



# **GUC Students Code of Conduct and Academic Integrity Policy**

**(Updated – February 2013)**



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## **I. General university Policies**

As declared by the Board of Trustees, the German University in Cairo has been established with purely scientific and educational goals. In line with its mission, students must use the university in a legal way according to the preset rules and regulations. An appropriate code of conduct for students is necessary to sustain the ethical standards of the institution and to allow for the achievement of the goals and objectives of the university.

The stipulated rules and regulation of the students' code of conduct define the boundaries of the students' actions towards the GUC.

This document communicates the expectations of the University for the Proper Code of conduct of students in the respect for others, dealing with university property, health and safety policies, breaching of policies and the rights and responsibilities of the students. This code of conduct is aligned with the University's central mission and core values.

## **II. Rights and Responsibilities of Students**

### **1. Use of Student Identification Cards**

If any student is found to be involved in the fraudulent use of a student card then the student will be subject to disciplinary action ranging from warnings to dismissal from the University.

When students are asked for their ID cards, they are required to present their student ID card and to comply with the request of University officials, administrator, staff, or faculty member.

### **2. Attendance at Lectures, Tutorials and Labs**

Attendance at lectures, seminars, tutorials and practical classes is an integral part of university studies and students are expected to be regular and punctual in their attendance. Students are expected to attend the university on a full-time basis during each semester. Attendance is checked during seminars, tutorials and labs and the student's attendance status is announced on real-time basis to each students.

Attendance checks take place at the first 10 minutes of seminars, tutorials and labs. Students must attend at least 75% of the tutorials and practical labs. If absence exceeds the allowed percentage: 25% (either excused – as the excuse does not mean that the content is delivered- or unexcused) in the same course, the student will not be allowed to sit for the exam of the relevant subject and will have to drop the course and retake the course when available.

In the event of an absence (excused or unexcused):

- No makeup will be given for the missed assignments or quizzes.
- The lecturer will select best 2 out of 3 quizzes or assignments for the benefit of the student and in case of absence during a quiz or an assignment; the student will miss the opportunity of selecting the best quizzes or assignments and will be evaluated on the remaining quizzes and assignments

- Example:

<b>Quizzes</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Total Grade (best 2 out of 3)</b>	<b>%</b>
<b>Full Mark</b>	5	5	5	10	100
<b>Full Attendance Case</b>	5	3	4	9	90
<b>One Absence Case</b>	5	Abs	4	9	90
<b>Two Absence Case</b>	5	Abs	Abs	5	50

- The same example applies for assignments (in some courses all assignments may be required and it will be stated clearly in the course outline)

**EXCUSED ABSENCE:**

Official accepted excuses will only affect the payment of the course and not the results as the academic quality of GUC students depends on attendance and participation in the teaching / learning process to achieve the objectives of the courses.

- Official accepted excuses by the University are limited to:
- Medical excuse from the university clinic.
- Death of a close relative. Limited to father, mother, brother or sister.
- Events and Competitions:
  - a. National
  - b. Regional
  - c. International
  - d. Events and Competitions Representing GUC

A student who is absent with an accepted excuse will be dealt with as follows:

- Overall absence should not exceed 25%
- Must submit official excuse and must be approved by the university
- Will be counted as absent with excuse
- Will receive warnings if s/he exceeds 25%, and will be informed that s/he is not registered in the course and will have to retake the course when it is available next time.
- Will not pay for the repeated course

**UNEXCUSED ABSENCE:**

A student who is absent without an excuse will be dealt with using the same way as for excused absence mentioned above except for the student will have to pay for the repeated course.

If the student has a mix of excused and unexcused absence, payment for the repeated course will depend on the percentage of excused versus the unexcused absence. If the percentage of the unexcused absence is larger, the student will have to pay. If the percentage of the excused absence is larger, the student will not pay.

**IMPORTANT NOTES:**

1. Official excuses must be submitted to the Students Affairs for approval:

- a. In case of illness or accidents, the absence form must be filled out and submitted with the supporting documents within one week of the incident to Students Affairs. If one week passes without an absence form filled out, the student, or one of his family members must show proof that there were extreme circumstances preventing submission of the absence form.
  - b. Medical excuses must be approved by the University Doctor (medical checkup may be needed and the University Doctor has the right to approve or reject the excuse).
2. Dropping a course in one semester does not mean that the course will be available in the following semester. The student may be delayed for one or two whole semester(s) to be able to take the course again.
  3. Dropping a course may delay student's graduation.
  4. It is the student's responsibility to check his/her absence records regularly and the university holds no responsibility if a course is dropped due to student negligence of his absence records.
  5. If a student attends other than his/her scheduled classes, the attendance, assignments and quizzes will not be counted.

### **3. Conduct at Lectures, Tutorials and Labs**

At GUC, students learn in a highly intellectual stimulating environment, involving warm friendship and mutual understanding and respect.

Therefore, it is expected that such respect and understanding will dominate among all of GUC community members, and that all GUC students will comply with the regulations of the university that govern the students conduct at lectures / tutorials / labs.

Students are prohibited from contribution in behavior or activity that causes the disruption of teaching, learning, research or other academic activities necessary for the accomplishment of the university mission. If disruptive behavior occurs, whether in the classroom or another academic environment, faculty members have the right to eliminate students from the classroom.

Examples of potentially disruptive behavior may include, but are not limited to,

1. using inappropriate language aimed at an individual or group,
2. unapproved talking in class,
3. sleeping in class,
4. using or activating mobile phones,
5. arriving at or leaving the classroom while class is in session,
6. and/or failing to comply with the request of a university faculty member.

If students show disruptive behavior, faculty members will ask the students to leave and will designate the expected appropriate conduct to be able to return to class.

If the students contribute in disruptive behavior during future class sessions, the faculty members will forward written documentation of the students' behavior to the respective department head, who will meet with the students to review the issue and determine an appropriate disciplinary action.

Persistent violation of these regulations may result in strict disciplinary actions based on the University decisions that could take one or more of the following forms of disciplinary actions:

- Warnings,
- Complete drop of the course
- Loss of scholarships or financial aid,
- Downgrading of tuition category,
- Suspension from the University,
- Cancellation of registration.

#### **4. Campus Activities and Active Working Groups**

Students at the university are encouraged to engage in extra-curricular activities by forming organization and working groups devoted to fulfilling a various number of objectives. The university recognizes all bodies that represent issues and views not violating any of the university rights.

Students active working groups can hold meetings, sessions, invite speakers, or perform any related activity that help express their views and fulfill their missions. Such activities are only subject to prudent conditions of respecting the rights of others and property of the place.

Students are advised to check the **Basic regulations for Students' Activities**.

#### **5. Academic Regulations**

The fundamental principles of the academic integrity are applied on all students in different aspects of the learning process. All regulations are stipulated in the academic integrity policy. Students should comply with all rules set by this policy.

Students are advised to check the **academic integrity policy** attached to this document.

#### **6. Freedom of Expression**

As declared by the Board of Trustees, the German University in Cairo has been established with purely scientific and educational goals. In addition, the GUC does not take any stand on matters that have any religious or political concern.

Students have the right to organize groups or to join associations in support of any cause or common interest as long as that support is expressed in an orderly, peaceably manner and that does not disrupt the usual educational operations of the University.

In order to reach this objective, while at the same time ensuring that the university fulfills its educational mission, the university has the responsibility to regulate the time, place and way of expression. This regulation is to assure equal prospects for all persons, maintain order within the campus, protect and preserve university property and provide a safe environment to individuals exercising freedom of expression.

Therefore, classes or other scheduled activities shall not be disrupted. Discussion or demonstration shall not disturb or interfere with any program, event, or activity

approved prior to the demonstration; shall not disturb or interfere with normal processes and activities of the university; and will not be scheduled during other major events already scheduled on campus.

\*Certain regulations are in effect, as follows:

- Speeches and demonstrations may not be held in the following areas which includes, but not limited to, academic and administrative buildings, libraries, computer labs, and dorms.
- No speech or demonstration may create a clear and present danger, or include "fighting words," which tend to motivate an immediate violation of the peace.
- No person may interfere with the free flow of pedestrian, or vehicular traffic.
- No person may interfere with reasonable entrance or exit into and out of campus buildings, or interfere with any use of property belonging to the university or to other persons.
- No person shall engage in physically assaultive conduct towards any other person or damage or destroy any article of individual property belonging to another person.
- All persons shall comply with the guidelines of university officials acting in the performance of their duties.
- Amplified sound equipment is prohibited unless approved in advance by university officials.

## **7. Forgery, Fraud, Dishonesty**

Forging or impersonating the name of another student, employee, organization or any university entity, altering or misusing university documents, records, stored data or electronic data bases or any related actions will be considered as a violation to university regulations and will be subjected to disciplinary actions.

## **8. Theft**

The stealing of a property and/or services, possessing or transporting a stolen property will be subjected to the disciplinary actions deemed necessary.

## **9. Personal Safety**

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

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

## **10. Distribution of Written Material**

With the approval of the vice president for student affairs or designee at least 24 hours in advance, non-commercial pamphlets, handbills, circulars, newspapers, magazines, and other written materials may be distributed on a person-to-person basis in open areas on campus.

\*Certain regulations are in effect, as follows:

- Distributed materials must clearly identify the sponsor of the materials.
- No stand, table, or booth shall be used in distribution except prior permission of the vice president for student affairs or designee.
- No written material may be attached or affixed to private property without the owner's permission.
- The University preserves a position of neutrality as to the content of any written material distributed on campus under this policy.
- Persons seeking to obtain the approval to use campus areas for expressional activities must submit a request in writing to the vice president for student affairs or designee. They must identify themselves and provide contact information, and state the proposed date, time, and duration of the proposed event and a list of planned activities (e.g., speech, signs, and distribution of literature). The vice president for student affairs or designee will reply to the request in writing as soon as practicable. This approval procedure is not planned as a prior restriction; rather, it allows for the safe and fair use of university facilities.
- Failure to comply with the directions of, a university official acting in the performance of his duties while on university property, is prohibited.
- There must be no blockage of entrances, exits, or corridors of buildings.
- There must be no interference with educational or administrative activities inside or outside of buildings.
- There must be no interference with scheduled university ceremonies, events, or activities.

- Persons engaged in speech activities or distributing literature shall not obstruct the movement of passersby, nor shall they force passersby to take material.
- Persons engaged in expressional activities shall not threaten, touch, or strike attendees or passersby.
- Unwarranted damage or destruction of property owned or operated by the university, or property belonging to students, faculty, staff, or guests of the university, is prohibited. Persons or organizations causing such damage will be held legally and financially responsible.
- No sit-ins are allowed without permission and temporary structures are prohibited without permission.

### **III. Respect for Others**

#### **1. Racial or Ethnic Bias**

Racial and ethnic issues should be respected by all parties of the university. The GUC puts the responsibility on all its members to present appropriate sensitivity and challenge any act of racial or ethnic bias. Such biases affect the welfare of the university by undermining the involved individuals and depriving them from participating fully in all activities of the university.

#### **2. Harassment and Bullying**

It is the responsibility of the GUC to provide harassment and bullying free, secure and agreeable educational and work environment and to foster mutual respect and consideration among staff and students. Therefore, any form of harassment cannot be tolerated.

##### **Definition of harassment & bullying**

*Harassment* is defined as any kind of uninvited or unwelcome behavior that has the effect of interfering with an individual's work or creating an intimidating, hostile or offensive working, educational or social environment and results in causing offence, discomfort or embarrassment or making the recipient feel threatened.

*Bullying* is defined as any kind of abusive behavior that makes the recipient feel threatened or suffer any kind of stress, e.g. by abuse of power or unfair sanctions.

Acts of sexual harassment are strictly forbidden by the Egyptian law. They can be non-verbal, verbal or physical. This includes but is not limited to the following:

- making or holding printed materials, manuscripts, drawings, symbolic signs, or other objects or pictures in general that are against public morals for the purpose of trade, distribution, leasing, pasting or displaying
- molesting a female in a manner offending her modesty by words or deed on a public road or on a frequented place
- assaulting a person by force or threat or attempting such an assault
- inducing one or more persons to or committing an act of obscenity in public
- perpetrating an immoral act with a woman
- inciting persons in public places to commit an act of immorality

- committing any act of debauchery or immorality or inciting persons to commit such an act by delusion, force or threatening

According to the Egyptian Penal Code and to the Law no.10 for the year 1961 penalties imposed for the above acts range from 1 month - 25 years imprisonment with / without hard labor and fines ranging from LE 20 – 500.

### **University Commitment**

The GUC prohibits any kind of immoral act on the GUC Campus or at student activities. Breaking GUC regulations concerning harassment and bullying may result in serious disciplinary actions that range from warnings to permanent dismissal.

#### **The GUC is committed to the following:**

- Protecting the confidentiality of the complaint even if the concerned authority or the person complained against is contacted.
- Investigating the allegations properly, fairly, quickly and confidentially.
- Taking the suitable disciplinary actions according to GUC regulations.
- Taking action in case of an illegal or criminal act.

## **IV. University Property**

### **1. Property**

Members of the university are expected to deal with the university property considerately and to give good care to the university infrastructure. Any damage or destruction to the university property is considered violation and penalties will be applied as appropriate. Theft or unauthorized borrowing of university property is regarded as serious violations and will be penalized.

### **2. Library**

The following regulations describe what we expect from students in their dealings with the Library. They help to ensure that students get the books they need within a reasonable time. In return, The University expects students to help by keeping the university administration informed of changes of address, to return books promptly, and not to lend library books to anyone else.

1. Use of the Library is permitted to registered users only. All registered users are presumed to know the Library Regulations, which are available in the Library. These Regulations may be amended from time to time by the University.
2. Any modifications of these Regulations will be displayed in the Library. Information about the use of various Library services is available in the Library at the relevant service points.
3. The opening hours of the Library may be modified from time to time. The hours when the Library is open are displayed at the entrance of the Library.
4. Throughout the Regulations the term 'book' means any book or other material in the custody of the Librarian.

5. Users must always have their University ID card with them and show it to Library or Security staff when they are requested to do so. In any case, users will need it to gain entry to the Library and to borrow material from it. Admission may be refused if a valid ID card cannot be presented.
6. The Library will send notices, including recall notices for books on loan, to the user's address. Internal University addresses and e-mails will be used for all staff and students, except for Undergraduate students on vacation when their permanent address will be used. It is the responsibility of users to notify the Library of any change of address, temporary or permanent, for receipt of their Library notices.
7. Any behavior likely to disturb other readers or to be detrimental to the contents of the Library is forbidden.
8. Users must not damage or write in books belonging to the Library.
9. All Library staff has the authority to inspect any books in the possession of users leaving the Library.
10. The Librarian is authorized to suspend the Library privileges of any person for the breaking of the Regulations and to report the incident to the appropriate authorities.
11. Smoking and the consumption of food and drink in any part of the Library are not permitted.
12. Books and other articles left unattended for any length of time may be removed by the Library staff.
13. The reservation of seats is not allowed.
14. The University accepts no responsibility for loss or theft of or damage to personal belongings left anywhere in the Library at any time.
15. Mobile telephones, cameras, personal stereos, and mains-powered equipment – except Personal Laptops- must not be used in the Library.
16. Users must leave the Library by closing time, immediately on hearing the alarm, or when required to do so in an emergency.
17. Users should immediately report any accident, theft or other incident to a member of the Library staff.
18. The user will be held responsible for all books issued as long as the issue record for those books remains un-cancelled. Books on loan are for the personal use of the borrower only, and must not be passed on to any person, whether entitled to use the Library or not.
19. Books (with the exception of those marked 'One day loan' or 'Not to be borrowed' will be due for return on or before the date stamped in them, or notified to the reader at the time of issue or renewal, unless recalled.
20. The Librarian may vary the loan period or withhold or restrict the circulation of any book in the Library.
21. Books on loan, except those marked 'One-day loan', may be renewed for a further loan period, if they are not required by another user. Books may be renewed in person, or through the Library computer system.
22. A book on loan may be recalled by the Library at any time, and the book must then be returned to the Library by the date specified on the recall notice, notwithstanding the date stamped in the book or notified to the reader at the time of issue or renewal. It is

- the responsibility of users to ensure that they are in a position to respond promptly to recall notices.
23. Users must observe the law of copyright and the terms of any suppliers' license agreements for material they use. Information about Copyright is available at the Library.
  24. Students who have taken their final examinations or submitted their theses cease to have borrowing privileges. Upon graduation they may register as Alumni members.

### **3. Computing Facilities**

The computing policies apply to all users of the GUC computing facilities and services. You can use the computing facilities if you are a student registered for any course at the GUC.

#### **User Access Policy:**

1. All students are allocated a username automatically upon registration at the University.
2. Your username entitles you to use the GUC facilities and services for your own University work only.
3. You must not try to use anyone else's username and password, and you must not let anyone use yours. Your username may be public, but your password must be secret: never tell it to anyone. Do not write down your password. Do not share or disclose it.
4. Do choose a password that would be hard to guess and that consists of at least 8 characters.
5. Do not intentionally disrupt or interfere with other computers or network users, services or equipment.
6. Do not use the GUC IT facilities to make unauthorized entry into any other computer or network not belonging to the GUC student network.
7. Do not duplicate or copy software.
8. Do log off before you leave your workstation for any length of time.
9. Please note that logins to, and use of the GUC network are monitored and audited by the GUC IT Centre. Understand that *you* are accountable for what *you* do with your user account. *You* are individually responsible for protecting the data and information in *your* hands. *Security is everyone's responsibility!*

#### **Electronic Mail Policy:**

1. Do include a meaningful subject line in your message.
2. Do check the address line before sending a message and check that you are sending it to the right person.
3. Do take care not to express views which could be regarded as defamatory or libelous.

4. Do not use your electronic mail for transferring offensive material over the GUC communication system. This includes also, messages, jokes or forms which create an intimidating or hostile work environment.
5. Do not broadcast unsolicited personal views on social, political, religious or other non-university related matters.
6. Do not use the GUC communication system to set up personal businesses, send chain letters or spam mail.
7. Do not break into the system or use a password/mailbox unauthorized.
8. Do not access copyrighted information in a way that violates the copyright.
9. Do not use your electronic mail to send BCC (Blind Carbon Copy) emails for internal communication inside the university.
10. Do not use your electronic mail for solicitation to buy or sell goods or services except on junk mail or ad-hoc mail groups.
11. Please note the following:
  - a. All electronic mail activity is monitored and logged.
  - b. All electronic mail coming into or leaving the GUC is scanned for viruses.
  - c. All the content of electronic mail is scanned for offensive material.

#### **Internet Access Policy:**

1. You may only access the Internet by using the GUC's scanning software, firewall and router.
2. Do not download content from Internet sites unless it is related to university studies.
3. Do not download software from the Internet and install it on the GUC's computer equipment, unless it is related to your University studies.
4. Do not download text or images which contain material of a pornographic, racist or extreme political nature, or which incite violence, hatred or any illegal activity.
5. Do not use Internet access to transmit confidential, political, obscene, threatening, or harassing materials.
6. Do respect the legal protections to data and software provided by copyright and licenses.
7. Do not represent yourself as another person.
8. Please note the following:
  - a. All activity on the Internet is monitored and logged.
  - b. All material viewed is scanned for viruses.
  - c. All content viewed is scanned for offensive material.

#### **Computing Equipment Use Policy:**

1. You should never try to gain unauthorized access to any computer system anywhere.
2. You should always comply with all valid regulations covering the use of GUC computing equipment, software and datasets, whether those regulations are made by law, by the producer or supplier of the software or datasets, by the GUC IT Centre, by the University or by any other legitimate authority at any

- time. Copies of these are available from the GUC IT Centre and are displayed in the computer labs.
3. Do not install any software on GUC computing equipment or alter its configuration. This work may only be undertaken by GUC IT staff.
  4. Do make sure on every occasion that floppy disks and other media brought in to the University are checked for viruses before use.
  5. You should avoid anything which might cause harm of any sort to any computer equipment anywhere, or to any of the information or programs on any system.
  6. Do inform the GUC IT centre immediately if you think that your workstation may have a virus.
  7. Do protect equipment and keep it away from food and drink.

#### **4. Patents and Copyrights**

Intellectual property done for the university is considered a property of the university and should be copyrighted by the GUC.

### **V. Health and Safety Policies**

#### **1. Drugs**

The Egyptian Drug Law is very strict regarding possession, use, transmission or trading of drugs generally, and especially on educational premises. The Egyptian Drug Law No. 182 for the year 1960 as per the last amendments imposes hard penalties for possession, use, export, import or trading drugs or narcotics. Penalties range from 1- 25 years imprisonment with/without hard labor to the death penalty and fines ranging from L.E.1000 – 500 000.

#### **2. Alcohols**

According to the Egyptian Law No. 63 for the year 1976 penalties up to six months imprisonment and/or fines up to L.E. 200 are imposed for drinking or serving alcohol in public places. A penalty of min. 2 weeks and max. 6 months imprisonment or fines ranging from LE 20 to LE 100 is imposed for being caught drunken in a public place. Please note that severe penalties are imposed when it comes to educational premises. According to Article 34 2nd/4 of the above mentioned Drug Law trading drugs directly, close to, or at educational premises results in the death penalty and fines not less than L.E. 100 000 and not more than LE 500,000.

#### **3. Smoking**

University regulations prohibit smoking in all buildings, including offices, corridors, and lifts. Smoking is only allowed at least 10m away from a university building or in the smoking area of the cafeteria.

## **GUC Regulations Regarding Health and Safety**

On this basis the GUC strictly prohibits the possession, use, transmission, trading or manufacturing of any kind of narcotics, any kind of drugs or alcoholic drinks on the GUC Campus or at student activities. Presence or any kind of distribution of the aforementioned materials, whether prohibited by law or not, on campus or at student activities related to the GUC, is strictly prohibited by the GUC as well.

Breaking GUC Regulation on drugs, narcotics and alcohol may result in disciplinary actions ranging from warnings to permanent dismissal.

If it is discovered that a student is involved in any of the actions prohibited by the Egyptian Law concerning drugs, narcotics or alcohol, the disciplinary action of immediate dismissal will be taken and the Cairo police will be notified. If a student is arrested for being involved in any of the aforementioned actions the University Council takes the decision.

## **VI. General Rules**

According to the GUC code of conduct, the following is viewed as violations of GUC regulations and may result in serious disciplinary actions:

Possession of:

- fireworks, explosives or weapons
- any stolen property
- drugs or alcohol (see Drug & Alcohol Policy)
- materials that are against public morals (see Harassment)

Behavior:

- gambling and illegal games
- soliciting orders or political support
- interference with the work of the university
- damage or unauthorized taking of university property or the property of others
- breaking GUC traffic law (driving or parking in unauthorized spaces)
- distributing materials in the name of the GUC without prior approval of the University Administration

## **VII. Dormitory Regulations**

Students resident in the university dorms should comply with the rules and conditions outlined in the contract. Residents of the university dorms should conform to the general rules of conduct of the university.

Male and female residents cannot occupy the same apartment and are distributed in a way that preserves the privacy of both parties.

➤ ***Damage Policies and Procedures:***

The resident will be accountable for the condition of the room assigned to him/her. Each room will be checked by the Dorms staff prior to occupancy, during safety inspections, and also upon termination of occupancy. Any lack of cleanliness and/or damage to or loss of university property, including loss of keys issued to the resident, will be charged to the resident's account.

➤ ***Alteration of Premises:*** Residents shall not make any changes to an apartment or room. This shall include, but not be limited to, the addition or changing of any locks, the alteration of furniture, or the painting of any surface.

➤ ***Cleaning/Care of Rooms & Trash Removal:*** Residents are responsible for the cleanliness of their rooms. Residents are required to keep reasonable hygiene and safety standards. Waste materials, including empty bottles, cans, and trash should be removed on a regular basis. Trash should be placed in a plastic bag before disposal.

➤ ***Furniture:*** All furniture and furnishings brought into a resident's room are subject to approval by housing staff member and all personal furniture must be removed at the end of the occupancy period. University supplied furniture cannot be removed from the room without the approval of housing staff member.

➤ ***Room Decorations:*** Pictures, posters and other decorations may be hung on the walls with tape that will not ruin the wall surface.

➤ ***Entry to Resident Rooms:*** Authorized University housing staff member may enter residential rooms without notice for the following reasons: maintenance and housekeeping purposes, health and safety inspections, inspection for damage, vacation closing inspections and for other emergency purposes. The University also reserves the right to enter a resident's room if a violation of University rules policy and procedures is taking place. If in the course of any entry, prohibited materials are found in plain inspection they will be removed and the resident(s) will be notified of the confiscation. The occupants of the room may face a student conduct disciplinary action.

➤ ***Guest Policy:*** Under no circumstances should a guest be permitted to enter the dorms unaccompanied by the resident they wish to visit. The host must accompany the guest at all times during the guest's stay. The housing staff reserves the right to suspend guest privileges for policy violations or in emergency situations.

Guests must be accompanied by their host at all times. Hosts are responsible for their guests' conduct, or violation of university policy committed by the guest. Guests must abide by all university rules and procedures.

➤ ***Noise Policy***

Residents must be considerate about noise levels at all times. Residents are responsible for controlling their own noise level as well as that of their guests.

At all times the following guidelines apply:

- Loud music or other noise that can be heard beyond the limits of an individual's room is never acceptable and may result in a student disciplinary action.
- Any type of sports or sports-related activities is prohibited at all times.

➤ ***Room Inspection Procedures***

Rooms may be checked for health, safety and security reasons on a periodic basis and prior to each vacation period, by a housing staff member, with or without notice or the presence of residents.

During periodic inspections the standards for the maintenance of apartment rooms and furniture will be checked and the resident(s) may be required to make other necessary changes to meet university safety and building maintenance guidelines. Prohibited items may be confiscated. Possession of prohibited items may result in student disciplinary actions.

Residents of rooms or apartments that are not found to be in suitable condition will be notified. In addition, the university reserves the right to terminate immediately the residence of any residents(s).

➤ ***Security Procedures***

The university has set up appropriate rules and regulations for maintaining a safe environment. All resident students must use equipment properly, follow policies and regulations and respect the directions of housing staff members. Failure to abide by policies, procedures or directions designed to maintain security may result in student disciplinary actions.

**VIII. Breaching of Policies**

In case of breaching of any of the above mentioned policies, the students should be penalized according to the disciplinary regulations set by the university in accordance with the Egyptian federal law.

The disciplinary regulations specify all disciplinary actions that can be taken in case of violating any of the university rules on all levels (see attached **student disciplinary regulations**)

## **B. Academic Integrity Policy**

### **Introduction**

The German University in Cairo is a private university with a mission to achieve excellence in teaching and research, as well as to create an excellent and self-contained intellectual atmosphere of work and study for both staff and students.

A healthy intellectual atmosphere of excellence must be fostered by a strong academic integrity policy that is capable of preserving noble academic and research values.

Honoring academic integrity in an educational institution highly affects its value and its impact on the community. Academic integrity is not just crucial for proper conduct in scholarly activity, but also, it is for nurturing individual honor among the members of the academic community. The German University in Cairo as a first class university adheres to high standards of academic integrity in all its scholarly activities. Additionally, the GUC provides all the needed support for its faculty members and students to help them adhere to high standards of academic honesty. As such, this manual presents a draft policy for academic integrity to be applied upon students university-wide.

The manual presents the stakeholders involved in both applying and enforcing the policy, categories of academic integrity violations, different levels of student's conformance to GUC academic integrity policies, categories of disciplinary actions for violations of GUC academic integrity policies and the formation of an Academic Integrity hierarchy that governs the implementations of GUC academic integrity policies.

Violations of academic integrity policies do not only affect individuals, and are not usually contained within the university premise, but they rather affect how the university and the integrity of its graduates are perceived within society. Accordingly, the academic integrity policy shall be invoked to address any incidents affiliated with GUC academic activities whether they have taken place within or outside GUC campus.

Violations of the policy in itself may be simply handled with a small direct communication with the violator, up until dismissal from university.

If a student has been graduated and an investigation confirms him to have been engaged in activities that severely violate GUC academic integrity policies, while affiliated with the GUC, the academic integrity board maintains the right to revise his record and apply disciplinary actions retrospectively which could include revoking his degree.

Throughout this document, masculine pronouns are used in their gender-neutral sense.

## **The Stakeholders**

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

1. Faculty and Staff: All faculty and staff must be aware of the academic integrity policy applied by the university upon employment, and should promote knowledge of the policy when needed. Faculty and staff that witness an academic integrity violation within the scope of their offered courses should act to such violations by disciplinary actions (from within the authorized category of disciplinary actions) and should properly document the case in preparation for possible reviewing by the Academic Integrity Committee. Alternatively, they may report any violations of the policy to their Faculty Academic Integrity Committee dependent on the violation category of the reported incident and students' previous academic integrity record. Faculty and staff that witness an academic integrity violation outside the scope of their offered classes should report the corresponding violations of the policy to their Faculty Academic Integrity Committee.

Faculty and staff should take all appropriate measures to prevent violations of academic integrity. This includes, but is not limited to, proper exam proctoring, providing sufficient examination and assignment completion times, and securing all material.

2. Students: It is the responsibility of the university to hold an obligatory session for all students upon admission to make them aware of the academic integrity policy. Students should consequently be clearly made aware that their admission implies consent to the policy. This should be documented through a signed declaration by each student that he has read and understood the GUC academic integrity policy.

Students should apply the academic integrity policy to the highest standards, and should be encouraged to report academic integrity violations to the Academic Integrity Board with a guarantee of anonymity.

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

remind of the policies listed herein so that eventually students tend to appreciate and respect the policies of Academic Integrity, and become self promoters of the policies themselves. Students should be reminded of the presence of the policy in every class at the beginning of each semester, and during exams and quizzes.

#### Definitions for Academic Integrity Violations

Cheating	<ul style="list-style-type: none"> <li>- Make use of or attempting to use notes, aids or information that is unauthorized within the context of exams, quizzes, or even assignments.</li> <li>- Using or attempting to use or copy material from other students within the same exam, quiz.</li> <li>- Facilitating the use or copying of material to other students within the same exam or quiz.</li> <li>- Failure to follow exam and quizzes regulations in terms of unauthorized verbal communications and unallowable material/equipment to be visible within examination writing space.</li> </ul>
Plagiarism	<ul style="list-style-type: none"> <li>- Submitting material that is not one's own whether in part or in whole (whether intentionally or carelessly)</li> <li>- Copying documentation without proper paraphrasing and referencing (whether intentionally or carelessly)</li> <li>- Copying figures without proper referencing (whether intentionally or carelessly)</li> </ul>
Fabricating Results	<ul style="list-style-type: none"> <li>- Intentionally creating/making up inaccurate/false results in part or in whole in any form of submitted material</li> </ul>
Falsifying Documentation	<ul style="list-style-type: none"> <li>- Providing forged or inaccurate documentation in order to seek an illegitimate advantage or benefit</li> </ul>
Impersonating	<ul style="list-style-type: none"> <li>- Presenting a student of himself as another student in any form or context.</li> </ul>

	<ul style="list-style-type: none"> <li>- Allowing a student for another student to impersonate him in any form or context.</li> </ul>
Concealing Evidence	<ul style="list-style-type: none"> <li>- Hiding, cooperating in hiding or attempting to hide any information and/or evidence related to academic integrity violation incidents</li> </ul>
Trading	<ul style="list-style-type: none"> <li>- Being engaged in financial or non-financial trades or deals related to exchanging or buying/selling academic material such as assignments, projects, and reports.</li> </ul>

### Academic Integrity Violations

The following list some examples of violations and how they fit into the categorization of academic integrity violations:

#### **Category I: This category includes milder violations of academic integrity.**

Examples of violations in this category include:

1. Cheating of whatever form during exams or quizzes, including giving false information to another student with the intent to deceive.
2. Assisting or promoting cheating of whatever form during exams or quizzes.
3. Plagiarism.
4. Fabricating results (experiments, assignments, etc.)
5. Seeking and using unauthorized help in completing projects, papers, presentations, and/or assignments.
6. Inaccurate declaration to contribution to group work (it is the responsibility of the instructor to announce the regulations for group work)
7. Multiple submissions by using the same material in different courses without prior permission of the instructor.
8. Resubmitting an examination or assignment which has been altered without the instructor's authorization.
9. Lying to a faculty member or member of the university about personal circumstances, medical excuses.

10. Repetitive yet unjustified complaints about grades.

**Category II: This category includes serious violations of academic integrity that may harm the violator, the reporter, the institution, or society itself.**

Examples of violations in this category include:

1. Applying psychological pressure or offering money or gifts to affect a grade change. Damaging university property with the intent of obtaining academic advantage.
2. Distributing or facilitating the distribution of course materials, including previous exams, quizzes, or notes without consent of the responsible faculty member.

**Category III: This category includes the most severe kind of violation of academic integrity that strongly harms the violator, the reporter, the institution, or society itself.**

Examples of violations in this category include:

1. Falsifying documentation for any purpose whatsoever.
2. Impersonating another student during any exam, quiz, attendance, or assignment.
3. Concealing evidence of an academic integrity violation.
4. Trading in academic material such as papers or assignments.
5. Unauthorized search or modification of university records.
6. Applying, or promoting a physical, psychological, financial, or any kind of threat to a witness or reporter of an academic integrity violation.
7. Forging an instructor's name or initials.

### **Student Academic Integrity Levels**

Each student within the university shall have an academic integrity level associated with his record. The student academic integrity level reflects the degree of each student's adherence to the GUC academic integrity policies. The entity responsible for taking decisions and possible disciplinary actions regarding any reports of integrity violation is determined in conjunction with the category of the violation and the lowest academic integrity level among the students involved.

All students upon admission are enrolled at academic integrity level 1. The level of the student during his enrollment may increase or decrease based on his academic integrity record during his studies. Each student has the right to know his current integrity level through his student portal.. The integrity levels implemented within the GUC academic integrity policy are as follows:

### **Academic Integrity Level 1:**

All students upon admission to the GUC shall be enrolled at academic integrity level 1. This is the level that depicts the highest student conformance to GUC academic integrity policies. Students at academic integrity level 1 should have never been found to commit violations of the academic integrity policies and have not been related to any incidents of such violations through an inconclusive investigation within the past year.

### **Academic Integrity Level 2:**

Students with an academic Integrity level 2 are those who have previously been engaged in some minor infractions of academic integrity policies (from among Category I Violations), have had some inconclusive investigations regarding the academic integrity policy within the past year, or have been at academic integrity level 3 without any violations or inconclusive investigations over the past year.

### **Academic Integrity Level 3:**

Students with an academic Integrity level 3 were found to have had repetitive category I violations of the academic integrity policies, have had previous category II violations, or have been at academic integrity level 0 without any violations or inconclusive investigations over the past year.

### **Integrity Level 4:**

Students with an academic Integrity level 4 were found to have had repeated category II violations of the academic integrity policies or have committed major category III violations.

### **Disciplinary Action**

The following are examples of disciplinary actions that may be applied to the three categories of violations listed above. It is up to the Academic Integrity Board to decide on an appropriate disciplinary action according to the guidelines listed herein this document and in the Student Disciplinary Regulations, Section 6, Article 14). Multiple disciplinary actions may be applied.

#### **Category I:**

1. Documented warning on university records.
2. Resubmission of class work
3. Requested to do additional class work
4. Reduction of class work grades( Student Disciplinary Regulations Article 13)
5. Zero in class work category

Not accepting any additional class work

**Category II:**

1. Failing the respective course.
2. Reduction of grade. (Student Disciplinary Regulation , Article 13)

**Category III:**

1. Expulsion from university.
2. Suspension of up to 1 year from university.
3. Loss of scholarship.
4. Permanent or temporary prevention from participation in social activities on campus (trips & GUC Berlin Branch, social gatherings, etc.)
5. Permanent or temporary prevention from participation in extracurricular activities
6. Revoking the degree of a university graduate if investigations reveal their involvement in a Category III academic integrity violation.

**Implementation of Academic Integrity Policies within GUC**

The academic integrity policy shall be implemented by a three-level hierarchical system as follows

- **Course Instructor**

The course instructor is the first level of enforcing the academic integrity policies. The course instructor upon receiving a report or witnessing himself a case of category I violation of the policy has the authority to act against level 1 and level 2 students and from within disciplinary actions of category I without any referral to upper committees. The course instructor, if he perceives that the violation deserves more than the disciplinary actions at the disposal of category I, could forward the case to the upper committees.

The instructor also has the mandate to document all incidents and all decisions and forward them to the faculty academic integrity committee. This includes incidents where the case under investigation has been determined not to be conclusive and no disciplinary actions have been taken. A student who has been presumed to violate the policy by the instructor has the right to appeal the decision at the faculty/university academic integrity board.

- **Faculty Academic Integrity Committee**

The faculty academic committee should be formed from three PhD holders within the faculty including the vice deans and a third PhD holder. Any member of this committee who is involved in the reported case should be substituted in that particular incident

Higher Disciplinary Committee, has the authority to act against, level 1, level 2 and level 3 students and from within disciplinary actions of category I and Category II without any referral to upper committees. The Faculty Academic Integrity Committee also has the mandate and authority to decrease the integrity level of reported students from levels 1 to 2 or from 2 to 3.

The Faculty academic integrity committee, if it decides that the violation deserves more than the disciplinary actions at the disposal of categories I and II, could forward the case to the upper committee of Higher Disciplinary Committee.

The faculty academic integrity committee also has the mandate to document all incidents and all decisions and forward them to the Higher Disciplinary Committee. This includes incidents where the case under investigation has been determined not to be conclusive and no disciplinary actions have been taken.

A student who has been presumed to violate the policy by the faculty integrity committee has the right to appeal the decision at the higher disciplinary committee (Refer to Student Disciplinary Regulations).

The higher disciplinary committee, upon receiving a report about an integrity violation from a Faculty Academic Integrity committee, has the authority to act against level 0 students and from within disciplinary actions of category III ,II, or I and within Student Disciplinary Regulations in Article 14. The Higher Disciplinary Committee may also receive reports for level 1, level 2 or level 3student if requested by a Faculty Academic Integrity committee

The higher disciplinary committee is also responsible for anonymously receiving reports of suspected violations from students, teaching assistants, and PhD holders for any witnessed incidents that are perceived to be in violation of academic integrity standards. Based on the offence reported and the integrity levels of the students under investigation, the board could decide whether to delegate the case to the faculty committee and/or the course instructor or to handle it by itself

The higher disciplinary committee should prepare a yearly report of academic integrity implementation that includes number of incidents and disciplinary actions with anonymity into consideration and publish such report in the university newspaper.

## **C. Students Disciplinary Regulations**

**German University in Cairo**

### **Article 1**

#### **Without prejudice to each of the following:**

The Egyptian Constitution.

The Egyptian civilian law.

The Egyptian criminal law.

Protection of intellectual property law no 82 for the year 2002.

The Law regulating Universities no 49 for the year 1972 with its amendments and its executive regulation issued by the Egyptian President with decree no 809 for the year 1975.

Law no 101 for the year 1992 with regard to the foundation of Private Universities and its executive regulation issued by the Egyptian President with decree no 219 for the year 2002

The Egyptian President decree no 27 for the year 2002 with regard to the University foundation.

### **Section 1**

#### **Limits of validity of this regulation**

### **Article 2**

Acts committed by students against Civil, Criminal and intellectual property law would trigger their liability under the provisions of the previously mentioned laws. The executive regulation has no application within the relation to the acts not governed by its rules whether these acts were outside or inside the University campus.

### **Article 3**

The articles and sanctions listed in this disciplinary regulation does apply on all GUC students violating the policy regulating the University campus and their relations with all the university members from academic members, non-academic staff and assisting personnel.

### **Section 2**

#### **Validity of the law regulating the Egyptian Universities unless it is not stipulated in this regulation**

## **Article 4**

The provisions stipulated in the law no 49 for the year 1972 with regard to regulating Universities with its amendments and its executive regulation shall be applied, if not stipulated in this regulation, with regard to the provisions setting the time and procedures for appealing the final decisions issued by the student disciplinary council, the higher disciplinary council, and the University council.

## **Section 3**

### **Procedures for convention of Disciplinary committees and appeals**

## **Article 5**

Student disciplinary committees for disciplinary actions against violations are convened upon a decision from the University President on two stages:

**Stage 1: Student Disciplinary Committee:** Declaration of an opponent is not permitted except by submission of a written appeal by the student himself to the University President within 15 days of the date of notifying the student by the disciplinary action taken against him. The University President shall consider the appeal and present it to the higher disciplinary Committee within 15 days of receipt of the student's appeal.

**Stage 2: The Higher Disciplinary Committee:** Declaration of an opponent is not permitted except by submission of a written appeal by the student himself to the University President within 15 days of the date of notifying the student by the disciplinary action taken against him. The University President shall consider the appeal and present it to the University Council within 15 days of receipt of the student's appeal.

## **Article 6**

The decisions of the Disciplinary Committee members regarding the disciplinary actions taken against the student are considered final only after the following actions:

1. Agreement on the disciplinary actions taken by the authorized parties and rejection of the submitted appeals.
2. Submission of appeals against the disciplinary actions taken by the authorized parties outside the specified timescale stated above (15 Days).

## **Article 7**

Only the final decisions regarding the final expulsion of students from the University after completion of procedures required for appeals will be circulated to the authorized managerial parties for notification and updating the data.

## **Article 8**

The Student Disciplinary Committee in the University shall comprise the following members (not less than 3 members):

- Dean of any faculty (member)
- 2 Professors/ Associate Professors from the University academic members (members)

\* One of the professors shall be the Vice dean for student affairs as Student Representative (according to The Law regulating Universities article 183 , and as per decision taken in Executive University Council no. 12, 11th April, 2012).

\*The committee chair shall be the oldest in age.

\*Members of the disciplinary committee should not have had any prior involvement of the case.

\*A representative from the University legal affairs shall attend the disciplinary interview, but not as an alternative for any of the committee members.

## **Article 9**

The Higher Student Disciplinary Committee in the University shall comprise the following members (not less than 5 members):

- University Vice President for Student Affairs (Head)
- Dean or a professor from the student's faculty (member)
- 2 professors from the University academic members (members)
- Representative from the University legal affairs (member)

\* Members of the disciplinary committee should not have had any prior involvement of the case.

## **Section 4**

### **Actions and authorities of Disciplinary Committees**

## **Article 10**

University President, by himself, or upon a request from the faculty Dean, professor or associate professor has the authority to refer the student directly to a Student Disciplinary Committee.

## **Article 11**

The Student Disciplinary Committee has the full authority to take any of the appropriate disciplinary action shown in this disciplinary regulation.

## **Section 5**

### **The Disciplinary Violations**

## **Article 12**

Any prejudice of Community laws, University policies and codes of conduct will be considered as a violation and specially, but not limited, to the following:

(Please refer to Academic Integrity violations policy)

1. Interference with the normal University processes, roles and activities.
2. Interference with the educational processes, encouraging others or conspiring to refrain attending lectures, tutorials, laboratories or any other University activities stated in the University regulations.
3. Any action that prejudice with honor and dignity or with the good personal standards of conduct and ethics whether on or off campus.
4. Interference with exam regulations or provoking a disturbance of the exam process. Any cheating or attempting to cheat during exams or any violation to academic integrity policy.
5. Damaging, destroying, defacement or misusing of University property including facilities, equipment or books.
6. Formation of student organizations or working groups and participation in them inside the campus without prior request and approval from the University authorized parties.
7. Distribution of pamphlets, circulars, newspapers, magazines or collection of signatures inside the campus without prior request and approval from the University authorized parties.
8. Sit-ins inside the University campus or participation in any demonstrations violating the disciplinary standards and ethics.
9. Unauthorized use of the University's name, logo or symbols.( Bringing the University into disrepute by damaging the reputation of the University.
10. Violation of student academic integrity policy related, but not limited, to cheating, plagiarism, and impersonating.

## **Article 13**

During examinations, any student caught in the act of cheating, or intending to cheat, from another exam candidate supported by evidence should be expelled out of the exam hall by the dean of faculty or any of his deputy and deprived from entering the remaining exams and considered failed in the exam and referred to a student disciplinary committee.

However, in other cases, the exam is invalidated by a decision from the disciplinary committee or the Faculty Council and sequentially the invalidity of the grade if it was given to the student before detection of the cheating case.

## **Section 6**

### **Disciplinary Actions**

#### **Article 14**

Procedures for disciplinary actions:

1. Verbal or written notification.
2. Warning.
3. Deprivation from some of the University student services.
4. Deprivation from attendance of a certain course for a period not more than 1 month.
5. Suspension of the student from the University for a period not more than 1 month.
6. Deprivation from examination in 1 or more courses.
7. Hold-up registration for MSC or PHD degree for a period not more than 2 month or for an academic semester.
8. Cancellation of examination in one or more courses.
9. Suspension from the University for a period not more than a 1 semester.
10. Deprivation from examination for 1 or more semesters.
11. Deprivation from registration for MSC or PHD degree for 1 or more semesters.
12. Suspension from the University for a period more than 1 semester.
13. Final expulsion from the University and to forward the documentation to the Private Universities Council to take the appropriate action.

\*The disciplinary actions taken against a student shall be published inside the University and the parents shall be informed about the decisions taken.

\*The disciplinary actions taken are documented in the student's file except the verbal notification.

\*The student subjected to a final expulsion decision has the right to withdraw his file from the University and submit it to any other educational institution.

## **Section 7**

### **The other authorized parties who has the right to take disciplinary actions**

#### **Article 15**

These parties are:

1. Professors and Associate Professors: They have the authority to take the first 4 disciplinary actions, shown in Case 13, against any violations during classes, lectures, and other University activities.
2. Dean of Faculty: He has the authority to take the first 8 disciplinary actions, shown in Case 13, and in case of disruption of the educational or examination process he has the right to impose all the above disciplinary actions, however, in case of final expulsion decision the case should be presented to the Student Disciplinary Committee within 14 days of the date of imposing the disciplinary action and presented to the University President in case of other disciplinary actions to review the decision by approval, dismissing or reconsideration of the case.
3. University President: He has the authority to take all the disciplinary actions stated above except the last one in which he has to consult the dean of the faculty and he has the right to suspend the student from the university premises till the day of attending the disciplinary interview.
4. The Disciplinary Committee: has the authority to take all the disciplinary actions stated above.

## **Section 8**

### **Student Notification Process**

#### **Article 16**

The student shall be notified by any of the following methods:

1. Notification by a telephone call.
2. Or by an E-mail.
3. Or by an SMS on his mobile phone.

4. Or by express mail
5. Or verbally and his attendance in this case is considered essential (required) for the validity of notification.

\*Any of the previously mentioned methods of notification is considered enough for the student to let him show in front of the disciplinary committee.

\*In the event that the student does not attend the disciplinary interview in spite of notifying him considers the committee's decision final without hearing of the student's account.

## **Section 9**

### **Final Cases**

#### **Article 17**

Following these regulations with considering it as a part of the internal University policy is valid from the academic year 2007/2008.