



**Document Title:** The Knowledge Hub Student Code of Conduct

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**Office/Department responsible:** Student Services

**Approved by:** Dr. Mahmoud Allam – President of The Knowledge Hub Universities

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## **TKH Students Code of Conduct**

### **Policy Statement/Purpose:**

To provide students with guidelines for the expected Code of Conduct at The Knowledge Hub Universities (TKH).

### **Guidelines:**

#### **General**

All students are expected to conduct themselves in a professional and responsible manner with regard their legal responsibility as adults and representing the name and reputation of TKH.

#### **Relevant Bodies**

##### **Student Conduct Unit (SCU)**

The SCU is part of the Office of Student Services and it handles all student misconduct cases. The main aim of the SCU is to help students maintain good behavior and become good citizens.

The SCU receives all reported cases and view them separately and adopts an educational approach and techniques in resolving these cases and turns them into a learning experience for the students.

##### **Student Disciplinary Committee (SDC)**

The SDC investigates cases of misconduct and decides suitable disciplinary actions. The SDC consists of a faculty member (selected by TKH President), a member of the SCU, counselor and student representative. The Committee membership may also include legal affairs, and/or security personnel (if necessary). The Committee is chaired by the selected faculty member.

All cases reported by the SCU and the SDC are confidential.

#### **Student Conduct Policies**

The Knowledge Hub (TKH) expects all members of its community to abide by the Egyptian laws and all TKH policies and regulations. This section includes the TKH behavioral policies that students are expected to abide by. TKH reserves the right to pursue what deemed necessary to implement this policy and enforce the appropriate disciplinary action in cases of violation of this policy.



The Student Conduct Code covers the following: -

- |                                    |  |
|------------------------------------|--|
| 1. ID Cards                        | 13. Damaging property                    |
| 2. Unauthorized entry              | 14. University property                  |
| 3. Dress code                      | 15. Gambling and betting                 |
| 4. Access Control and CCTV Systems | 16. Fraud                                |
| 5. Display of posters              | 17. Alcohol drugs and illegal substances |
| 6. Freedom of expression           | 18. Smoking                              |
| 7. Noise disturbance and games     | 19. Criminal convictions                 |
| 8. Laser pointer pens              | 20. Harassment and bullying              |
| 9. Mobile phone policy             | 21. Public display of affection          |
| 10. Recording of lectures          | 22. Theft                                |
| 11. Safety regulations             | 23. Violence and disrespect              |
| 12. Parking                        | 24. Weapons                              |

#### **1. ID Cards**

Every registered student at TKH is required to always carry the University ID card while on campus, and to present it upon the request of clearly identified TKH personnel. A student ID card provides access to University resources. Therefore, ID cards are to be used only by the student to whom the card is issued. Students are not allowed to give their ID cards to another student or any other person for any purposes.

#### **2. Unauthorized Entry**

TKH prohibits unauthorized entry to its premises. Entry to the campus is limited only to the authorized gates and security checkpoints. In case of violation, student will be subject to disciplinary action as decided by the SDC.

#### **3. Dress Code**

Students are expected to respect the values of TKH and the Egyptian culture. Accordingly, students should dress decently and in dignified manner.

#### **4. Access Control and CCTV Systems**

TKH operates a system of electronic locks, controlled by means of ID cards, to control access to buildings. This system is intended to ensure the safety and security of all staff, students and property. TKH also operates a CCTV system to protect students, faculty, staff and visitors while on campus.

#### **5. Display of Posters**

Students cannot display nor distribute notices or posters on campus without prior approval from Student Affairs. Any authorized display must be confined to the notice boards only. Any posters displayed without approval and/or in locations others than designated notice boards will be removed immediately.



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

Freedom of expression is essential to the mission of TKH. TKH believes that freedom of expression helps in shaping informed and independent individuals. Accordingly, TKH encourages students to engage in discussions, exchange thoughts and opinions, speak, write, or print freely on any subject, and to join associations in accordance with the Egyptian law. Freedom of expression should not be misinterpreted to allow abusive expression, incitement of hate, threatening or harassment.

#### **7. Noise Disturbance and Games**

Noise disturbance is not allowed in TKH especially in all classrooms, laboratories and the library. The use of loudspeakers is not allowed in areas close to administrative/academic offices. With prior approval, students may be allowed to use loudspeakers during assembly hours for organized student activities.

#### **8. Laser Pointer Pens**

Students are strictly forbidden to use laser pointer pens during any educational function.

#### **9. Mobile Phone**

All mobile phones must be switched off during classes, lectures and performances. Leaving a lecture or class to answer a mobile phone is not acceptable under any circumstances. In addition, phones should not be visible during classes and lectures. All mobile phones should be stored away in bags or pockets and not displayed on desks or tables. Students who violate this policy may be asked to leave the class or lecture immediately and will not be permitted to return until the next class or lecture. This will be considered an unexcused absence. Faculty members may also decide that students violating the policy will not be allowed to attend the next class or lecture following the offense. If caught using a mobile phone during an exam or test, regardless of the cause, the instructor has full authority to take appropriate action. All mobile phones must be switched off in the library.

#### **10. Recording of Lectures**

Lectures, or other teaching sessions, may be recorded by a student ONLY for the student's personal use, in order to assist them in the pursuit of their studies. Recordings are not permitted for any other purpose. Recordings may only be made with the prior knowledge and written consent of the lecturer.

#### **11. Safety Regulations**

TKH owes a duty of care to its students, faculty and staff and, as far as is reasonably practical, seeks to ensure that TKH is a safe place to work. Students are required to comply with reasonable instructions from any member of staff of TKH and to observe the safety regulations of the University.

#### **12. Parking**

Students are expected to park their cars only in designated areas and to respect TKH parking regulations.

#### **13. Damaging Property**

Students of TKH are expected to use the campus facilities and properties appropriately.



TKH does not allow the removal of its property from campus without prior written permission from the appropriate member of staff. Student will be held liable for damage to the TKH property in case of violation and will be subject to the appropriate disciplinary action as decided by the SDC.

#### **14. Gambling and Betting**

TKH expects students to comply with the Egyptian law which strictly prohibits gambling and betting. Students engaged in gambling or betting activities on campus or during student activities are subject to disciplinary action as decided by the SDC.

#### **15. Fraud**

Ethical behavior by all students is something that TKH takes very seriously, accordingly TKH prohibits engaging in forgery, alteration, unauthorized use or fraud involving University records, documents or instruments of identification, falsification of information (written or oral) submitted to any University office, department, proceeding or individuals acting in their official capacity and intentional misrepresentation or falsification of one's identity.

#### **16. Alcohol, Drugs and Illegal Substance**

Possession or use of Alcohol, Drugs or any illegal substance is strictly prohibited in TKH premises and during student activities. For more details, please refer to the Drug, Alcohol and Tobacco-Free Workplace policy which can be found on our website <https://tkh.edu.eg/policies>

#### **17. Smoking**

Smoking is strictly forbidden in all TKH buildings. Smoking is only allowed in the designated outdoor areas of the campus. TKH adopts Drug, Alcohol and Tobacco-Free Workplace policy which can be found on our website <https://tkh.edu.eg/policies>

#### **18. Criminal Convictions**

Students and applicants must notify TKH immediately of any criminal allegations and or convictions. Student/Applicant who fails to notify and disclose a criminal conviction immediately at any point of time will be subject to the appropriate disciplinary action. TKH conducts a risk assessment to decide whether or not to accommodate, or continue to enroll, a potential or enrolled student with a criminal conviction.

#### **19. Harassment and Bullying**

TKH is committed to providing a secure educational and work environment for its students, faculty, staff and administrators. Harassment and bullying undermine the core values of the TKH, as they have a serious and negative effect on the health, confidence, morale and performance of those affected by it, and on the working, learning and living environment. Accordingly, TKH does not tolerate any form of harassment, including sexual harassment and bullying of any individual for any reason and may result in disciplinary action as decided by the SDC.

#### **20. Public Displays of Affection**

Students are expected to refrain from all Public Displays of Affection (PDA) while on campus or while attending or participating in TKH-related activities. Students are expected to respect Egyptian laws and culture and to conduct themselves in a proper manner, especially in secluded and unauthorized areas



## The Knowledge Hub Universities

on campus. Such misconduct will be perceived as improper behavior in an academic institution and may subject the student to disciplinary action as decided by the SDC.

### **21. Theft**

Students engaged in theft on campus or during student activities are subject to prompt and severe disciplinary action as decided by the SDC.

### **22. Violence and Disrespect**

TKH strictly prohibits violence and disrespect against all members of TKH community. Students are expected to show respect for colleagues, instructors, staff members and TKH community. A student who violates these rules by engaging in any conduct that contains elements of offense on campus or during any of the TKH student's activities, will be subject to the appropriate disciplinary action as decided by the SDC.

### **24. Weapons**

TKH strictly prohibits carrying, bringing, using or possessing any firearm, dangerous device, or potentially dangerous weapon on campus or in any of its student activities.

#### **Violation of Student Code of Conduct:**

Cases of violation of the student Code of conduct are handled as follows:

- 1- Reporting incident**
- 2- Fact-finding process by the SCU**
- 3- Investigation by the SCU**
- 4- Types of Disciplinary Actions**
- 5- Appeal**

#### **1- Reporting incident**

Allegations of misconduct shall be sent to responsible office via email. Allegation email should describe the details of the case and form of misconduct committed. Guidelines for reporting allegation complaints are the following;

#### **A. Students complaints**

##### Student-About-Student Complaints

Student should send his/her complaint to the SCU via email at [studentconduct@tkh.edu.eg](mailto:studentconduct@tkh.edu.eg)

##### Student-About-Faculty Complaints

Student should contact the faculty member directly if he/she has a concern about unfair or improper treatment, he or she should first revert to the instructor or professor to discuss the issue and try to resolve it. If this attempt fails, the appropriate procedure is to raise the issue with Head of School. If the complaint is still not resolved, then the case should be escalated to TKH President.



## The Knowledge Hub Universities

### Student-About-Staff Complaints

In the case of a complaint against a staff member, students should first approach the department or office head in question to discuss their complaint. If this attempt fails, students should revert to the human resources office to report the incident of concern and try to resolve the matter.

### **B. Faculty-about-Student complaints**

#### In-Class Student Misconduct

In-class student misconduct should be taken seriously and addressed as quickly as possible as it interferes with the learning process and educational mission of TKH. In order to ensure that classroom behavior is conducive to a learning environment, professors are entitled to take the appropriate disciplinary action against students enrolled in their classes. If student doesn't respond positively to the professor's instructions, then the professor should report the case to the SCU.

#### Out-Of-Class Misconduct

Professors should send their complaints about out of class students' misconduct to the SCU via email at: [studentconduct@tkh.edu.eg](mailto:studentconduct@tkh.edu.eg)

### **C. Staff-about-Student**

Staff members should send their complaints about students' misconduct to the SCU via email at: [studentconduct@tkh.edu.eg](mailto:studentconduct@tkh.edu.eg)

### **2- Fact-finding process by the SCU**

The SCU initiates the misconduct procedure by starting a fact-finding process which focusses on gathering all information necessary to determine whether a violation of the student conduct code occurred. Once all information is collected, the SCU reports the case to the SDC in order to start the committee process.

### **3- Investigation by the SDC**

The SDC proceeds with investigating the case by analyzing the collected information and conduct official hearings with concerned parties in order to reach final decision about the case.

The SDC will inform the student with the decision via email and follow up on the enforcement of the committee decision.

### **4. Types of disciplinary actions are as follows:**

- |                                    |                               |
|------------------------------------|-------------------------------|
| a) Verbal Warning                  | i) Restitution                |
| b) Written Formal Warning          | j) No Contact Order           |
| c) Community Service               | k) Withdrawal of privilege    |
| d) Educational Project             | l) Social Probation           |
| e) Mandatory Educational Workshops | m) Disciplinary Probation     |
| f) Mandatory Counseling Sessions   | n) Suspension                 |
| g) Academic Hold                   | Reinstatement from Suspension |
| h) Formal Apology                  | o) Dismissal                  |



## The Knowledge Hub Universities

**a) Verbal Warning**

A verbal warning is the first step in disciplinary sanctions and is usually communicated privately by the SCU telling the student not to engage in inappropriate behavior and give the student a reminder of the Student Code of Conduct.

**b) Written Formal Warning**

A written formal warning letter is sent to the student informing him/her that his/her behavior is inappropriate and violates The Student Code of Conduct of TKH. The warning letter shall be placed in the student's file and may be considered if the student engages in further inappropriate behavior.

**c) Community Service**

The student is assigned to work on campus in one of the University's departments for a specific number of hours without pay. This sanction allows students to repair harm to the community, positively impact campus departments, and give back to TKH community.

**d) Educational Project**

The student is assigned to engage in a positive learning experience related to the student's inappropriate behavior. This type of disciplinary action may include but is not limited to, attending or presenting a program related to the implications of the student's conduct, writing a paper, interviewing someone or engaging in some type of personal assessment. This sanction allows students to reflect upon their inappropriate behavior and/or educate other students, so they do not find themselves in similar circumstances in the future.

**e) Mandatory Educational Workshops**

The student is asked to attend a certain number of educational workshops during a specified time frame.

**f) Mandatory Counseling Sessions**

The student is assigned to attend some counselling sessions with a counselor in order to improve student behavior, and help the student develop socially.

**g) Academic Hold**

A conduct academic hold is placed on the student's academic records for a specific period as decided by the SDC. A conduct hold may restrict the student from registering for classes, requesting an official transcript, or receiving a degree from the University until the hold is removed. Removal of the conduct hold is pending on a report that student completed the enforced disciplinary action.

**h) Formal Apology**

The student is required to apologize formally to another party, in person or in writing

**i) Restitution**

The student is requested to pay fully or partially the cost of the damage caused by his/her misconduct.



## The Knowledge Hub Universities

**j) No Contact Order**

The student is requested to refrain from contacting a specific individual on campus.

**k) Withdrawal of Privilege**

The student may be prevented from certain privileges such as denied access to services and/or access to facilities.

**l) Social Probation**

The student is restricted -for certain period- from participating in University organized events and attending social functions organized by student organizations. Also, student is restricted from being a member of any student organizations or running for student body elections.

**m) Disciplinary Probation**

A student being on disciplinary probation means that the student is no longer considered in good standing with the University. Student will be on disciplinary probation in case of failure to abide by the SDC' sanctions and or becoming more involved in serious violations. The student will be subject to periodic assessment and may be subject to more severe disciplinary sanctions as decided by the SDC.

**n) Suspension**

The SDC may decide to suspend a student from the University in case of failure to abide by Committee' sanctions and/or becoming more involved in serious violations. Suspension involves the exclusion of the student from participation in any academic or other activities of the University for a specific period usually one or two consecutive semesters. A written notification of the suspension decision will be provided to the student and his/her parents or guardian and to the Head of School.

Suspension from the University will result in the following:

1. Suspension will be noted on the student's record and academic transcript.
2. The student will be withdrawn from all modules carried that semester.
3. The student shall forfeit paid fees.
4. The student shall be prevented from visiting the University premises unless requested officially by the University in writing with the approval of the University President or his designee.

**Reinstatement from suspension:** After concluding the suspension period, the student shall submit a letter requesting reinstatement and provide clear evidence that he/she has satisfied the terms of the suspension. Request for reinstatement should be sent to TKH President or his designee. The student may return to the University only after an affirmative decision has been made by TKH President or his designee and consultations with the SDC.





## The Knowledge Hub Universities

### o) Dismissal

In severe cases of misconduct, students may be subject to immediate dismissal from the institution depending on the severity of the misconduct as decided by the SDC and the approval of TKH President.

### 5- Appeal

In case student doesn't accept the sanction, student should submit an email to the SCU to appeal the committee decision within 2 working days otherwise sanction is accepted. In case of appealing the committee decision within the appeal period, the committee will decide within 1 week whether to accept the appeal and modify/withdraw the sanction, or to reject the appeal and confirm the decided sanction.

### History/Revision Dates

Origination Date: September, 2019

Review Date: September, 2021

**\*\*\*Disclaimer:** The Knowledge Hub Universities reviews the policies on regular basis if needed for work flow and business purposes.

Version Log	Date	Signature of the President of TKH
Version 1 (V.1)		