

Student Code of Conduct

Introduction

The Lebanese German University expects that all faculty, staff, and students embrace and exemplify the values of LGU as defined in the Principles of Ethical Conduct and other university policies regarding ethical standards of behavior.

The purpose of this code is to provide students with a clear statement of the standards of behavior expected in an educational environment so that they make responsible choices regarding their participation in the academic community and understand the consequences of their violation of these standards. Violations may be of an academic or non-academic nature whether on campus or internship venues.

Section I

1. Academic Misconduct

Offences involving academic misconduct include, but are not limited to, the following:

a. Cheating

While taking a test or examination, students shall rely on their own mastery of the subject and not attempt to receive any help not explicitly approved by the instructor.

Students shall not try to use notes, study aids, or someone else's work during exams.

Recommended range of actions: A grade ZERO at second attempt warning

b. Plagiarism

Whenever students draw on someone else's work, they must specify what they borrowed, whether facts, opinions, or quotations, and where they borrowed them from. Using another person's documented ideas or expressions in one's writing without acknowledging the source constitutes plagiarism.

Recommended range of actions: 1st time warning and repeat, 2nd time warning and repeat whether on the same paper or not, 3rd time Dean's warning and a grade ZERO.

c. In-Class Disruption

In class, students are expected to behave appropriately, and shall not disrupt classes or exams by irrelevant conversation and/or misbehaving.

Recommended range of actions:

In case of minor to moderate disruption: for the 1st Moral suasion and for the 2nd time warning.

In case of major disruption: Dean's warning + AW.

d. Dishonesty

Students are expected to be honest in all their dealings with the University. Kinds of dishonesty that are of a different category than cheating or plagiarism are reprehensible. These kinds of dishonesty include, but are not limited to the following:

- Misrepresenting personal circumstances to an instructor (for example, in requesting a makeup exam, putting off the delivery date for an assignment, or explaining an absence).

Recommended range of actions: Moral suasion + black list, and if exaggerating warning and/or an "F" grade.

- Forging parts of a signature on official documents (including both university documents and relevant outside documents, such as doctor's notes).

Recommended range of actions: Dean's warning + an "F" grade (if it involves a course/ training).

- Taking credit for team-project work when little or no contribution to the work of the team has been made.

Recommended range of actions: an "AW" grade or an "F" grade.

- Engaging in bribery of any kind.

Recommended range of actions: taken on case by case basis.

- Theft of Academic Material.

Recommended range of actions: Dean's warning + suspension + an "F" grade and in some cases expulsion.

2. Non-Academic Misconduct

a. Strikes/Riots

Students have the right to express their opinions on matters of concern to the University in an organized manner and in public space, excluding on campus residences, but they must notify and consult with the Student Affairs Office before doing so. The nature of the event and any publicity accompanying it must be reviewed by the SAO to ensure that no Lebanese law or university policies or norms are being violated.

Disrupting or obstructing the normal educational process or any university function or activity by student demonstrations, sit-ins, or strikes is strictly forbidden. This includes disrupting classes, library operations, seminars, exhibitions, meetings, ceremonial events, or examinations; impeding or preventing others from attending such events; falsely activating a disaster alarm; or making a threat.

Under no circumstances are members of the university family to be intimidated or threatened in the execution of their normal duties and responsibilities. This means that students and faculty members who wish to hold or attend classes or go to their offices or places of study shall not be prevented from doing so. Similarly, non-academic staff and administrators shall not be forbidden from going to their place of work.

Recommended range of actions: depending on the situation, ranging from Moral suasion to Suspension.

b. Distribution of Unauthorized Published Material

The public distribution and posting of published materials, such as fliers, leaflets, posters, audiovisuals and social media etc., must be approved and stamped by the Student Affairs Office who has the right to remove from display any such unauthorized material.

Recommended range of actions: warning.

c. Theft

Stealing on campus including unauthorized use of university equipment or services (e.g. telephones, photocopiers, or computer facilities), or possession of stolen property, is forbidden.

Recommended range of actions: ranging from financial compensation and Moral suasion to Dean's warning or suspension and calling authorities.

d. Destruction of Property/Endangering Public Safety

Students are expected to protect university property and to respect the safety of others. Acts contrary to these principles are subject to disciplinary procedures. Such acts include:

- Engaging in vandalism or other intentional damage to property on campus (such as spraying paint or drawing graffiti, writing on tables or walls, breaking chairs or electronic material).
- Littering, such as disposing of waste (empty bottles, cigarette butts, food containers, etc.) in other than designated places on campus.
- Unjustified discharge, damage, or tampering with any fire extinguisher, fire alarm, cameras, or other safety devices.
- Taking or attempting to take action that damages or could damage private property without the consent of the owner or legally responsible person.
- Appropriating or attempting to appropriate or possess private property without the consent of the owner or legally responsible person.
- Unauthorized entry, unapproved duplication of keys or use of such, or unauthorized use of campus facilities.

Recommended range of actions: ranging from financial compensation and Moral suasion to an "F" grade and/or suspension and calling authorities.

e. Mental or Physical Harm

Acts that inflict mental or physical harm on LGU campus or internship venues are prohibited, including the following:

- Engaging in physical aggression including assault.

- Engaging or attempting to engage in intimidation, extortion, blackmail or bribery, bullying, threatening violence, injury, or harm to others on campus endangering or tending to endanger the safety, health, or life of any person.
- Engaging in behavior that creates a substantial risk to others or results in injury to others, such as committing arson or causing a riot.
- Using force, inciting violence, inflicting or attempting to inflict injury to others on campus.
- Engaging in any activity that endangers the health and safety of an individual or demeans an individual in conduct of an unbecoming or humiliating nature, or in any way that detracts from an individual's academic pursuits.

Recommended range of actions: suspension or expulsion and calling authorities.

f. Possession of Dangerous Weapons or Materials

Students must not distribute, possess, store, use, or keep on campus any kind of weapon, device, explosive, dangerous chemicals, harmful materials, or any other instrument designed to do bodily harm. Instruments used to simulate such weapons, which endanger or tend to endanger a person, shall be considered weapons.

Students are also prohibited from distributing, possessing, storing, transferring, selling or attempting to sell, delivering, using or attempting to use, any illegal drugs, narcotics, or hallucinogenic on campus.

Recommended range of actions: expulsion and calling authorities.

g. Discrimination and Harassment

LGU prohibits discrimination on the basis of race, color, religion, age, nationality or ethnic identity, gender, marital status, disability, genetic predisposition, or status, political affiliation, or any legally protected characteristics.

Intimidating, insulting, or threatening others, whether verbally, in writing, or through electronic means is considered as harassment.

Engaging in sexual harassment, such as requests for sexual favors, unwelcome sexual advances, and unwelcome physical contact of a sexual nature, spoken

comments or abuse of a sexual nature (including through email), and the public display of sexually suggestive objects, pictures, or conduct, is prohibited.

Recommended range of actions: suspension or expulsion and in some cases calling authorities.

h. Smoking and Alcohol

The consumption of alcohol on campus is strictly forbidden and in dorms too. Smoking is allowed only in the green area.

Recommended range of actions: 1st time penalty on smoking or alcohol and 2nd time warning + monetary fine.

j. Use of Computers and Labs

Accessing protected computer accounts or other computer functions and knowingly transmitting computer viruses, breaking or misusing lab materials is prohibited.

Recommended range of actions: ranging from Dean's warning to expulsion.

k. Inappropriate Conduct in LGU Library, Classes and Internship Venues

Any action that impedes the safe and effective use of LGU library for the purpose of studying, researching, reading, or carrying out other intellectual pursuits, is prohibited.

Cell phones and social media connections are prohibited during lectures and in internship venues.

Recommended range of actions: 1st time Moral suasion, and second time warning that might be accompanied with AW.

Section II- Disciplinary Actions

I- Academic Misconduct

In principle, enforcement of disciplinary actions for academic violations is carried out by those immediately responsible.

It is the responsibility of the faculty to uphold university policies. Thus, the immediate responsibility for dealing with instances of cheating, plagiarism, and other academic violations rests with faculty members. If a faculty member has good reason to believe that a student has violated academic standards, it is his or her responsibility to discipline the student expeditiously by submitting an incident form to the Campus Affairs Council.

A student who has violated academic standards in an exam, assignment, or project must get a grade of zero on the task where the violation has occurred.

II- Non-Academic Misconduct

Violations of non-academic nature are the responsibility of the Student Affairs Office who forwards the case to the Campus Affairs Council.

Students should know that the laws of the Republic of Lebanon apply on campus, and those who violate these laws may be subject to criminal prosecution.

III-Primary Disciplinary Actions (related to the student record)

All disciplinary actions listed below will be registered in the student's permanent record at the Student Affairs Office. Only suspension and expulsion will become part of the student's official transcript or record.

Range of Actions:

a- Moral suasion

It is a persuasion tactic used by an authority to influence and pressure a student to adhere to a certain policy. It is a closed door meeting and face to face interaction.

b- Warning: (signed by Head of Department or SAO)

It is a statement that the student has inadvertently violated a university regulation. The warning will be documented and recorded.

It is permitted one warning per semester (summer session doesn't count).

A Dean's warning will be given the second time it happens during the same semester. No more than 3 warnings are permitted in a student's academic history. Passed this number, the warning becomes a Dean's warning.

c- Dean's Warning: (decided by the CAC)

Given after the 3rd warning all in all or after the 2nd warning during the same semester. Only two dean's warnings are allowed in a student's academic history. It is recommended that any violation of university regulations after the second dean's warning results in consideration of suspension. Dean's warnings are normally accompanied by secondary disciplinary actions and will form part of the student's permanent record.

d- Suspension:

It will form part of the student's permanent record (and will appear on the student's transcript). A student will be suspended for a fixed period of time during which he may not participate in any academic or non-academic activity at University. At the end of the suspension period, the student may be readmitted to University only upon the recommendation of the Campus Affairs Council.

e- Expulsion:

It will form part of the student's permanent record (and will appear on the student's transcript). Expulsion denies the student the right to participate in any academic or other activities at University for an indefinite time. Only under the most unusual circumstances and upon recommendation of the University Council, will an expelled student be readmitted to University.

IV- Secondary Disciplinary Actions (related to the student status)

In addition to the disciplinary actions listed above, the following secondary disciplinary actions may be implemented for those who violate the Student Code of Conduct. Secondary disciplinary actions may be of an academic or non-academic nature.

a- Secondary Disciplinary Actions – Academic

1. The student may be prohibited from participating in the work study program.

2. The student may be prohibited from receiving any form of financial aid, scholarship, or monetary award or work study.
3. The student may be prohibited from receiving any form of honor, merit award, or other academic recognition.
4. The student may be prohibited from holding graduate assistantship.
5. The student may be assigned a failing grade in a course or a test or any other form of academic assessment.

b- Secondary Disciplinary Actions – Non-Academic

1. The student may be prohibited from representing LGU in any official role, activity, or event.
2. The student may be prohibited from serving as an officer of any LGU organization including club, team, or society.
3. The student may be prohibited from living in LGU dormitories.
4. The student forced to attend treatment or counseling as determined by the Student Affairs Office.
5. The student's case may be referred to the related government offices as stated by the laws of the Lebanese Republic.

Section III- Prodecures

I- Complaint procedure

Any person subject to, or witnesses, a violation of the Student Code of Conduct whether it is academic or non-academic should fill an incident form and submit it to the Student Affairs Officer who shall call for Campus Affairs Council to discuss the case.

II- Campus Affairs Council Formal Hearing

The Campus Affairs Council will deal with alleged violations in a manner that ensures that those charged with a violation understand the charge and the evidence against them and are afforded a reasonable right of rebuttal. The Campus Affairs Council shall inform the student of the charge in writing. Evidence shall be presented in the presence of the student who shall have a reasonable right of rebuttal including the right to

cross-examine witnesses. In determining penalties, the council may take into consideration the student's cumulative discipline record. The Campus Affairs Council decision shall be final.

III- Appeal Procedure

Any student who is charged with a disciplinary offense has the right to a full and fair hearing for any disciplinary charges brought against him or her under university regulations. If any of the following applies, a student may appeal against disciplinary action to the Student Affairs Office who reports to the Campus Affairs Council in order to fix a meeting with the student. The Campus Affairs Council shall submit the case to University Council.

The outcome of this appeal may result in higher, lower or identical sanctions. The University Council's decision shall be final.