

TKH STUDENT CODE OF CONDUCT POLICY

Policy Title	Student Code of Conduct
Responsible University Offices	Student Life Office
Policy Owner	Provost
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I. SCOPE OF POLICY

The purpose of this policy is to outline the standards of behavior that are expected of students as members of the TKH academic community. This policy applies to all TKH students in all the university branches. The policy explains and describes students' rights and responsibilities as well

II. DEFINITIONS

Student Conduct Unit (SCU)

The SCU is part of the Office of Student Life, 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 views them separately, adopting an educational approach and techniques in resolving these cases turning them into a learning experience for 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 the TKH President), a member of the SCU, the TKH counselor and a student representative. The Committee membership may also include legal affairs, and/or security personnel (if necessary). The Committee is chaired by the selected faculty members. All cases reported by the SCU and the SDC are confidential.

Student Disciplinary Committee (SCAC)

The Student Conduct Appeal Committee (SCAC) is a group of faculty members, administrators, and students who hear and decide on appeals related to student conduct violations at a university. Their role is to ensure that disciplinary actions taken against students are fair and just, and they typically review evidence and testimony related to the case.

There are **four** main sections in the student code of conduct:

- A. Behavioral expectation for students,
 - B. Student conduct process and procedures,
 - C. Types of disciplinary actions,
 - D. The appeals process, as well as
 - E. Parental Notification
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III. POLICY STATEMENT

The Knowledge Hub Universities is committed to providing an environment that supports learning, personal growth, and mutual respect among members of the TKH community. This code of conduct is designed to outline the behavioral expectations of all students and establish a framework for promoting a safe, inclusive, and productive campus community.

IV. GUIDELINES

A. Behavioral Expectations for Students

The Knowledge Hub Universities (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 conduct that students are expected to abide by. TKH reserves the right to pursue what is deemed necessary to implement this policy and enforce the appropriate disciplinary action in cases of violation of this policy.

The policy covers the following:

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| 1. ID Cards | 16. Damaging property |
| 2. Unauthorized entry | 17. Gambling and betting |
| 3. Dress code | 18. Fraud |
| 4. Access Control and CCTV Systems | 19. Alcohol drugs and illegal substances |
| 5. Display of posters | 20. Smoking |
| 6. Freedom of expression | 21. Criminal convictions |
| 7. Noise disturbance and games | 22. Harassment and bullying |
| 8. Laser pointer pens | 23. Public display of affection |
| 9. Mobile phone policy | 24. Theft |
| 10. Recording of lectures | 25. Violence and disrespect |
| 11. Safety regulations | 26. Weapons |
| 12. Parking | 27. Demonstrations |
| 13. Academic Honesty | 28. Misrepresentation |
| 14. Hazing | 29. Threatening and Stalking |
| 15. Obstruction/Abuse of Student Conduct Process | |

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 purpose.

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, students will be subject to disciplinary action as decided by the SDC. Moreover, there are different locations on campus with limited access for certain members of our community. Therefore, these restricted areas must be respected by all members of the TKH community.

3. Dress Code

A university is a place of learning and professionalism, where students are preparing for their future careers. Therefore, it is important for students to present themselves in an appropriate and respectful manner. As such, a dress code is in place to help ensure that students are dressed appropriately for the university environment. In general, students are expected to dress in a manner that is clean, neat, and modest. This may include avoiding clothing that is revealing, offensive, or distracting. Additionally, certain academic settings or events may require more formal dress, such as business attire or academic robes. Ultimately, students should consider their attire as a reflection of their respect for the university, their peers, and the learning environment, and strive to dress in a manner that is both comfortable and appropriate for the occasion.

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 noticeboards only. Any posters displayed without approval and/or in locations other 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. However, these expressions must not infringe upon the rights and well-being of others, or disrespect public or community culture and traditions, hate speech, incitement to violence, and defamation are not protected forms of expression. Additionally, in some cases, the need to show respect for the culture and traditions of a particular community or society may override the right to express certain ideas or opinions. It is important to strike a balance between protecting individual rights and maintaining social harmony and respect for the values and traditions of diverse communities.

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. Usage of Mobile Phone

Mobile phones have become an essential tool in our daily lives, and many students rely on them for communication and academic purposes. However, it is important to recognize that mobile phones can also be a distraction in the classroom, and their inappropriate use can disrupt the learning environment. To ensure that mobile phones are used appropriately in the university, students are expected to silence their phones during lectures and avoid using them for non-academic purposes during class. Additionally, certain academic settings may prohibit the use of mobile phones altogether, such as during exams or in clinical settings. Ultimately, students should use their mobile phones in a responsible and respectful manner, recognizing the impact they can have on the learning environment and the academic community. The inappropriate use of mobile phones may lead to disciplinary actions like warning or in some cases, it can be confiscation of the mobile phone. Moreover, the use of mobile phones during exams can lead for a serious disciplinary and academic actions against the student.

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. Therefore, the students are not allowed to share these lectures or upload them on any platforms as they are copyrighted material. 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 faculty member, or staff of TKH and to observe the safety regulations of the University.

12. Parking Regulations

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

13. Academic Honesty

13.1. Cheating

Using resources that are not authorized by the faculty member (textbooks, notes, websites, the work of other students) to complete examinations or other assignments. Giving or receiving content information relating to assignments/quizzes/tests/examinations to/from others unless authorized by the instructor, using unauthorized electronic equipment, submitting academic work previously submitted in another course without permission; and tampering with grades in any way.

13.2. Plagiarism

Is intentional or unintentional use of the intellectual creations of another source, person, organization without proper attribution. Credit must be given for every direct quotation, for paraphrasing or summarizing a work (in whole, or in part) in one's own words, and for information that is not common knowledge. Plagiarism usually takes two main forms:

- Stealing or passing off as one owns the ideas or words, images, or other creative works of another.
- Using or relying upon another's work without crediting the source, even if only minimal information is available to identify it for citation.

13.3. Fabrication

Is defined as intentionally falsifying or inventing any information or citation on any academic exercise, without authorization. Therefore:

- "Invented" information may not be used in any laboratory experiment or academic exercise.
- One should acknowledge the actual source from which cited information is obtained.
- Students must not change or resubmit previous academic work without prior permission of the instructor.

13.4. Falsifying Documents, Information or Student Work

As when you copy during a test or allowing another student to copy during a test, giving assignment, term papers, or other academic work to another student to plagiarize.

- Submitting any work that is not one's own, falsifying information to a faculty member or College official, altering a graded work after it has been returned, then submitting the work for re-grading without the instructor's knowledge/approval, Stealing or improperly obtaining tests or other assessment items, forging signatures on college documents.
- Giving false or misleading information to a faculty member in an effort to receive a postponement or an extension on a test or other assignment, Accessing computerized College records or systems without authorization, Unauthorized recording, reproduction, retransmission, or redistribution of course materials (e.g., lectures, handouts, podcasts, exams, student projects, group work, online material, etc.) and Providing material or information to another person with knowledge that such aid could be used in any of the violations stated above.

14. Hazing

Hazing is defined as any act that endangers an individual's mental or physical health or safety (including, but not limited to, acts intended to cause degradation, cruelty, or humiliation) or destroys or removes public or private property for the purpose of initiation into, admission into, affiliation with, or continued membership in, a group or organization. The university prohibits hazing.

15. Obstruction/Abuse of the Student Code of Conduct

Includes, but is not limited to:

- Failure to comply with any aspect of any student disciplinary process.
- Falsification, distortion, or misrepresentation of information in connection with any student disciplinary process.
- disruption or interference with the orderly process of a disciplinary hearing.
- attempting to discourage an individual's proper participation in or use of any student grievance or appeals process.
- attempting to influence the impartiality of any student disciplinary process or grievance process, or any College individual involved in the process.
- Verbal or physical harassment and/or intimidation of any individual who participates in any student disciplinary process or grievance process.
- Influencing or attempting to influence another person to commit an abuse of any student disciplinary process or grievance process.
- Retaliating against any other college community member because of their participation in any student disciplinary process or grievance process.

16. 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. A 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.

17. 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.

18. 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.

19. Alcohol, Drugs, and Illegal Substance

Possession or use of Alcohol, Drugs or any illegal substance is strictly prohibited on 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>.

20. 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>.

21. Criminal Convictions

Students and applicants must notify TKH immediately of any criminal 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 to accommodate, or continue to enroll, a potential or enrolled student with a criminal conviction.

22. 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 **and can lead up to the expulsion of the student.**

23. Public Displays of Affection

Public Displays of Affection (PDA) are not allowed on university property or during participation in TKH-related activities, as they can make others uncomfortable and create an inappropriate environment. Intimate displays of affection such as kissing, prolonged hugs, or other intimate physical contact are not allowed. Students who engage in PDA may be subject to disciplinary actions, such as a verbal warning, written reprimand, or suspension, depending on the severity and frequency of the behavior. The university strives to maintain a professional and respectful environment for all members of the community, and PDA is not consistent with this goal. Students are expected to respect the rights and privacy of others, and to refrain from engaging in behavior that may be offensive or inappropriate in a public setting.

24. Theft

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

25. 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.

26. 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.

27. Demonstrations

The University encourages civilized discourse. However, the University will not tolerate any mass assemblies or demonstrations that disrupt the classroom experience, work environment, or movement of others. The University also forbids all acts of violence, threatening conduct, and physical interference with the facilities or functions of the University campus. If protestors (or anti-protestors) resort to the use of violence or physical interference, University officials may, without delay, invoke the use of legitimate authority to remove all violators.

28. Misrepresentation

Misrepresentations are false statements of truth that affect another party's decision related to an agreement. Such false statements can void a contract and, in some cases, allow the other party to seek damages. Includes representing or acting on behalf of the College or another individual when not authorized to do so.

29. Threatening and Stalking

Threatening: Any written or oral communication, conduct or gesture that causes a reasonable apprehension of physical harm to a person or property. Interference by force, threat, harassment or duress with personal safety, academic efforts, employment and/or participation in university activities.

Note: A student can be responsible for threatening behavior even if the person who is the object of the threat does not observe or receive it, so long as a reasonable person would interpret the maker's statement, communication, conduct or gesture as a serious expression of intent to physically harm.

Stalking: A pattern of behavior that includes more than one instance of unwanted attention, physical or verbal contact, or any other pattern of behavior directed at an individual that could reasonably be regarded as likely to alarm that individual or put him/her in fear of harm or injury, including physical, emotional, or psychological harm.

B. Student Conduct Process and Procedures

The Student Life representative handles all alleged violations of the Student Code of Conduct. When a student has been accused of a violation of the Student Code of Conduct, the student will be notified of the accusation in writing through the official TKH email of the student. Following the notification, the Student Life representative will meet with the student. If there is more than one student involved in the case, it is within the discretion of the Student Life representative to conduct the meeting(s) either separately or jointly. The Student Life representative may also conduct meetings with the complainants (student(s) or other members of the TKH community) and any witnesses present. The Student Life representative may also collect and review any documentary materials that s/he believes to be relevant to the alleged violation.

The Student Conduct process and procedures consist of the following steps:

- Reporting an Incident
- Fact Finding Process by the SCU (Student Conduct Unit)
- Investigation by the SDC (Student Disciplinary Committee)

1. Reporting an Incident

Allegations of student misconduct shall be sent to the Office of Student Life via email at studentconduct@tkh.edu.eg. The allegation email should describe the details of the case and the form of misconduct committed. The following are guidelines for reporting incidents of student misconduct:

a. Students Reporting an Incident with Student(s)

The student should send the incident report to SCU via email at studentconduct@tkh.edu.eg.

b. Academics Reporting an Incident with Student(s)

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. To ensure that classroom behavior is conducive to a learning environment, all faculty members are entitled to take the appropriate disciplinary action against students enrolled in their classes. If a student doesn't respond positively to the academic's instructions, then the academic should report the case to the SCU (Student Conduct Unit).

Out-Of-Class Misconduct

Academics should send their reports about out of class students' misconduct to the SCU via email at: studentconduct@tkh.edu.eg.

c. Students Reporting an Incident with Academics or Professional Staff

If a student has an issue with her/his faculty member, the student should contact the faculty member directly to discuss the issue and try to resolve it. If this attempt fails, the appropriate procedure is to raise the issue with the Head of School. If the student's issue is still not resolved, then the case should be escalated to the TKH Provost.

If a student has a complaint against a THH professional staff member, the student should first approach the Head of the department or office in question to discuss their complaint. If this attempt fails, the student should raise the issue with the HR / the People & Culture Department to report the incident of concern and try to resolve the matter.

d. Professional Staff Reporting an Incident with Students

Professional staff members should send their complaints about students' misconduct to the SCU via email at: studentconduct@tkh.edu.eg.

2. Fact-Finding Process by the SCU

The SCU initiates the student conduct investigation by starting a fact-finding process which focusses on gathering all information necessary to determine whether a violation of the Code of Student Conduct occurred. The Student Life representative will collect the minutes of hearing from each side of the incident and document them on hard copy paper, after which each side will sign the document. Each hearing will consist of the following:

- a statement of the time, place, and nature of the hearing.
- a statement of the nature of the case and of the forum under which it is to be heard.
- a detailed recount of what exactly happened in the incident.
- a brief statement of the behavior of the student alleged to be in violation of the code which serves as the basis for the violation(s) being considered.

During the hearing meeting, the student will be provided the following:

- a clear and comprehensive description of the Student Code of Conduct breach that the student is interviewed about.
- information about the rights and responsibilities of the student.
- an opportunity to check and understand all information included in their student conduct file.
- information on the resources available to students as they prepare for their student conduct case.
- the option to accept responsibility for all charges and enter a summary resolution, or to contest the allegation and request an informal or formal meeting hearing.

The decision of the SDC will be determined based on all the documentation and testimony presented at the time of the hearing(s). Once all information is collected, the SCU reports the case to the SDC to start the committee process.

3. Investigation and Decision by the SDC

The SDC proceeds with investigating the case by analyzing the collected information and conducting official hearings with concerned parties to reach a final decision. The hearing with the charged student(s) consists of the following steps:

- presentation of the incident and the sections of the code alleged to be violated by the Student Life representative (or chair of the Student Conduct Board);
- a brief review and affirmation of the student(s) rights and responsibilities by the Student Life representative;
- an opening statement by the charged student(s);
- questions directed to the charged student(s) by the SDC.

Witnesses: The Student Life representative or board may request the presence of any witness with relevant information about a case. The respondent may bring relevant material witnesses to speak on the respondent's behalf. Absent exceptional circumstances, the respondent should inform the conduct administrator or designee(s) in writing at least three (3) business days in advance of any meeting or hearing the names.

Witness hearing process:

- Presentation of witnesses or witness statements by the Student Life representative, followed by questioning of those witnesses by the hearing body and the student, if appropriate.
- The Student Life representative reserves the right to determine the relevance of the questions and the method for delivery of questions by the student to the witnesses.
- Witnesses are then dismissed.

If the witness is testifying in a disciplinary hearing involving the presence of the student, the rules and procedures governing that hearing may specify whether the witness(es) can testify anonymously.

- At the discretion of the Student Life representative, witnesses may be excluded from the hearing during the testimony of other witnesses. Written statements may not be considered evidence unless signed by the witness or witnessed (a statement sent from an email account may serve as a proxy signature).
- A copy of written statements will be furnished to the student and hearing body. All paperwork presented must be collected by the Student Life representative at the end of the hearing.
- In certain circumstances, the Student Life representative may determine that a witness may testify outside the presence of the charged student (or the written statement may not be furnished to the charged student), where there are potential repercussions to the witness of being identified to or testifying in the presence of the charged student.
- In such cases, the Student Life representative must take all reasonable measures to protect the rights of the charged student, including providing the student with a summary of the testimony and the opportunity to provide written questions to the witness.

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

C. Types of Disciplinary Actions

The following disciplinary actions may be imposed by the University for a violation of the Student Code of Conduct (unless stated otherwise in the Code).

- A. Verbal Warning
- B. Written Formal Warning
- C. Community Service
- D. Educational Project
- E. Mandatory Educational Workshops
- F. Mandatory Counseling Sessions
- G. Academic Hold
- H. Formal Apology
- I. Restitution & Fees
- J. No Contact Order
- K. Withdrawal of Privilege
- L. Social Probation
- M. Disciplinary Probation
- N. Suspension
- O. Expulsion from TKH

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 giving 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 besides written reprimand that expresses committee dissatisfaction with the conduct and clarifies expected behavior in the future.

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 disciplinary action allows students to repair harm to the community, positively impact campus departments, and give back to TKH community. The Student Life team may require students to initiate and complete a supervised and meaningful project on campus or in the community. Results of the project are placed in the student's file.

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 disciplinary action 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 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 & Fees

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

j) No Contact Order

The student is requested to refrain from contacting a specific individual on campus. A student who has been issued a No Contact Order is not to have any form of contact or communication with a specified student or students for any reason. Prohibited contact includes but is not limited to electronic, oral, or written to include email, texts, etc. This extends to all actions which may occur because of “third parties” (friends, family members, or acquaintances) acting on your behalf. The campus will promptly review existing no contact orders at a party’s request, including requests to modify the terms or to discontinue the order. If the campus finds it appropriate, it can even make a schedule for parties who seek to use the same facilities without running afoul of the no contact order.

k) Withdrawal of Privilege

The student may be prevented from certain privileges such as denied access to services and/or access to facilities. Certain restrictions may be placed on a student’s activities for a specified period. Specific restrictions may include student employment, and co-curricular involvement (i.e., exclusion from seeking or holding appointive or elective positions in student government or clubs and organizations). This sanction may be stated for a specified period and may be deferred.

l) Social Probation

The student is restricted for a certain period- from participating in university organized events and attending social functions organized by student organizations. Also, students are restricted from being a member of any student organizations or running for student body elections. A written notification will state that any further violations within the probationary period will result in more severe disciplinary action. The probationary period will be for a specific period or until the completion of any specified requirements or conditions that are part of the probation.

m) Disciplinary Probation

A student being on disciplinary probation means that the student is no longer considered in good standing with the University. Students 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 actions 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. 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. The 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 Provost.

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 the TKH Provost. The student may return to the University only after an affirmative decision has been made by the TKH Provost and a consultation with the SDC.

o) Expulsion from the University

Expulsion is the permanent and total withdrawal of the privilege of attending TKH or participating in the TKH community. Expulsion may be recommended because of very serious violations or for repeated violations.

- Expelled students may not visit the university premises under any circumstances.
- Students expelled from the university are required to pay all university fees owed for that semester. Refunds for tuition and/or room and meals will not be issued.
- Parents of students who have been expelled will be notified.
- A notice of expulsion will be placed on the student's official transcript indefinitely.
- Only the SDC may impose expulsion with the approval of the TKH Provost. This sanction may not be deferred.

D. The Appeals Process

The students may appeal the outcome of the decision of the SDC in writing via email to studentconduct@tkh.edu.eg within 5 working days of the notice of the decision of the SDC. The appeal will only be considered on the grounds of:

- a) a procedural error that could have affected the sanction **and /or**,
- b) new information or evidence that was not available at the time of the investigation or hearing.

The burden of proof at the appeal level rests with the student to clearly show that an error has occurred during the student conduct process or to provide new information of evidence. The appeal is not a re-hearing of the student conduct case but rather a review of the specified error or the new information or evidence,

The Student Conduct Appeals Committee (SCAC) consists of the Provost, the Coventry University Branch Director and the Nova University Branch Director. The SCAC will decide within 5 working days whether to accept the appeal and modify/withdraw the sanction, OR to reject the appeal and confirm the sanction set by the SDC. The SCAC may:

- affirm the decision previously rendered by the SDC.
- return the case to the SDC for further review and adjudication.
- reverse the decision rendered by the SDC and/or dismiss the case.
- modify the decision rendered.
- modify the sanctions (reduce or increase the sanctions imposed).

E. Parental Notification

The SDC may provide information to a student's parents or legal guardians, without the student's consent, under certain circumstances, including the following:

- if it is determined that a student is under age 21 and has committed a violation of the law or the Student Code of Conduct, which involved the use or possession of alcohol or controlled substances.
- if the committee determines that there is a significant threat to the health or safety of the student or other individuals.
- if a dependent student has been placed on suspension or expulsion.