the Board of Examiners.
- 3.6. Three absences in one class during a 4 week period will result in an automatic failure for the course. Exemptions from this policy may be granted in exceptional circumstances by the Board of Examiners or a representative of the Board of Examiners.

4. Active participation and preparation for class

- 4.1. Students are expected to be fully prepared and ready to participate in class.

5. Examination behaviour

- 5.1. Students are expected to arrive on time. Students who arrive more than fifteen minutes late for an examination may not be admitted.
- 5.2. Eating is strictly prohibited during an exam.
- 5.3. Students should display their ID and Student ID-card on their table during the exam.
- 5.4. Students are not allowed to leave the exam room during the first 15 minutes of the examination
- 5.5. Students are not allowed to leave the room during the final half hour of the exam
- 5.6. Fraud during examinations is strictly prohibited. Fraud includes but is not limited to:
 - ▶ Being in possession during the examination of any aids (pre-programmed calculator, mobile telephone, books, outlines, notes etc.), the use of which is not expressly permitted.
 - ▶ Attempting to read what another candidate is writing during an examination, or exchanging information inside or outside of the examination venue.
 - ▶ Assuming the identity of another person during the examination.
 - ▶ Allowing someone else to assume your identity during the examination.
 - ▶ Obtaining possession of the questions of the examinations concerned prior to the schedule date or time of the examination.
 - ▶ Making up and/or falsifying survey or interview answers or research data.
- 5.7. The consequences for fraudulent behaviour are ultimately at the discretion of the Board of Examiners, but may include the assignment of an F for a course.
- 5.8. **Students are responsible for reading and understanding AUC's Policy on Fraud.** The complete Policy on Fraud can be found in Appendix One of the Academic Standards and Procedures.

6. *Missing an Examination or Assessment*

- 6.1. AUC has a strict no re-examination policy (see ASP Article 3.3.5.). This means that if a student misses an examination or other assessment without a legitimate reason, he or she may not retake the examination or submit the missing work.
- 6.2. A legitimate reason is constituted by a student missing an examination **or assessment due to a 'force majeure' (e.g. medical emergency, death of a close family member)**.
- 6.3. If it is determined that a student has missed an examination or assessment for a legitimate reason, it is ultimately at the discretion of the teacher to determine whether the opportunity of an alternative assessment for the student will be granted.

7. *Accommodations*

- 7.1. AUC is fully committed to assisting every student reach his or her fullest potential. Students with a disability, chronic illness, or other medical condition are no exception, although extra support and guidance may be necessary.
- 7.2. Students with a disability or any other medical condition that may impede academic progress are strongly encouraged to contact their tutor as soon as possible to discuss both their condition and what accommodations may be necessary.
- 7.3. Accommodations may include but are not limited to:
 - ▶ Additional time or other adjustments on assignments;
 - ▶ The delaying of studies;
 - ▶ Practical aids such as tape recorders;
 - ▶ Extra academic guidance.

For more information on AUC's Accommodation Policy, please consult with your tutor.

Social Code of Conduct

Developing the physical, psychological, and social potential of each student is integral to a liberal arts and sciences residential education. Therefore, social conduct that is deemed inappropriate may result in a student being placed on social probation.

At the discretion of the Dean, a student placed on social probation may be denied entrance to the academic campus of AUC.

If deemed appropriate, a student placed on social probation may also be placed on academic probation.

AUC and DUWO keep each other informed on serious incidents involving AUC students. Actions or behaviours that are in serious breach of the AUC Social Code of Conduct will in principle also be in serious breach of the DUWO tenancy regulations, and vice versa, and may result in sanctions from both AUC and DUWO.

1. *Inappropriate social conduct*

- 1.1. Inappropriate social conduct on the academic campus of AUC, at an officially sanctioned event of AUC, or within the residences of AUC may result in a student being placed on social probation.
- 1.2. The definition of inappropriate social conduct is ultimately at the discretion of the Dean, but includes any behaviour or action that seriously threatens the physical, psychological, or social well-being of a student or any other member of the AUC community.

2. *Endangering the safety of others*

- 2.1. Any behaviour or action that endangers the safety of a member of the AUC community on the academic campus of AUC, an officially sanctioned event of AUC, or within the residences of AUC can result in a student being placed on social probation.

3. *Violence*

- 3.1. Physical intimidation, fighting, or other violent behaviour on the academic campus of AUC, at an officially sanctioned event of AUC, or within the residences of AUC may result in a student being placed on social probation.
- 3.2. Victims of violence are encouraged to report this immediately to the police, and to contact their tutor.
- 3.3. Witnesses to violence involving a member of the AUC community on the academic campus of AUC, at an officially sanctioned event of AUC, or within the residences of AUC are required to report it to AUC, either by reporting it to their tutor or through using the anonymous reporting form (see Student Handbook, section 7.2). They are also encouraged to report it to the police.
AUC has both medical and psychological services available for the use of its students. If you or another student requires assistance, do not hesitate to contact these services directly (the contact information can be found in the Student Handbook).

4. *Hazing*

- 4.1. Hazing is not part of the AUC culture. The initiation of or the participation in the hazing of an AUC student can result in a student being placed on social probation.

5. *Harassment and discrimination*

- 5.1. Harassment or discrimination of any kind is a serious violation of the values of the AUC community and will not be tolerated.
- 5.2. Because no case of harassment or discrimination is exactly the same, there are several ways in which you can access assistance.
- 5.3. The first option is to speak with your tutor about the incident. Tutors can provide you with more information about the possible solutions available to you or if appropriate, act as an intermediary. If you are not comfortable speaking with your tutor, please feel free to contact the Senior Tutor.
- 5.4. If you are unable to resolve the issue informally with the assistance of your tutor or another member of the AUC community, please contact the Ombudsman of the VU University. Contact information for the Ombudsman can be found in the Student Handbook.

6. *Damage to property and vandalism*

- 6.1. The intentional destruction or damaging of property on the AUC academic campus demonstrates a lack of respect for not only AUC, but also the AUC community. A student who is found to have intentionally destroyed or damaged property on the AUC academic campus can be placed on social probation.
- 6.2. Any member of the AUC community who witnesses such behaviour is requested to contact his or her tutor, or to use the anonymous reporting form.

7. Drugs policy

- 7.1. Contrary to popular belief, dealing in and possession of drugs of any kind (also soft drugs such as marijuana and hashish) are illegal in the Netherlands. However, the Dutch Opium Act¹ makes a difference between hard drugs and soft drugs. There is a zero-tolerance policy for the possession of or trafficking in hard drugs like heroin, cocaine, ecstasy, speed, GHB, and LSD. The Netherlands has a policy of regulated tolerance toward the personal use, in limited amounts, of soft drugs like hashish and marijuana.
- 7.2. The dealing in, use, or possession of any hard drug on the academic campus of AUC, at an officially sanctioned event of AUC, or within the residences of AUC can result in social probation and to the report to authorities.
- 7.3. Witnesses to the dealing in, use, or possession of any hard drug or the abuse of soft drugs on the academic campus of AUC, at an officially sanctioned event of AUC, or within the residences of AUC should report this to AUC, either by reporting it to their tutor or through using the anonymous reporting form.

8. Smoking

- 8.1. Smoking is strictly prohibited on the academic campus of AUC.

9. Shared Areas

- 9.1. Students are expected to maintain the highest respect for both the well-being of their fellow students as well as the shared areas themselves on the academic campus of AUC. Excessive noise, intimidating behaviour, or other disrespectful behaviour will not be tolerated.
- 9.2. Parties are not allowed in shared areas without the prior consent of AUC.

10. Restricted Areas

- 10.1. Students are not allowed in any restricted area of the academic campus of AUC without express prior permission of a member of the AUC staff or in the case of an emergency. Roof tops, fire escapes, window ledges, and utilities closets are all considered restricted areas.

11. ICT Policy

- 11.1. Anyone granted access to the University of Amsterdam or VU University Amsterdam ICT services and networks, which includes all AUC students, is required to comply with their ICT codes of conduct. These can be found on the websites of the universities.
 - ▶ Keep your access codes (UvAnetID, VUnetID) confidential and do not share them with others.
 - ▶ Select a password that cannot be easily guessed, and change it regularly.
 - ▶ As far as possible, store your information on the server and not on your PC.
 - ▶ Do not provide a cause or opportunity for hacking computers.
 - ▶ Do not perform any activities that violate any laws, including copyright legislation.
 - ▶ Do not spread any discriminating, libellous and/or offensive materials.
 - ▶ Do not install and/or use any illegal and/or undesirable software.
 - ▶ Do not spread any computer viruses, etc.

¹ www.government.nl/issues/alcohol-and-drugs/drugs

- ▶ Do not send unsolicited e-mail; do not cause unnecessarily high network traffic.
 - ▶ Do not use your network connections for commercial purposes.
- 11.2. In the event that you breach the ICT codes of conduct, the penalties are as described therein. This can include being denied access to the network.
- 11.3. Students may not use their computers to view pornography (or other offensive or disturbing imagery as defined by the Dean) on the academic campus of AUC as this demonstrates a lack of respect for both the learning environment and other members of the AUC community. Violation of this rule can result in a student being placed on social probation.

12. Residential Living

- 12.1. Residential living requires a special commitment on the part of all residents to maintain a respectful, healthy and harmonious environment. We fully expect our students to remain respectful of themselves, each other, and their living spaces at all times. Conflict, however, is unavoidable when so many people come together. Faced with a problem, students are expected to try to resolve the issue themselves. Negotiating, solving problems, and maintaining good relations with those around you are highly valued skills and essential to the social development of every student.
- 12.2. If you are unable to resolve a conflict with a fellow student or group of students, please contact your Resident Assistant or tutor for further guidance and advice on what other steps can be taken.

13. Protecting the AUC community

- 13.1. Often students are the first to become aware of a concern that might endanger the safety of others in the AUC community. We all need to take an active role in reporting such threats or concerns, particularly if they could lead to violence or other criminal activity. Students are expected to act responsibly and inform their tutor if they have any such concerns or suspicions, or to make use of the anonymous reporting form.