



Student Code of Conduct and Disciplinary Council Procedures

INTRODUCTION

The Holy Spirit University of Kaslik (USEK) is a community committed to maintaining an environment that encourages personal and intellectual growth. It is a community with high standards and high expectations for those who choose to become a part of it, and has established rules of conduct intended to foster behaviors that are consistent with a civil and educational setting. Members of the University community are expected to comply with all laws, University policies and campus regulations, conducting themselves in ways that support a scholarly environment. Accompanying the USEK student Code of Conduct is an established process to determine if a student has violated the Code and to respond appropriately when violations are sustained.

I- DEFINITIONS

Article 1. STUDENT

The term "student" for the purposes of this Code means an individual for whom USEK maintains student records and who:

- a) is enrolled in or registered with an academic program at USEK.
- b) is a free-listener or cross-registered.
- b) has completed the previous term and is eligible for re-enrollment, including the inter-semester break.

The Code also applies to:

- a) Applicants who became students but were found to have committed violations as part of the application process.
- b) Applicants who became students but were found to have committed violations on campus and/or while participating in University-related events or activities during the period of applying and officially getting enrolled at USEK.

Article 2. DAYS

For purposes of this policy, the term "Days" signifies University business days. It excludes Saturdays, Sundays, or days during which USEK is closed.

The Student Affairs Office (SAO), Deputy President for Students and the Hearing Committee of the Disciplinary Council may be operational outside of typical business hours, on Saturdays, Sundays, or national/institutional occasions with the consent of the student concerned.

Article 3. DEPUTY PRESIDENT

For the purposes of this policy, the term "Deputy President" refers to the Deputy President for Students.

Article 4. DISCIPLINARY COUNCIL

For the purposes of this policy, the term "President" refers to the University President, the term 'Chair' refers to the Chair of the Disciplinary Council Committee.

a. Composition of Committee

The Disciplinary Council Committee is the collection of people who serve on hearing boards and comprises of:

- Chair (appointed by the President) – Preferably related to the Law field,
- No fewer than three faculty members appointed by the President - (one of the faculty members will act as rapporteur).
- At least one staff member appointed by the President.

- One Representative of student support offices appointed by the President.

b. Hearing Panels

Any hearing session comprises of three to seven members from the Disciplinary Council Committee, one of whom must be the Chair.

c. Duration of Appointment

Except if in any case determined by the President, members of the Disciplinary Council Committee will serve during the President's mandate (three years) and the arrangement is naturally renewable.

Article 5. NOTICE

At whatever point the disciplinary council needs to contact any student, a Notice to the USEK student email address will be sent and considered a convincing assumption that Notice has been given as of the date of the receipt of the e-mail. In the event of the unavailability of email servicing, the student is to be notified by phone by the SAO.

Article 6. WITNESS

A witness signifies somebody participating in a Disciplinary Council hearing, either face to face, or through a written statement (if approved/authenticated by the committee) arranged for the purposes of the hearing.

Article 7. SUPPORT PERSON

A support person is any individual accompanying a student during the hearing.

The support person may be any person, including an advocate, attorney, friend, or parent, who is not directly tied to or involved in the investigation. The role of the support person is only to provide support. The support person is permitted to speak during the process of the investigation and resolution and may in no manner disrupt any such meeting or hearing.

Article 8. JURISDICTION

Upon the submission of a formal complaint to any disciplinary council, the said council would have the right to pursue the investigation hearing while considering the hierarchy below:

1. Instructors Council
2. Staff Council
3. Students Council

II- CODE OF ETHICS

a. Billpostings and Leaflet Distribution

Distributing or billposting leaflets, notices and press releases by the members of the University community, within the various USEK campuses or during internships at schools, hospitals, industry is subject to the prior consent of the Student Affairs Office (or the administration for the University Regional Centers) and must not disturb the flow of teaching, research and administration activities.

Any distributed or displayed document must include the signature of its author and the seal of the Student Affairs Office (or the administration for the Regional University Centers), which represents its approval of the distribution or billposting. The author of any distributed or posted document within USEK remains the only person in charge of its content and/or ideas.

Document distribution or billposting by any foreign person must be subject to a prior authorization of the Vice President for Community Life (VPCL) or the Director of the Regional University Center. Outside of the designated posting areas, any billposting, whatever its nature, is forbidden and can bring penalties against its author.

b. Security and Hygiene

Members of the University community and any duly authorized persons (authorized people are people whose names are shared by university personnel in coordination with the security office and VPCL) can access the USEK campus. The security personnel at the campus access zones are entitled to request, for precautionary measures, that all vehicles as well as individual bags are searched. Students are required to show their student identification cards to the security personnel, to access the campus.

The collective premises and equipment of the University are placed at the disposal of the students, within the limits of availability and office hours. However, users cannot access them unless under the supervision of an administrative or educational official, who is clearly appointed in accordance with the regulations in force. Users are required to be familiar with the security regulations and rules, which are posted within the premises.

Documents and devices, placed at the disposal of the students, must not be taken out of the University premises or get damaged or mishandled (specific rules apply to the Library, in this regard).

It is strictly forbidden to smoke on the premises, introduce substances harmful to health and public order, and consume alcohol within the University.

c. Lost and Found Objects

If a student loses something on campus, they should go to the Student Affairs Office (or to the administration for the Regional University Centers) and give them details of the lost item/s. For found objects, members of the University community, motivated by a spirit of solidarity and responsibility, are required to hand in found objects to the Student Affairs Office (or to the administration for the Regional University Centers). USEK cannot be held responsible for the loss or theft of an object belonging to a person within the campus.

In the case of a suspicious object, it is recommended that it should not be moved; University security agents should be informed as soon as possible.

d. Behavior and Dress Code

Any damage caused to the premises and equipment of the University, as well as to private property belonging to a third party, thefts or theft attempts and verbal or physical violence within USEK, constitute behavior, which according to its severity, can result in an appearance of the author(s) before the University Council of Discipline.

The use of mobile phones is forbidden during courses, practical work, exams and laboratory sessions, etc. Suitable and decent dress is required within the University. Political signs worn ostentatiously or intended to trigger protests, is not allowed, be it of clothing or any other type.

e. Social Media Policy

Personal Responsibility and Liability – Communications made via social media are not exempt from the expectations and obligations set forth in USEK's regulations or from the laws and regulations that govern personal liability across general and traditional forms of communication. Students/graduates are responsible for what they post on their own site and on the sites of others and should only post on behalf of USEK or its schools and units in an official capacity where they have been explicitly authorized to do so.

III- DISCIPLINARY COUNCIL POLICIES

1. UNIVERSITY JURISDICTION

a. Generally

These guidelines are applicable to USEK property, or at official University functions and University-sponsored programs organized away from the campus. USEK property is defined for purposes of this Code as all land, campuses, centers, buildings, facilities or other grounds or structures, or any item in possession of or owned, used, maintained or controlled by the University or designated by the campus as subject to these policies, including the University residence, parking, the University restaurant and the sports complex rented outside the university main campus. University property also includes computers and network systems owned, maintained, or controlled by the University or funded by University budgets or designated by the campus as subject to these policies.

b. Off-Campus Conduct

A disciplinary council that happens off University property (including but not limited to internships at schools, hospitals, industry, etc.) is dependent upon the Code where it:

- a) Directly influences the health, safety, or security of any other member of the USEK community, or the mission of the University, or b) Involves academic work or any records or documents of the University. In deciding whether or not to practice jurisdiction over such behavior, the Student Affairs Office will consider the gravity of the alleged offense, the risk of harm involved, whether the affected are members of the USEK community and/or whether the off-campus conduct is part of a series of actions that occurred both on and off University property.

2. STUDENT RIGHTS

The student must not be considered responsible for any violation of conduct until the violation and/or offense is confirmed. Students accused of infringement of the USEK On Campus Code of Conduct are informed regarding their rights when they meet with the Student Affairs Office, and all through the procedure, they are qualified for the accompanying procedural securities:

a. Notice

1. The nature of the behavior reported and the basis for the accusation, including a brief statement of the basis of the charges, the date or period and the location of the alleged incident.
2. The University policy(s) and/or campus regulation(s) allegedly breached; and information on how to access a full version of the USEK Disciplinary Council Code.
3. That the student has five days from the date the Notice was given to contact the Student Affairs Office for the purpose of scheduling an initial meeting.
4. That no degree may be submitted to a student until all accusations against the student and any assigned sanctions and conditions have been fully resolved. The Deputy President may put a hold on that student's University records to keep the person in question from being awarded a degree.

b. Choosing Not to Participate

The conduct process works best when students and the Student Affairs Office collaboratively come to an informal resolution of cases. Students may choose not to participate in the resolution of their charges.

In this situation the Student Affairs Office will proceed to resolve the charge without the participation of the student. When a hearing is held without the student's participation, the decisions of the committee will have the same force and effect as if the student had participated. Students may also choose to remain silent during any portion of the conduct process and no inference will be drawn from the decision of the student to remain silent.

In this circumstance the Student Affairs Office will continue to determine the charge without the interest of the understudy. At the point when a meeting is held without the understudy's investment, the choices of the board of trustees will have a similar power and impact as though the understudy had taken an interest. Understudies may likewise decide to stay quiet during any bit of the direct procedure and no surmising will be drawn from the choice of the understudy to stay quiet.

c. Hearing

The person accused of infringement of the Code is recommended to fully explore the informal resolution of his/her case. They may, in any case, choose to have formal disciplinary council to resolve the issue.

d. Support Person

Students may assign one support person at any stage of the process. The support person's role in the Disciplinary council process is to provide students with assistance in preparing for and conducting meetings and hearings. In meetings prior to the commencement of the hearing session, students are encouraged to fully participate but may be assisted by a support person who, with the written permission of the student, may interact directly with the Student Affairs Office and may meet on behalf of the student to seek an informal resolution. In a formal hearing, the student may consult with the support person throughout the process. A charged student may demand that the support person be permitted to make arguments or potentially question witnesses for the student's benefit during the hearing, and the disciplinary council will choose whether to accept this request. The committee may limit the speaking role of the support person during the hearing if necessary, to prevent disruption.

3. TYPES OF MISCONDUCT

Students might be considered responsible for submitting or endeavoring to submit an infringement of this Code or for helping, encouraging, or taking an interest in the arranging of actions that abuse this Code). Violations include the following types of misconduct:

A- ACADEMIC VIOLATIONS:

All actions and behavior are assumed on a basis of goodwill and proper intentions.

The following are examples of actions deemed in violation of the Student Code of Conduct; they are not intended to define misconduct in exhaustive or exclusive terms.

Any student who violates the principles described in the preamble to this document shall be subject to disciplinary action in accordance with the Student Code of Conduct.

a.1 Cheating

Cheating includes, however, isn't restricted to, the utilization of unapproved materials data, or study help in any academic exercise; the change of any answers on an evaluated report before submitting it for re-reviewing; cheating during online exams and/or exams checked by online lockdown programs, or the inability to observe the expressed procedures or instructions of an academic exercise (e.g., examination instructions regarding alternate seating or conversation during an examination).

a.2 Fabrication

Fabrication includes, but is not limited to, falsification or invention of any information or citation in an academic exercise, including fabrication or falsification of research. Fabrication of research is making up data or results and recording or reporting them. Falsification of research is manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.

a.3 Plagiarism

Plagiarism includes, but is not limited to, the use of another person's work (including words, ideas, designs, or data) without giving appropriate attribution or citation. This incorporates, yet isn't restricted to, speaking to, with or without the plan to mislead, part or the entirety of a whole work by purchase or something else, and presenting it as a unique work; the exclusion of or inability to recognize the genuine source of the work; or submitting a changed however recognizable work of someone else or the student's own past work as though it were the student's unique or new work.

Except if in any case determined by the school, all entries, regardless of whether in draft or last structure, to meet course requirements (counting a paper, project, test, PC program, oral presentation, or other work) should either be the Student's own work, or the source be should unmistakably acknowledged.

a.4 Facilitating Academic Dishonesty

Facilitating academic dishonesty includes, but is not limited to, knowingly helping another student commit an act of academic dishonesty.

a.5 Pressure Regarding Grading or Evaluation of Coursework

Compromising individual or expert repercussions or discipline against an educator to pressure them to change a grade or in any case assess the student's work by criteria not legitimately reflective of coursework.

a.6 Unauthorized Collaboration

Unapproved joint effort implies working with others without the communicated consent of the educator on any submission, regardless of whether in a draft or last structure, to meet course prerequisites (counting a paper, project, bring home test, PC program, oral presentation, or other work). Cooperation between students will be viewed as unapproved except if explicitly part of the task being referred to, or explicitly allowed by the educator.

a.7 Other Forms of Dishonesty

Other forms of dishonesty, including, but not limited to, fabricating information, or knowingly disseminating false information or reporting a false emergency to the University.

a.8 Forgery

Forgery, alteration, or misuse of any University document, record, key, electronic device, library books, or ID, or submission of any forged document or record to the University or theft of library books.

a.9 Computer Misuse

Robbery or maltreatment of University PCs or other University electronic assets, for example, PC and electronic correspondences offices, frameworks, and administrations.

Misuses incorporate, yet are not restricted to, unapproved passage, use, move, or altering the communications of others; utilization of either software or physical devices to enroll in classes for yourself or for others utilizing measures other than those undertaken by the Registrar's Office; interference with the work of others or with the activity of PC or electronic correspondences offices, frameworks, or administrations; or infringement of copyright laws, regardless of whether by robbery, unapproved sharing or other abuse of copyrighted materials, for example, music, movies, software, photographs or text.

a.10 Unauthorized Use or Sale of University Materials

Aside from as given herein, no student will give, sell, or in any case circulate to other people or distribute any recording made during any course without the written consent of the University and the teacher/moderator. This approach is pertinent to any material in any medium, including handwritten notes.

Any circulation of a recording of a course at USEK must consider the rights of the teacher and the University, and those of different parties. Examples include the privacy rights of students enrolled in the course, the rights of guest speakers, and the copyright interests in materials owned by others that are delivered during the course.

Notwithstanding the approval of the University and the teacher/moderator, it is also important to make sure about authorization from these different parties before any recording, distribution, publication, or communication is legitimately allowed.

a.11 Selling Academic Materials

Selling, prepping, or conveying for any business reason academic materials including, but not restricted to, composed, video, or sound chronicles of any course except if approved by the University ahead of time and unequivocally allowed by the teacher recorded as a hard copy. The unapproved sale or commercial distribution of academic materials is an infringement of the USEK Disciplinary Code whether it was the student or another person who arranged the materials. This strategy is relevant to any account in any medium, including manually written or composed notes.

a.12 Commencement Tickets

Selling tickets for the USEK Commencement Ceremony is prohibited. .

a.13 Inappropriate Conduct in Library

Any action that impedes the safe and effective use by all patrons the university Library for the purpose of study, research, reading, and other intellectual pursuits, is prohibited.

a.14 In-Class Disruption

Students are expected to behave appropriately in class and shall not disrupt classes or exams by extraneous conversation and/or misbehaving.

B- NON- ACADEMIC VIOLATIONS

b.1 Theft

Theft of, change of, decimation of, or harm to any property of the University, or any property of others while on University premises, or ownership of any property when the student had information or sensibly ought to have had information that it was stolen.

b.2 Harassment/Bullying

Harassment/bullying characterized as conduct that is so serious or potentially unavoidable, and impartially hostile, and that so considerably hinders an individual's admittance to University projects or exercises that the individual is adequately denied equivalent admittance to the University's resources and opportunities. Harassment/bullying incorporates, however, isn't restricted to, behavior that is based on the individual's race, color, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender identity, pregnancy, marital status, ancestry, physical or mental disability, medical condition, etc. Sanctions might be enhanced for conduct spurred dependent on the above motives.

b.3 Stalking

Stalking behavior in which a student consistently participates in a course of conduct towards someone else and makes a substantial danger with the expectation to put that individual in sensible fear for their wellbeing, or the security of their family; where the danger is sensibly dictated by the University to genuinely alert, torture, or threaten the individual; and where the danger is furthermore controlled by the University to fill no legitimate purpose.

b.4 Failure to Comply

Inability to identify oneself to, or follow bearings of, a University official or other public official on duty while on University property or at legitimate University site, or opposing or impeding such University or other open authorities in the exhibition of or the endeavor to perform their duties.

b.5 Controlled Substances

Unlawful assembling, conveyance, administering, ownership, use, or offer of, or the endeavored make, appropriation, apportioning, or offer of controlled substances.

b.6 Alcohol

Assembling, dispersion, apportioning, ownership, use, or offer of, or the endeavored produce, conveyance, administering, or offer of alcohol that is unlawful or in any case restricted by, or not in consistence with, University strategy or campus guidelines.

b.7 Destructive Devices, Weapons or Replica Weapons

Possession, use, storage, or manufacture of explosives, firebombs, or other destructive devices or weapons.

b.8 Disciplinary Actions

Violation of the conditions imposed in the terms of a disciplinary action under this Code or campus regulations and code of conduct.

b.9 Violation of Privacy

Making a video/sound recording, taking photos, or streaming audio/video of any individual in an area where they have a reasonable right for privacy, without informing the individual and gaining the individual's consent.

Glancing through a gap or opening, into, or in any case seeing, or using any instrument inside of a private area without the subject's knowledge and expressed consent. Making a video/audio recording, or broadcasting sound/video of private, non-open discussions or gatherings and courses, without the information and expressed approval of the person(s).

These arrangements do not stretch out to open occasions or conversations, nor to legal authority law or strategy implementation exercises. These arrangements may not be used to encroach upon the legal exercise of naturally ensured privileges of the rights of freedom of speech or gathering.

“Express consent” is clear, unmistakable, and voluntary consent that may be in written, oral or nonverbal form.

“Private locations” are settings where the person reasonably expected privacy. For example, in most cases the following are considered private locations: residential living quarters, bathrooms, locker rooms, and personal offices.

“Private, non-public conversations and/or meetings” include any communication carried on in circumstances that reasonably indicate that any party wants the communication to be confined to the parties, but excludes a communication made in a public gathering, or in any other circumstance in which the parties to the communication may reasonably expect that the communication may be overheard or recorded.

b.10 Use of Foul Language

Use of foul language against staff, faculty and students.

b.11 Inappropriate Sexual Behavior

Publicly engaging in sexual behavior is prohibited as deemed by Lebanese law.

C- VIOLATIONS OF UNIVERSITY POLICIES

c.1 University Residence

Violations of policy regarding University residence, facilities, or other University property.

c.2 University Parking

Violations of policy regarding University parking or University owned or operated parking facilities.

1. Parking Times:
Monday – Friday, 7:00 A.M. to 8:30 P.M.
Closing Time: 10:00 P.M.
2. Students will need to use their USEK ID to enter the parking lot.
3. Cars are routinely searched for security reasons
4. It is strictly forbidden to leave any car in the parking lot at night. In case of emergency, it is required to contact the Safety and Security Office.
5. Students must respect security personnel at all times and follow their instructions within the parking lot especially when parking their car.
6. The administration is not responsible for cars and their contents in the parking lot and it reserves the right to search or remove any car if needed.
7. Failure to abide by the rules of the parking lot or any other anti-social behavior will result in disciplinary action.
8. The university reserves the right to amend the regulations that apply to the student parking lot without prior notice.

c.3 University Identification Card

Infringement of policies, guidelines, or rules overseeing utilization of official University ID cards, including assembling or ownership of false ID cards, utilizing someone else's USEK ID card to get benefits or build up identity, encouraging the abuse of one's USEK ID card by someone else to acquire benefits or set up identity, or other abuse of the USEK ID card.

c.4 Unauthorized Entry

No student shall knowingly enter or remain in any University premises:

- (1) Without right or authorization; or
- (2) With intent to obstruct University activities; or
- (3) With intent to damage, destroy or steal University property.

c.5 Political Party Activities

The practice, advertisement or promotion of meetings and/or any activities or events (including but not limited to political debates, political meetings, political posters, distribution of leaflets, etc.) related to any political party on any university campus or premises.

Political student elections are forbidden at USEK. To get permission for the below, within the different campuses of the University, prior written consent of the VPCL, in response to an explicit prior written request, is needed:

- Public political debates
- Media Appearance discussing University-related topics
- Political meetings
- Billposting of political posters or posters related to a political party
- Distribution of political leaflets or leaflets related to a political party

4. USE OF USEK LOGO

a. Statement

The USEK logo and marks are important institutional assets, which are utilized in a variety of exercises, including, but not restricted to, USEK's endeavors in training, research, and administration. Likewise, with other University assets, the USEK logo and marks ought to be viewed as unmistakable property and utilized in consistence with this policy and in a way consistent with the USEK brand guidelines, reflecting USEK as a unified system.

b. Approval process and responsibilities

Any use of University assets that is not expressly authorized in this policy requires approval from the VPCL.

c. Unapproved Uses

Certain uses of University assets are strictly prohibited, while other proposed uses require prior written approval before they can proceed:

1. Strictly Prohibited

The following activities are strictly prohibited:

- a. Use of the official seal of the Holy Spirit University of Kaslik by anyone other than the President and Registrar.
- b. Creating new logos or proxy logos representing or implying an organization or group's association with USEK.

- c. Modifications to the USEK seal or University seals.
- d. The use of the University assets on personal business cards.
- e. New or alternate USEK logos or type treatments.

2. Restricted

The following activities are prohibited, unless prior written approval has been granted in accordance with this policy:

- a. Notices (counting official statements, case studies, and other non-paid positions) that show or rundown the University as a client or as the wellspring of examination identifying with an item, program or distribution, including yet not restricted to promoting utilizing any USEK logo or mark, including pictures, landmarks, structures or other indicia;
- b. Any use of University assets by, for, or with a non-USEK, third-party entity.
- c. Any use of University assets by an association with individuals who are students, faculty personnel or staff that has not authoritatively enrolled as a campus association.
- d. Any use of University assets by formally enlisted campus associations, barring the admissible "at USEK" assignment in the gathering's name as given in this policy.
- e. USEK staff, workforce, and individual student use of the University assets or their association with the University in any way that proposes or infers University backing, underwriting or progression of, or restriction to, any issue, action, or program, regardless of whether political, religious, monetary, or something else; or
- f. Utilization of the USEK name in any site address/URL structure (e.g., usek_organization.edu). "at USEK" is admissible in a gathering's name as given in this policy.
- g. USEK staff, workforce, and student utilization of the University assets or their association with the University in any way that proposes or infers University backing, underwriting or progression of, or restriction to, any issue, action, or program, regardless of whether political, strict, monetary, or something else; or
- h. Utilization of the USEK name in any site address/URL structure (e.g., usek_organization.edu).

d. Requesting Approval

Requests to utilize University assets require the prior written approval of the authorizing official. Any necessary endorsements might be in truth, retained, or withdrew in USEK's absolute discretion. When such endorsement is not explicitly in truth, recorded as a hard copy (counting email), then the proposed use is objected and may not continue. It is the requesting individual or group's obligation to maintain a record of every single required endorsement.

IV. DISCIPLINARY COUNCIL PROCEDURE

1. Filing a Formal Complaint

In order to file an official complaint with the Student Affairs Office, the complainant must present a statement. The announcement should express the name of the respondent (if known) and depict with

sensible particularity any of the claimed incident(s) that he/she needs to be resolved by the Student Affairs Office, including the date and location of the incident(s).

For incidents occurring with instructors, the latter is requested to report to his/her dean before filing a formal complaint at the Student Affairs Office.

If the complainant is presenting a Statement of Complaint to the Student Affairs Office, it may not exceed five (5) pages. There is no time limit to file a complaint against a student, given he/she was an USEK student at the time of the supposed occurrence.

2. Notice

Refer To section II – Student Rights – Notice

3. Document Collection

a. Documents of Complaint

The Student Affairs Office will allow the complainant seven days to incorporate all materials supporting the complaint ("Documents of Complaint").

Archives of the complaint may incorporate, yet are not restricted to: written correspondence shared between the parties; photographs, receipts, medical reports, etc.

The Director of the Student Affairs Office or designee will audit the records to guarantee their consideration meets the process requirements.

The various University departments and units must provide the Student Affairs Office with all the information they require, and in complete confidentiality.

b. Documents of Response

After the deadline has passed for the complainant to present all the Documents of Complaint, the respondent will be given access to the reports. He/she will be allowed seven days to present his/her materials supporting the reaction to the complaint. ("Documents of Response"). The Director of the Student Affairs Office or designee will audit the reports to guarantee their consideration meets the cycle's requirements.

4. Case File

Once all deadlines have passed to submit materials, the Director of the Student Affairs Office or designee will survey all records again to guarantee that they follow the cycle's requirements. The Director of the Student Affairs Office will gather all relevant materials into the official case file ("Case File"). The Director may redact as well as eliminate any material considered to be character declaration, biased, and additionally duplicative inside any submitted archives.

5. Investigation

Upon receiving the report from the director of the Student Affairs Office regarding alleged infringement(s), the rapporteur will go through the information presented and may conduct further investigation to augment that information. If the Deputy President for Students determines that there is sufficient data to proceed with the disciplinary council process, the Student Affairs Office will give written Notice (by email) to the student of the alleged violation(s).

6. Case Not Pursued

Insufficient Information or Evidence

If the Deputy President for Students determines that there is insufficient information or insufficient evidence to support an allegation of violation of the Code, charges against the responding student will not be pursued. Ultimately, both the complainant and respondent will be notified by the Student Affairs Office.

7. Informal Resolution

Students accused of Code infringement are offered the chance to meet with the Student Affairs Office and Deputy President for Students to resolve their case without a proper hearing. If the student chooses this option, the meeting will take place within ten days of the student's response to the complaint. Cases might be settled casually if the charged student, whenever before the hearing, admits disregarding the Code as charged or in any case accepts an informal resolution. Informal resolutions for the most part encompass sanctions as portrayed in Conduct Sanctions joined with enhancements, for example, university service hours, additional educational requirements, written assignments, etc.

After accepting a casual goal, the student forgoes the privilege to a hearing. If the Director of the Student Affairs Office and the student can't reach a mutually acceptable agreement with respect to sanctions, at that point the Director of the Student Affairs Office will advise the Deputy President for Students that informal resolution was fruitless, and the Director of the Student Affairs Office will plan a hearing to determine the charges.

8. Formal Hearing Process

a. Presentation of Information

Hearings are not directed by formal rules of process and proof. The members of the hearing panel and the charged student will all be permitted a chance to question each witness. When the hearing body has finished its scrutinizing of a witness, the panel and the charged student will each be allowed the chance to pose any outstanding inquiries. The student and the panel will each be allowed a chance to make both opening and shutting proclamations. Leading and orchestrating the hearing panel is the sole responsibility of the Chair.

b. Questions and Answers

No individual is needed to provide data against one's own self in any conduct proceeding. Information shared will regularly not be permissible except if the contradicting party is provided a sensible chance to stand up to and pose inquiries to the witness. It is the duty of the student to guarantee that their witnesses are available. Notwithstanding, if a witness is unreachable or refuses to join in, the board will decide if written or other recorded statements of such observer will be conceded.

c. All Information Presented at the Hearing

The hearing body's verdict will be founded uniquely upon data presented at the meeting. Neither the charged student nor the Hearing Panel may convey data regarding the benefits of the case or its disposition to the meeting body without the other party being provided a chance to react.

d. Choosing Not to Appear

Except if great reason is shown, if the student doesn't show up at the conference, the meeting board may hold the student accountable for a few or the entirety of the charges and may apply a few or the entirety of the suggested sanctions against the student. The hearing panel's choice will be founded uniquely upon the data accessible at the hearing, and that data might be presented informally.

e. Admissibility of Information

The hearing board will not consider data that it decides has been acquired by generally unreasonable methods.

f. Record of the Hearing

The rapporteur will take notes of the hearing, a copy of which must be made available to the charged student upon request.

g. Hearings Generally Closed to the Public

To protect the student's privacy, hearings are shut to the public except if an exemption is addressed to the Student Affairs Office upon written solicitation by the student. The student may demand an open hearing by presenting a written solicitation for a formal hearing alongside a waiver of secrecy to the Student Affairs Office within a reasonable time ahead of time of the planned hearing date. If the solicitation for an open hearing is denied, the Student Affairs Office will provide an answer in writing. In a consolidated hearing, all charged students must defer their rights to confidentiality and to a shut hearing before the hearing might be opened to people in general. In all hearings, charged students may have a non-partaking observer present. The Student Affairs Office may close any hearing to the open when important to keep everything under control or to ensure the privacy of the members including the protection rights of privacy observers or others.

h. Reports to the Deputy President for Students

At the determination of a consultation, Committee Chair of the disciplinary gathering will give the Deputy President for Students:

1. A summary of the charges.
2. A summary of the data presented.
3. A verdict on whether, in the assessment of a greater part of the council, the denounced student has abused at least one of the University policies or campus guidelines the blamed student has been accused of disregarding, or whether there has been lacking proof to continue such a finding and the reason for that conclusion;
4. A verdict on if it is the assessment of a dominant part of the council that the blamed student has disregarded at least one of the University policies or campus guidelines which the denounced student has been accused of abusing. The suggestion of sanction(s) will be dictated by the Chair.

The rapporteur will set up a report which incorporates this data within ten days of the end of the hearing. The Deputy President for Students and the respondent will get a duplicate of this report.

i. Decision Basis

1. Decision by the Chair of the Council

The final decision regarding a case that has been heard by the council will be made by voting.

2. Basis for Decision

The committee will base their decision upon the report submitted by the council including the outcomes of the Disciplinary Council and the recommended sanction(s).

9. SANCTIONS

a. University Service Hours

On-campus service is service that directly benefits USEK community and/or is physically conducted on the university's campus, it includes but not limited to:

- Hours spent working in a research lab/ or research in any field
- Hours spent working with the Green Committee

- On-campus events assistance
- Student job hours

b. Disciplinary Reprimand

A Disciplinary Reprimand is given to a student who is in minor violation of USEK rules of conduct that includes but not be limited to plagiarism and misconduct in an exam, etc. A Disciplinary Reprimand will not show on the student's academic transcript but will be recorded in the student's file.

c. Disciplinary Warning

A Disciplinary Warning is given to a student who is in major violation of USEK rules of conduct that includes but not be limited to academic misconduct, fabrication of results and acting with the intent to harm a fellow student or subsequent to a Disciplinary Reprimand. A Disciplinary Warning will show on the student's academic transcript and will be recorded the student's file.

d. Administrative Withdraw (AW)

For academic or disciplinary misconduct, the President of the University, in his position as Head of the Disciplinary Committee can deem fit to sanction a student with an Academic Withdrawal for a student found at fault. A student sanctioned with an Academic Withdrawal will have to pay all related tuition fees and will show on his/ academic transcript.

The sanctioned student will forfeit all privileges, including but not limited to scholarships, financial aid and campus access. The sanctioned student can petition the Disciplinary Committee for readmission for the following term. Showing proper decorum for two consecutive terms, the sanctioned student can petition the Disciplinary Committee for financial aid.

If the student's petition (Readmission or Financial aid) is rejected, the decision of the Disciplinary Committee is incontestable.

Should the sanctioned student decide to apply for another university, he/she will be allowed to request all required official documents. Terms and conditions will apply.

e. Expulsion

Should the Disciplinary Committee vote in its majority to expel a student for academic or disciplinary misconduct, the designated student cannot petition the disciplinary Committee thus the committee's decision is incontestable. Expelled students will be allowed to request all required official documents. Terms and conditions will apply.

f. Psychological Follow-up

The council can also pronounce provisional measures such as psychological follow-up by the University Counseling Centre (UCC).

10. NOTIFICATION OF SANCTIONS

The Student Affairs Office will notify the student about the decision. In cases of alleged physical assault, the alleged victim will receive written notification of the outcome. The Deputy President for Students, in coordination with the President may also notify other parties of the decision, or may direct the Dean to do so, if there is an institutional interest in doing so.

a. Additional Notifications

A copy of the notice is sent to the student's Academic Dean; and to the student's parent(s)/guardian if he/she is a dependent.

The President may decide, after consulting the Disciplinary Council, to make public the decision holding the sanction and reasons thereof.