

## TKH Policies

Policy Title	Code of Conduct Policy
Responsible University Offices	Office of Student Life
Policy Owner	
Version	V2
Date Approved	January 2023

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### I. SCOPE OF POLICY

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The policy is to specify the code of conduct for the students. The policy explains the students' rights, responsibilities, and disciplinary action matrix.

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### II. DEFINITIONS

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There are **three** main parts in code of conduct:

1. Students Cases,
  2. Process of the conduct meeting,
  3. Disciplinary actions.
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### III. POLICY STATEMENT

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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.

**Departments Responsible for SCOC:**

The Office of the Provost, Student Life Department, Legal Department, and Conduct Committee members are all involved in the implementation of the policies.

**Who Need to Know the Policies?**

All undergraduate and graduate students (degree and non-degree), student organizations, faculty members, and staff at TKH.

**Contacts:**

Office of the student code of conduct: [StudentConduct@tkh.edu.eg](mailto:StudentConduct@tkh.edu.eg)

**Guidelines:****General**

Welcome to the Student Code of Conduct at TKH. As a student, you are embarking on a critical phase of your academic and professional journey, where you will build the foundation for your future career and personal growth. The university stage presents numerous opportunities for you to learn, explore, and discover new horizons, but it also comes with great responsibility. You are expected to act with integrity, respect, and professionalism in all your interactions, both on and off-campus. The purpose of this Code of Conduct is to outline the standards of behavior that are expected of you as a member of our academic community.

As you progress through your studies, you will be challenged to expand your knowledge, develop your skills, and contribute to your field of study. We expect you to take these responsibilities seriously and to demonstrate your commitment to your academic pursuits through your conduct. Your behavior should reflect the values of the university, including respect, honesty, accountability, and inclusivity.

Furthermore, we recognize that the university stage is a transitional period in your life, where you are preparing to enter the workforce or pursue further studies. As such, it is critical that you learn how to conduct yourself in a professional and ethical manner. This will not only benefit you in your academic pursuits but also prepare you for success in your future career.

We believe that by upholding high standards of conduct, you will not only excel in your academic endeavors, but also contribute to the vibrant and inclusive community of our university. We encourage you to take the time to read this Code of Conduct carefully, and to use it as a guide for your behavior while you are a student at TKH.

Note: The university reserves the right to amend, supplement, or modify this code at any time.

**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 views 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 members. All cases reported by the SCU and the SDC are confidential.

### **Student Conduct Policy**

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 Student Conduct Code 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. 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**

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. Others**

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 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. **(Noting that this is a serious breach that can cause the expulsion of the student acting in breach).**

### **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.



## **Student conduct process and procedures:**

The student life department representative handles alleged violations of the student code of conduct. When a student has been accused of a violation of the Code of conduct, the student will be notified of the accusation in writing (Through the official academic email of the student). Following notification, the student life department representative will meet with the student. If there is more than one accused student in the case, it is within the discretion of the student life department representative to conduct the meeting(s) either separately or jointly. The student life department representative may also conduct meetings with the complaining student(s) and any witnesses and may collect and review any documentary materials that he or she believes to be relevant to the alleged violation.

### **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 the responsible office (Student Life) via email. Allegation email should describe the details of the case and the 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 the Head of School. If the complaint is still not resolved, then the case should be escalated to TKH President.

##### 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. 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 a 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. The student life department 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. 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 by letting the student tell what exactly happened in the incident. A brief statement of the behavior of the student alleged to be in violation of this code serves as the basis for the violation(s) being considered. The decision of the student conduct body will be determined based on all the documentation and testimony presented at the time of the hearing. Once all information is collected, the SCU reports the case to the SDC to start the committee process.

During the minutes of 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 interview about it.
- Information about the rights and responsibilities of the student.
- A chance to comprehend all information 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.

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

The SDC proceeds with investigating the case by analyzing the collected information and conduct official hearings with concerned parties to reach final decision, the investigation process is as follows:

- Presentation of the incident and the sections of the code alleged to be violated by the student life representer (or chair of the Student Conduct Board).
- Brief review and affirmation of student rights and responsibilities by the student Life officer.
- Opening statement by the charged student.
- Questions directed to the charged student by the student conduct board.

**Witnesses:** The student conduct 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 Investigator, followed by questioning of those witnesses by the hearing body and the student, if appropriate. The student Life officer 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.

**Note: if the witness is testifying in a disciplinary hearing involving a student, the rules and procedures governing that hearing may specify whether witnesses can testify anonymously.**

- At the discretion of the student Life officer, 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 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 officer at the end of the hearing.
- In certain circumstances, the student Life officer 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 officer 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.

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

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).

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|------------------------------------|----------------------------------|
| A. Verbal Warning                  | I. Restitution & Fees            |
| 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                   | O. Dismissal                     |
| H. Formal Apology                  | P. Expulsion from The University |

**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. Officer 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, 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.

#### **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.

#### **p) 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 conduct committee may impose expulsion. The Review Officers may recommend to the Dean of Students that a student should be expelled. This sanction may not be deferred.

### **5- Appeal**

In case student doesn't accept the sanction, student should submit an email to the SCU to appeal the committee (Provost, CU branch director, and NOVA branch director) 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.

Any student found responsible for a violation of the Student Code of Conduct, or any complainant in one of the cases listed in "Student Rights rules and regulations", may request a review of the determination and/or of the disciplinary action(s) imposed by the student conduct board, subject to Grounds for Appeal," below.

**BURDEN OF PROOF:** The burden of proof at the appellate level rests with the student to clearly show that an error has occurred during the conduct process; this is not a re-hearing of the student conduct case but rather a review of the specified error.

#### **The Appellate Body May:**

- Affirm the decision previously rendered by the student conduct board.
- Return the case to the student conduct board for further review and adjudication.
- Reverse the decision rendered by the student conduct board and/or dismiss the case.
- Modify the decision rendered.
- Modify the sanctions (reduce or increase the sanctions imposed).

### Parental Notification

Students are encouraged to notify their parents of pending student conduct proceedings. The Conduct Committee 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 (under age 21) has committed a violation of 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.

### History/Revision Dates

Origination Date: 19 December 2022

Review Date: 3 April 2023

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

Version Log	Date	Signature of the TKH President
Version 1 (V.1)	-----	
Version 2 (V.2)	3 – 4 – 2023	

## Code of Conduct Sanctions Metrics

### Physical, Verbal, and Emotional Threats Sanction Matrix

**Definition:** Any kind of bullying or harassment of student(s), including verbal or physical threats against student(s), acts of violence and contempt, convictions for theft and crimes, involvement in gambling or betting, or intimidation of a student by another student(s).

Severity Degree	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<p><b>Low</b></p> <ul style="list-style-type: none"> <li>The student is not humiliated, therefore the injury suffered by the aggrieved is deemed mild. There was no physical injury. No victims were the targets of hate speech.</li> </ul>	<p>Social probation</p> <p>Verbal Warning</p> <p>(No contact orders and warning letter)</p> <p>Social probation (depending on the severity)</p> <p>Apology letter</p>	<p>Social probation</p> <p>Reinforcement of the No Contact Order</p> <p>Community Service</p> <p>Withdrawal of privilege</p> <p>Apology Letter</p>	<p>Mandatory Counseling Sessions</p> <p>suspension for 1 semester</p>



<p style="text-align: center;"><b>Medium</b></p> <ul style="list-style-type: none"> <li>• The degree of bodily or psychological harm was moderate. The presence of injury or serious harm was more important than the presence of physical or mental harm (a medical report must be provided).</li> <li>• Conduct that disturbs or impedes the university's ability to cooperate in an orderly manner, the performance of staff members' jobs, or other university business or activities, including but not limited to studying, teaching, research, and administration.</li> <li>• It is forbidden to create, attempt to create, share, or disseminate an audio or visual recording, or take pictures of anyone without their knowledge and consent. This also applies when the action does or is likely to cause harm, distress, or reputational damage.</li> </ul>	<p style="text-align: center;">No Contact Order</p> <p style="text-align: center;">Social probation</p> <p style="text-align: center;">Mandatory Counseling Sessions</p> <p style="text-align: center;">Withdrawal of privilege</p> <p style="text-align: center;">Apology Letter</p>	<p style="text-align: center;">Suspension for 1 semester</p> <p style="text-align: center;">No Contact Order Reinforcement</p> <p style="text-align: center;">Apology Letter</p>	<p style="text-align: center;">Expulsion</p>
<p style="text-align: center;"><b>High</b></p> <ul style="list-style-type: none"> <li>• refusal to follow directions while engaged in a fight.</li> <li>• Serious physical or emotional</li> </ul>	<p style="text-align: center;">Interim suspension, which could lead to adjudication</p>	<p style="text-align: center;">Suspension for 1 year</p>	<p style="text-align: center;">Informing Police</p>

### Drugs Use Sanction Matrix

**Definition:** being under the influence of drugs while on campus, whether legally or illegally, or using, possessing, consuming, manufacturing (synthesis or growth), selling, storing, transferring, transporting, or distributing any prohibited material (including but not limited to illegal narcotics).

**The below covers:**

1. Soft Drug violations (Marijuana, Cannabis, Hashish)
2. Hard Drug violations (Meth, LSD, and other dangerous drugs)
- 3.

Severity Degree	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<p><b>Low</b></p> <ul style="list-style-type: none"> <li>• On-campus possession or use of marijuana, cannabis, or hashish in student housing. It should be noted that the amount discovered must be less than 5 grammes or its equivalent in hashish. Anything more than that implies the student is selling.</li> </ul>	<p><b><u>Note:</u></b></p> <p>Parents should be informed if student is under 21.</p> <p>Warning Letter with notification of further sanctions</p> <p>Compulsory counseling sessions</p>	<p>Parents informed if student under 21.</p> <p>Suspension for One Semester</p> <p>Warning Letter with notification of further sanctions</p>	<p>Parents should be informed if the student is under 21.</p> <p>Expulsion</p>

<p><b>Medium</b></p> <ul style="list-style-type: none"> <li>• Low violation PLUS a subsequent infraction involving a student who refused to cooperate with security.</li> <li>• Amount found more than 5 grams.</li> <li>• Possession of prescribed medications "tramadol, etc." without a prescription.</li> <li>• positive test results and confirmation of prescription drug use in the system by a subsequent test.</li> </ul>	<p>Parents should be informed if student is under 21.</p> <p>Suspension for One Semester</p> <p>Warning Letter with notification of further sanctions</p> <p>Mandatory Counseling Sessions</p>	<p>Suspension for one year and required medical treatment.</p> <p>Student must be determined to be drug-free to be readmitted</p> <p>Warning Letter with notification of further sanctions</p>	<p>Expulsion</p>
<p><b>High</b></p> <ul style="list-style-type: none"> <li>• Possession or use of LSD, amphetamine, and other</li> </ul>	<p>suspension for one year and requires medical treatment.</p>	<p>Expulsion</p>	

<p>noxious substances is prohibited, as is possession of more than 5 grammes of illegal drugs.</p> <ul style="list-style-type: none"> <li>• large-scale drug distribution without sales or other forms of compensation.</li> <li>• Any substance that is hidden in food or drink with the aim to be used or distributed on campus (hash brownies, for example).</li> <li>• Any of the aforementioned were discovered in the student's body and verified by two tests.</li> </ul>	<p>Student must be determined to be drug-free to be readmitted.</p> <p>Warning Letter with notification of further sanctions.</p> <p>Parents informed if the student is under 21.</p> <p>Mandatory Counseling Sessions</p>		
<p><b>Criminal</b></p> <ul style="list-style-type: none"> <li>• involved in the commercial sale or distribution of any of the substances listed in the low, medium, or high categories above.</li> </ul>	<p>Report to police and expulsion from the university.</p>		

**Note:** TKH Provost shall notify parents, guardians, or the institution (for international students) about drug infractions for students who are under the age of 21.

**Possession,  
consumption, sale, storage, transfer, or distribution of alcoholic beverages on TKH property; gambling  
on TKH property**

**Note:** TKH Provost shall notify parents, guardians, or the institution (for international students) about drug infractions for students who are under the age of 21.

Severity Degree	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<p style="text-align: center;"><b>Low</b></p> <ul style="list-style-type: none"> <li>alcohol possession or use inside student residences or on university grounds without sharing it with others.</li> </ul>	Written warning of further sanctions if conduct repeated	Suspension from the University for 1 academic year	Expulsion from the University
<p style="text-align: center;"><b>Medium</b></p> <ul style="list-style-type: none"> <li>refusal to submit to an alcohol- or drug-test</li> <li>alcohol possession or use while around others in student accommodation or on university property.</li> </ul>	<p style="text-align: center;">The student faces a one-semester academic suspension.</p> <p style="text-align: center;">Mandatory Counseling Sessions</p>	Expulsion from the University	N/A
<ul style="list-style-type: none"> <li>using drugs or alcohol with knowledge and entering campus</li> </ul>	<p style="text-align: center;">* The "low" matrix applies to those who only consume alcohol and do not distribute it.</p>		
<p style="text-align: center;"><b>Gambling</b></p> <ul style="list-style-type: none"> <li>Match-fixing is the purposeful loss of a game for financial gain.</li> </ul>	<p style="text-align: center;">Social Probation</p> <p style="text-align: center;"><b>AND</b></p> <p style="text-align: center;">Denial of Student Privileges</p>	Suspension from the University for 1 semester	Suspension from the University for 1 academic year

**Sanction Matrix for Campus and Security Access**

**Note:** Security has the authority to deactivate student IDs until the Conduct Office conducts an interview with them and to take students who break this policy off campus.

**Note:** Regardless of whether a facility is on or off campus, this regulation applies to entering or leaving it.

Severity Degree	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<p align="center"><b>Low</b></p> <ul style="list-style-type: none"> <li>When asked for identification and refuses or declines to put on the mask or disregarding security directives</li> <li><b>Note:</b> Students must be identified by security. The ID should be terminated after the student has been located.</li> <li><b>Note:</b> Even though this is regarded as a "minor" offence, it's important to keep in mind that it's conceivable the student had committed a major infraction that led to the request for identification.</li> </ul>	<p align="center"><u>In addition to sanctions</u> for what the student was doing that required security to ask for his/her ID.</p> <p align="center">social probation and denial of privileges</p>	<p align="center">1-2 weeks suspension from university</p>	<p align="center">Mandatory Counseling Sessions)</p>

<p style="text-align: center;"><b>Medium</b></p> <ul style="list-style-type: none"> <li>● Unauthorized TKH ID usage/Using another student's ID.</li> <li>● Knowingly making changes to a student's identification card or knowingly permitting the use of one's own</li> </ul>	<p style="text-align: center;">Withdrawal of privilege</p> <p style="text-align: center;">Social Probation</p>	<p style="text-align: center;">Social probation</p> <p style="text-align: center;">Reinforcement of the No Contact Order</p> <p style="text-align: center;">Community Service</p> <p style="text-align: center;">Withdrawal of privilege</p>	<p style="text-align: center;">One year suspension</p>
<p style="text-align: center;">identification card by another</p> <ul style="list-style-type: none"> <li>● Purposefully giving the wrong ID when asked for it</li> <li>● attempting to enter without using the turnstiles in order to avoid leaving a record of admission in a space that requires it for membership requirements. (Entry ways to the internal campus, the athletics fields)</li> <li>● Impersonating a student residences or aiding entry of a non-student</li> <li>● hosting or carrying out a function in defiance of university, divisional, or unit policies or guidelines</li> </ul>		<p style="text-align: center;">Apology Letter</p>	

<p style="text-align: center;">High</p> <ul style="list-style-type: none"> <li>● Attempting to enter or entering a location with high security without authorization (such as a tunnel or by hacking), assisting with the entry of an unauthorized individual into any TKH facilities, or entering a campus office.</li> <li>● The unauthorized or improper use of the University name, logo, or seal.</li> <li>● Falsification, forgery, alteration, destruction, or misappropriation of official University documents or seals</li> </ul> <p>*Depending on the documents, could result in immediate expulsion</p> <ul style="list-style-type: none"> <li>● Falsely reporting a fire or security danger, including</li> </ul>	<p>Social Probation</p> <p>Mandatory Educational Workshops</p>	<p>Suspension for one year</p>	<p>Expulsion from the university</p>
<p>purposefully activating a fire alarm</p>			



<p>Bringing weapons to campus</p> <p>Weapons that should be outlawed include airsoft guns, BB guns, pellet guns, blowguns, toxic chemicals, pistols, bows and arrows, slingshots, pocketknives, hunting knives, and other blades.</p>	<p>Police referral and eviction (if weapon is deadly)</p> <p>Suspension may occur if the weapon is intended to directly or indirectly cause slight harm.</p>		
<p>Attempted or actual theft of unauthorized use of, and/or damage to property of the University or property of a member of the University Community (i.e., vandalism)</p> <p>Knowingly possessing stolen property</p>	<p>Fine shall be paid to if any damage to university property is caused by TKH student</p> <p>Social Probation</p> <p>*Depending on the severity of the damage and theft, may warrant criminal charges and be reported to the police.</p>	<p>Suspension for one year</p>	<p>Expulsion from the university</p>

### Student Residences Violation Matrix

**Definition:** Students assigned to a room at the TKH student residence who are undergraduate or graduate students are subject to sanctions.

**Note:** Please refer to the relevant matrices for the appropriate punishments for any offences including security, unauthorized entrance, drugs, or drinking.

**Note:** The Office of the Dean of Students will notify parents, guardians, or the institution (for international students) about drug infractions for students who are under the age of 21.

Severity Degree	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
unapproved room exchanges, especially those involving mixed gender.	Everyone involved must return to their previously assigned room and is given a warning that a second infraction could result in dorm expulsion.	Expulsion from student residences for the remainder of the semester.	N/A
When guests are allowed, the guest policy is violated	Loss of guest visitation privileges for 1 semester	Expulsion from student residences for the remainder of the semester.	Expulsion from student residences forever
	Loss of guest visitation privileges for 1 semester		Expulsion from student

<p>Entering a room not authorized by one's ID without the occupant of the room or another person who is authorized to be there being present</p>		<p>If there are fewer than one month left in the semester, expulsion from resident halls for the rest of the semester or the next semester.</p>	<p>residences for the remainder of the semester or the following semester if less than one month remains in the semester.</p>
<p>Unacceptable Noise (including violation of quiet and study hours, loud parties, social gatherings)</p>	<p>letter of warning and notification to the ResLife Coordinator of TKH And losing the right to have guests for a month</p>	<p>visitor privileges are suspended for one academic semester.</p>	<p>Expulsion from student residences for the remainder of the semester or the following semester if less than one month remains in the semester.</p>
<p>sharing a student ID card or providing another individual (a resident or guest) with a key to the student's room in order to enter it when the student isn't there.</p>	<p>letter of warning and notification to the ResLife coordinator of TKH And losing the right to have guests for a month</p>	<p>remaining semester's suspension from living in dorms.</p>	<p>Expulsion from student residences forever.</p>

<p>Damaging TKH Student Residence appliances, furniture or utilities</p>	<p>Warning letter shall be sent to the resident. Resident shall be subject to paying fine indicated by TKH student Life</p>	<p>Residents will be subject to paying a fine  Community Service</p>	<p>N/A</p>
<p>Failure to clean the student residence as per TKH student Life instructions</p>	<p>Warning letter shall be sent to all the student residents</p>	<p>Residents will be subject to paying a fine  Community Service</p>	<p>Residents will be subject to paying a fine.  Residents will be warned about being expelled from the Student Residence</p>