



**Amsterdam University College**  
***Excellence and Diversity in a Global City***

**Social and Academic Codes of  
Conduct 2020-2021**

# Introduction to the Social and Academic Codes of Conduct

The AUC Codes of Conduct generally express the standards of behaviour that we expect at all times from all members of the AUC community. For AUC students, the Codes of Conduct express in more detail our expectations with regard to respect for the integrity of the academic process, individual integrity and self-respect, respect for the freedoms and rights of others, and respect for university facilities and resources and the property of others, while at the same time respecting the rights of students to conduct their own personal lives. The importance of the Codes of Conduct as the expression of our guiding principles means that breaches are taken seriously and may result in sanctions.

The AUC community includes all staff, students, faculty, alumni, academically appointed individuals, volunteers and visitors, including independent contractors and other representatives who conduct business with AUC and on AUC premises.

## Social Code of Conduct

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 their 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. Our community is inclusive of race, ethnicity, nationality, culture, language, gender and gender expression, sexuality, religious beliefs, political beliefs, age, and ability. We aim to create an environment where every member of our community feels safe and comfortable. Different approaches, ideas, and values are integral to the creation of a vibrant and challenging learning environment. Diversity, however, requires not only tolerance but also understanding and acceptance. 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 our Codes of Conduct and can result in sanctions.

Supporting the physical, psychological, and social growth of each student is integral to a liberal arts and sciences residential education. As with academic conduct, students are expected to demonstrate respect toward others in the AUC community, making decisions and behaving with the well-being of the entire community in mind. As a residential programme AUC students not only study but also live together as one close-knit community. Every student is expected to contribute to the safety and inclusivity of the community and to enable all students to flourish and grow. 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. *The scope of the Social Code of Conduct*

- 1.1. The Social Code of Conduct covers behaviour in the Academic Building and in the student residences. However, if there is an impact on the AUC community (and/or potentially significant damage to the image and/or reputation of AUC) it is possible that behaviour outside of these locations will be addressed under the Social Code of Conduct.
- 1.2. Regardless of the remit or scope in strictly legal terms, the Social Code of Conduct generally expresses the standards of behaviour that we expect at all times from all members of the AUC community.

### 2. *Inappropriate social conduct*

- 2.1. AUC students are expected to behave in ways that demonstrate commitment to respect, tolerance, and engagement with others, and that help to create an environment where every member of our community feels safe and comfortable. 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.
- 2.2. 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 or the experienced safety of a student or any other member of the AUC community.
- 2.3. Some inappropriate social conduct may also be criminal acts and have legal repercussions.

### 3. *Endangering the safety of others*

- 3.1. As AUC values creating a safe and comfortable environment for all students, any behaviour or action that endangers the (experienced) safety or well-being 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.

### 4. *Violence and aggression*

- 4.1. While conflict is sometimes unavoidable, we expect all AUC students to resolve problems and disagreements respectfully and without aggression or violence.
- 4.2. 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.
- 4.3. Violent behaviour includes not only physical violence, but also verbal and non-verbal aggression.
- 4.4. Victims of criminal acts of violence are encouraged to report this immediately to the police, and to contact the Student Life Officer.

**Have you witnessed an act of violence** at AUC or at an AUC event, or involving a member of the AUC community? Please report it to AUC, e.g. through the Student Life Officer, or other staff member, and to the police as appropriate. AUC has a range of support services if you or another student requires assistance, details are on Canvas and in the Student Handbook or you can ask the Student Life Officer.

## 5. Hazing

- 5.1. Hazing has no place at AUC, where we aim to create an environment where every member of our community feels safe and comfortable. All forms of hazing are prohibited. An AUC student who initiates or participates in the hazing of another student may be placed on social probation.

**Hazing** is any action taken or situation created that, intentionally or unintentionally, produces mental or physical discomfort, embarrassment, harassment, or ridicule, as a condition for an individual to be admitted into or feel an accepted member of a particular organisation or community, *regardless of the willingness of the individual to participate.*

**How can you tell if what you are planning might be considered hazing?** Is a selected group being singled out for ritual? Would you feel comfortable participating in this activity if your parents were watching? Is it humiliating, exhausting, or intimidating? Will it result in physical or emotional discomfort (including ridicule)? Could it endanger anyone's health or safety? Remember, what you think is "harmless fun" might be experienced as deeply humiliating or triggering by someone else.

## 6. Bullying, harassment and discrimination

*Please consult the document on AUC policy, protocols and procedures for incidents of harassment, discrimination and sexual violence and misconduct<sup>1</sup> for a comprehensive overview of AUC's position and responses to such incidents.*

- 6.1. AUC students are expected to treat each other with respect and to avoid causing harm to others within the community. Tolerance, understanding, and open-mindedness are expected of every member of the AUC community at all times. Bullying, harassment and discrimination of any kind is a serious violation of the values of the AUC community and any act of bullying, harassment or discrimination by an AUC student on the academic campus of AUC, at an officially sanctioned event of AUC, within the residences of AUC, or through online media may result in the student being placed on social probation.
- 6.2. Some forms of discrimination and harassment are criminal acts and can have legal repercussions.

### **Have you experienced bullying, harassment or discrimination?**

Because no case is exactly the same, there are several ways in which you can access assistance. Your first option is to speak with your tutor or the Student Life Officer about the incident. Tutors and the Student Life Officer 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 or the Student Life Officer, please feel free to contact the Senior Tutor. You can also approach the UvA Confidential Advisors for Undesirable Behaviour. If you are unable to resolve the issue through these routes, you can contact the Ombudsman of the Vrije Universiteit. Contact information for the Ombudsman can be found in the Student Handbook.

**Discrimination** refers to the differential treatment or proposed differential treatment of an individual or group of people based on their race, ethnicity, national origin, culture, language, sex (including pregnancy and gender expression), marital and parental status, sexual orientation, religious beliefs, political beliefs, genetic information, age, and ability.

**Harassment** refers to unwelcome conduct, whether verbal, non-verbal, physical or through online media, including intimidation, ridicule, insults, comments, threats of violence or physical conduct, that is based on an individual's characteristics such as listed above and/or is aimed at or results in a threatening, hostile, insulting, humiliating or offensive situation. Hazing and stalking are forms of harassment.

**Bullying** is repeated and offensive, insulting or hurtful behaviour directed towards a person or group of people that often involves the abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient. Bullying can take various forms, including name calling, sarcasm, teasing and unwarranted criticism, as well as threats of violence or actual physical violence. Bullying through online media is often referred to as cyberbullying.

<sup>1</sup> Revised version submitted for endorsement and awaiting adoption at the time of writing (August 2020)

## 7. Sexual misconduct

Please consult the document on AUC policy, protocols and procedures for incidents of harassment, discrimination and sexual violence and misconduct<sup>2</sup> for a comprehensive overview of AUC's position and responses to such incidents.

- 7.1. Sexual misconduct is a broad term that encompasses any form of sexual approach, requests for sexual favours or other sexually explicit verbal, non-verbal or physical behaviour that is experienced as undesirable. It includes behaviours such as catcalling, sexual harassment on social media or other behaviours that make the recipient uncomfortable.
- 7.2. Sexual misconduct by an AUC student on the academic campus of AUC, at an officially sanctioned event of AUC, or within the residences of AUC, or against any AUC student or any AUC staff member, may result in the student being placed on social probation.
- 7.3. Some forms of sexual misconduct are criminal acts and can have legal repercussions.

AUC expects all students to help build a supportive and safe environment for all members of the community. Therefore no student should be forced or pressured to take part in any activity or to have any behaviour forced upon them without their **consent**. Explicit consent needs to be sought out for any behaviour or activity which one of the participants could experience as uncomfortable or undesirable. This includes but is not limited to sexual activities, partaking in alcohol or substance use or other social activities. Consent cannot be obtained by force (violence, threats, intimidation, coercion) and cannot be obtained by taking advantage of the incapacitation of another.

AUC strives to create and support a healthy, safe living environment for students who are **survivors of sexual misconduct** by prioritising their needs. If you are a survivor of sexual misconduct, there is help available for you. The needs and wants of every survivor are unique, and there are several different ways you can access assistance. You can seek the support of your tutor, Senior Tutor, Student Life Officer, and UvA Confidential Advisors for Undesirable Behaviour. These groups can help direct you to appropriate resources and care. It is your choice which actions you would like to take, if at all. See the Student Handbook for more information on sexual misconduct, and support resources for survivors of sexual misconduct. If you want to report (witnessing) an incident of sexual misconduct anonymously, there is an anonymous reporting form available (see Canvas and the Student Handbook).

## 8. Drugs policy

- 8.1. 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 Act (*Opiumwet*) 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.
- 8.2. 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.
- 8.3. Witnesses to the use of soft drugs outside the limits of regulated tolerance and/or to 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 should report this to AUC, by reporting it to the Student Life Officer.
- 8.4. Students with concerns about any drug or substance use in the AUC community, regardless of whether it is considered legal or illegal, should report this to the Student Life Officer.

## 9. Smoking

- 9.1. AUC aims to provide staff and students with a healthy and smoke-free learning and working environment, support people trying to quit smoking,

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<sup>2</sup> Revised version submitted for endorsement and awaiting adoption at the time of writing (August 2020)

protect non-smokers from inhaling cigarette smoke, and prevent more young people from taking up smoking. From 1 August 2020, in accordance with the "National Prevention Agreement" smoking is no longer allowed in or around any educational institutions in the Netherlands. The AUC academic campus is therefore entirely smoke-free, and smoking is prohibited both inside the AUC Academic Building and on the grounds surrounding it.

#### *10. Damage to property, theft and vandalism*

- 10.1. Respect for the private property of individuals as well as for the buildings, property and facilities of AUC and Stichting DUWO is expected from all AUC students.
- 10.2. The intentional destruction, defacement, theft 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, defaced, stolen or damaged property on the AUC academic campus can be placed on social probation. For criminal acts, there may be legal repercussions.
- 10.3. The intentional destruction, defacement, theft or damaging of property in the AUC student residences demonstrates a lack of respect for not only AUC and DUWO, but also for the residential community of AUC students. A student who is found to have intentionally destroyed, defaced, stolen or damaged property in the AUC student residences may face sanctions from both AUC and DUWO. For criminal acts, there may be legal repercussions.
- 10.4. Any member of the AUC community who witnesses such behaviour is requested to contact their tutor or the Student Life Officer or (in the residences) the Resident Assistants or DUWO Social Warden.

#### *11. Public and communal areas*

- 11.1. Students are expected to maintain the highest respect for both the well-being of their fellow students as well as for the public and communal areas themselves on the academic campus of AUC. Excessive noise, intimidating behaviour, or other disrespectful behaviour will not be tolerated.
- 11.2. Mobile phones should not be used in the study areas, and students are expected to keep noise from their conversations and other activities to a minimum in order not to disturb other students.
- 11.3. Parties and events are not allowed in the public and communal areas on the academic campus without the prior consent of AUC.

#### *12. Restricted areas*

- 12.1. For everyone's health and safety, 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.

#### *13. ICT Policy*

- 13.1. Anyone granted access to the University of Amsterdam or Vrije Universiteit Amsterdam ICT services and networks, which includes all AUC students, is required to comply with their ICT codes of conduct. The latest versions of these can be found on the websites of the universities, and it is the student's responsibility to ensure they have read and understood them.
- 13.2. In the event that a student breaches the ICT codes of conduct of the either university, the penalties are as described therein. This can include being denied access to the network.

- 13.3. 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.

**Examples of some ICT do's and don'ts from the UvA ICT Code of Conduct (consult the UvA website for the complete list)**

Keep your access codes [UvAnetID] confidential and do not share them with others.  
Choose passwords that are not obvious, and change your passwords regularly.  
Save your data on the server or make backups.  
Take precautions to prevent computers from being hacked.  
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, malware, etc.  
Do not send unsolicited email; do not generate unnecessary amounts of network traffic.  
Do not use your UvA [or VU] network connection for commercial purposes.

*14. Residential Living*

- 14.1. Residential living requires a special commitment on the part of all residents to maintain a respectful, healthy, safe and harmonious environment. We fully expect our students to remain respectful of themselves, each other, and their living spaces at all times, so that living in the residences is a pleasant experience for everyone, and all students feel safe in their own home. Some frictions and conflicts are, however, 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.
- 14.2. If you are unable to resolve a conflict with a fellow student or group of students, or you feel uncomfortable, unhappy or unsafe in your living environment, please contact the Resident Assistants or the Student Life Officer for further guidance and advice on what other steps can be taken.

*15. Protecting the AUC community*

- 15.1. 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, discrimination, harassment or other criminal activity, or represent a threat to the (mental) health and well-being of a student or students or the broader AUC community. Students are expected to act responsibly and inform the Student Life Officer if they have any such concerns or suspicions, or to make use of the complaint forms (see Canvas or Student Handbook).

## Academic Code of Conduct

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AUC is committed to creating the best learning environment possible for its students, and students are expected to use class time productively, avoid unnecessary disruption, take responsibility for their own actions with honesty and integrity, and respect an orderly, quiet and purposeful learning environment. 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. All classrooms should be safe and inclusive environments. This includes using inclusive language and addressing each other using the correct (chosen) gender pronoun.
- 1.3. Both students and staff are encouraged to use content warnings when covering potentially distressing or triggering material to ensure a safe and secure learning environment for everyone.
- 1.4. Both students and staff are expected to promote a clean environment and respect that some activities are limited to defined areas. Eating is strictly prohibited in classrooms. Students and staff may bring water in a closed container to class, but all other drinks (coffee, tea, milk, juice, soft drinks, etc.) are prohibited.
- 1.5. Mobile phones and other electronic devices that are not required for the class (portable gaming devices, etc.) should be turned off before the class starts.
- 1.6. All use of laptops during class time must be directly related to the class.



- 1.7. Students are expected to arrive for their classes on time. Late arrival may count as an absence (see AUC's policy on attendance in AUC's Academic Standards & Procedures).

## 2. Plagiarism

*For a complete overview of AUC's regulations governing fraud and plagiarism please refer to AUC's Academic Standards & Procedures.*

- 2.1. Plagiarism is the copying of someone else's ideas, data, words or images without fully and 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 original work. It is also possible to plagiarise yourself through submitting a text that is the same or similar to one you have submitted before for a different assignment (you are expected to create original work each time). Plagiarism is considered a breach of academic integrity and as academic dishonesty. AUC endeavours to educate all its students on the principles of good academic practice so that they understand what plagiarism is, why it matters, and how to avoid committing it. AUC lecturers/examiners are provided with access to services to help them detect plagiarism by students. Students are responsible for reading and understanding AUC's regulations covering fraud and plagiarism in AUC's Academic Standards & Procedures.
- 2.2. Any suspected case of plagiarism will be reported to the Board of Examiners. 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.
- 2.3. The consequences of plagiarism are ultimately at the discretion of the Board of Examiners (see AUC's Academic Standards and Procedures), but may include an F on the assignment, an F for the course or being removed from the programme.

## 3. Attendance

*For a complete overview of AUC's attendance policy, including penalties and exemptions, please see AUC's Academic Standards & Procedures.*

- 3.1. Regular attendance means that a student can take full advantage of the learning and teaching opportunities being made available and gain the greatest benefit from a course. Poor attendance not only affects the absent student but has a negative impact on the learning of other students in the class by compromising pedagogical approaches and creating the impression of disengagement. Attendance is therefore expected from all students for all classes, and students are expected to organise their lives around their studies to allow for regular attendance.
- 3.2. AUC recognises that there can be legitimate reasons for a student to be absent from class and 100% attendance is not expected. AUC's Academic Standards & Procedures describe our attendance policy, how to report absences, the number of permitted absences for reasons such as illness, the penalties for excessive absences, and how to request an exemption from the attendance policy.

## 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 demonstrate honesty and integrity, and to never try to gain an unfair advantage during an examination by cheating or fraud. Students are responsible for reading and understanding AUC's regulations covering fraud and plagiarism in AUC's Academic Standards

- & Procedures, and also the rules on deadlines, extensions and missed assignments.
- 5.2. Students are expected to arrive on time for an examination. Students who arrive more than fifteen minutes late may not be admitted.
  - 5.3. Eating is strictly prohibited during an examination.
  - 5.4. Students must be able to present a valid ID in order to take an examination, and are expected to display their ID and UvA student ID card on their table during the examination .
  - 5.5. Students are not allowed to leave the exam room during the first 15 minutes of the examination.
  - 5.6. Students are not allowed to leave the room during the final half hour of the exam.
  - 5.7. The penalties for fraud or cheating during an examination are ultimately at the discretion of the Board of Examiners, but may include the assignment of an F for a course. AUC's regulations covering fraud and plagiarism are given in AUC's Academic Standards & Procedures.

## 6. Accommodations

*For a complete overview of AUC's policy on accommodations, please see AUC's Academic Standards & Procedures*

- 6.1. AUC is committed to giving students fair opportunity to demonstrate their skill and knowledge, taking into account any special circumstances that the student might face. These circumstances may range from an unexpected event that suddenly and temporarily affects a student, to long-term conditions that affect them throughout their studies. In this context, students with exceptional personal circumstances can request accommodations and/or exceptions with regard to teaching facilities, logistics, course load, attendance, examinations or assessment where they believe they would otherwise be (or have been) unfairly disadvantaged.
- 6.2. Students with physical or mental health problems or any other medical condition or other exceptional personal circumstances that may impede their academic progress are strongly encouraged to contact their tutor as soon as possible to discuss both their situation and what accommodations may be necessary.