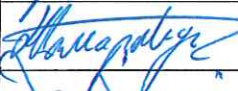
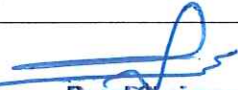


STUDENT CONDUCT POLICY

Policy title	Student Conduct Policy
Policy Number	PL-ST-01
Version number	01.0

Approval Cycle	Authority/Position	Signature	Date	Notes
Prepared by:	Associate Vice-President, Student Affairs		16.6.2019	
Reviewed by:	Vice-President, Academic		June 17/19	
	Manager, Legal Affairs		June 17, 2019	
Recommended by:	President		June 17, 2019	
Endorsed by:	Executive Committee of the Board of Trustees	 Committee Chairman	18/6/2019	
Approved by:	Board of Trustees	 Board Chairman	18/6/2019	

STUDENT CONDUCT POLICY

Policy No.	PL-ST-01	Division	Student Affairs
Effective Date	August 25, 2019	Policy Owner	Associate Vice-President, Student Affairs
Revision Date	n/a	Version Number	01.0
Due Date for Next Review	June 18, 2021	Page Numbers	1-19
Approved by	Board of Trustees of the College of the North Atlantic in Qatar on June 18, 2021.	Related Procedure	PR-ST-01

Who Should Know This Policy

- ☒ President
- ☒ Vice President
- ☒ Legal Advisor
- ☐ Dean
- ☐ Director/ Departmental Head
- ☒ Faculty
- ☐ Accounting/ Finance Personnel
- ☒ Students
- ☒ All Employees

1.0 Definitions

1.1 The following words and expressions shall have the meanings hereby assigned to them:

- 1.1.1 *College*: College of the North Atlantic in Qatar.
- 1.1.2 *Complaint*: a report alleging a breach of this policy.
- 1.1.3 *Complainant*: the individual(s) filing a Complaint.

- 1.1.4 *Respondent*: the individual(s) responding to a report by the Complainant.
- 1.1.5 *Staff*: person(s) employed by or working at the College in any capacity.
- 1.1.6 *Faculty*: person(s) employed by or working at the College to deliver and/or develop its academic programs
- 1.1.7 *Premises*: lands, buildings, and grounds of the College.
- 1.1.8 *Student*: a person who is presently enrolled at the College in a credit course or who is designated by the College as a Student.
- 1.1.9 *Student Misconduct*: conduct that is prohibited as outlined in this policy.

1.2 Where the context requires, words importing the singular shall include the plural and vice-versa.

2.0 Policy Purpose

2.1 The College is a community of Students, faculty and staff involved in learning, teaching, research and other activities. All members of this community are expected to conduct themselves in a manner that contributes positively to an environment in which respect, civility, diversity, opportunity and inclusiveness are valued, so as to assure the success of both the individual and the community. This policy reflects a concern for these values and tries to ensure that members of the College and the public can make use of and enjoy the activities, facilities and benefits of the College without undue interference from others.

2.2 The purpose of this Policy is to:

- 2.2.1 set out the standards of Student conduct that are required of the College's Students and the College's expectations with respect to Student behavior; and
- 2.2.2 2.1.2 provide a framework for the management of Student Misconduct.

3.0 Policy Scope

3.1 This policy applies to all Students, including Students that are:

- 3.1.1 participating in, or traveling as a part of, a College program;
- 3.1.2 participating in an internship or work placement;
- 3.1.3 participating in a club or an organization;
- 3.1.4 participating in a College club or organization event; or
- 3.1.5 engaged in any other College organized or sanctioned activity

3.2 This policy applies to Student conduct that:

- 3.2.1 occurs on or near the Premises of the College;
- 3.2.2 occurs elsewhere in the course of activities sponsored by the College, or where the conduct is alleged to adversely affect, disrupt, or interfere with another person's reasonable participation in College programs or activities.

4.0 Policy Statement

4.1 College Environment

- 4.1.1 The College aims to create and maintain a positive and a productive educational environment; an environment in which there is:
 - 4.1.1.1 respect for the dignity of all;
 - 4.1.1.2 fair treatment of individuals;
 - 4.1.1.3 respect for academic freedom;
 - 4.1.1.4 respect for the College's resources and property for all individuals; and
 - 4.1.1.5 respect for the safety and the security of all.

4.2 General Conduct Expectations

- 4.2.1 All College Students are required at all times, and both while on and off College premises, to behave as responsible members of the College community, and to represent and uphold the good name of the College. They are expected to familiarise themselves with and act according to the following:
 - 4.2.1.1 treating all others (Students, staff, faculty, and visitors) in a respectful manner;

- 4.2.1.2 conducting themselves with the highest standards of honesty inside and outside the classroom;
- 4.2.1.3 being actively concerned for the safety, security, and the well-being of each individual and a respect for individual, communal and College property;
- 4.2.1.4 abiding by and upholding the College Dress Code expectations and culturally appropriate behavior;
- 4.2.1.5 conducting themselves with propriety at all times and in an appropriate manner when they are, or can be seen to be, representing the College;
- 4.2.1.6 abiding by and upholding College policies, rules, regulations and guidelines;
- 4.2.1.7 carrying their Student identification with them at all times, while on campus and providing their identification when asked to do by a College employee in the course of their duties;
- 4.2.1.8 reading College communications whether delivered in writing, via e-mail, social media, or other technological means.

4.3 Dress Code Expectations

- 4.3.1 Students are required to dress in a way that respects the local culture. The Qatari national dress for men is the thobe, and for women it is the abaya. If the Qatari national dress is not worn, the College dress code requires Students to wear clothing as per the College's Student Dress Code.

4.4 Smoking

- 4.4.1 Smoking or vaping of any type shall be within designated areas only.

4.5 Non-Academic Student Behavior:

- 4.5.1 **Protection of Individuals:** A Student will not cause or threaten harm to another individual, or endanger the safety of another individual on campus or online. Prohibited conduct includes, but is not limited to:
 - 4.5.1.1 physical abuse of any person or any action that threatens or endangers the emotional well-being, health or safety of any person including self-harm;
 - 4.5.1.2 the use of abusive language towards, or about, others;
 - 4.5.1.3 stalking, bullying, or otherwise engaging in a pattern of behavior directed at specific person or group of persons that would cause a reasonable individual to fear for their safety or to suffer emotional distress;

- 4.5.1.4 endangering others through reckless or intentional misuse of personal or College equipment and/or materials. This also includes unsafe driving, misuse of laboratory equipment/materials and recreational equipment;
 - 4.5.1.5 obstructing another individual or group of individuals from carrying on their legitimate activities, or from speaking or associating with others;
 - 4.5.1.6 harassing or assaulting another individual sexually, or threatening another individual with sexual assault.
- 4.5.2 Protection of Property:** A Student must not:
- 4.5.2.1 intentionally damage, destroy or move, without authority or permission, or permit to be damaged, destroyed or moved without authority, the property of the College, or of any other person.
 - 4.5.2.2 tamper with College equipment, including but not limited to, any elevator, wiring, plumbing, doors, locking mechanisms, College keys, access cards or other College equipment without authorization from the appropriate College official.
 - 4.5.2.3 commit an act of theft, which includes stealing of private or College property while on campus or in connection with a College activity.
 - 4.5.2.4 cause damage to, or defacement of, College property or the property of other members of the College community, intentionally or recklessly, or misappropriation of such property or misuse or unauthorized use of College premises or items of property, including computer misuse;
 - 4.5.2.5 use College property, facilities, systems, equipment or materials for an unauthorized purpose or without authorization.
 - 4.5.2.6 enter or remain in any College building or area without authorization when the building or area is officially closed or restricted for designated purposes or to designated individuals; or
 - 4.5.2.7 misuse the College IT system.
 - 4.5.2.8 access, or allow access to College property, facilities, equipment or materials without authorization.

4.6 Culturally-Appropriate Behavior

- 4.6.1 Gender Relations.** The following is strictly prohibited:
- 4.6.1.1 public display(s) of affection to the opposite gender on campus.
 - 4.6.1.2 failing to comply with the gender-designated entrances and use of gender-designated facilities.

4.6.2 Protection of College Reputation, Official Records, Standards, Functions, Activities, and Services. Students must not:

4.6.2.1 interfere with the functions, activities and services of the College or Student groups such that the function, activity or service is obstructed or disrupted. This includes but is not limited to:

- 4.6.2.1.1 classes, lectures, seminars, tutorials, and labs, or other academic programming;
- 4.6.2.1.2 social, cultural and athletic events;
- 4.6.2.1.3 field trips;
- 4.6.2.1.4 computing services;
- 4.6.2.1.5 registration services;
- 4.6.2.1.6 work placements, co-op placements or internships;
- 4.6.2.1.7 library services;
- 4.6.2.1.8 food services; and
- 4.6.2.1.9 governance meetings.

- 4.6.2.2 intentionally initiating or causing to be initiated any false report, warning or threat of fire, explosion or other emergency;
- 4.6.2.3 establish, organize or participate in unauthorized or unapproved events, activities, clubs or gatherings;
- 4.6.2.4 Post/share unauthorized signs, flyers, banners, and announcements on-campus or through social media;
- 4.6.2.5 fail to obey the authorized instructions of College officials or employees acting in the performance of their duties and failing to obey all published or posted regulations relating to the use and entry of College buildings and facilities;
- 4.6.2.6 commit forgery, alteration or misuse of College documents, records, or identification or other material submitted to the College;
- 4.6.2.7 commit other forms of fraud, deceit, or other forms of dishonest actions than noted in 4.6.2.6.;
- 4.6.2.8 knowingly furnishing false information to College officials, including failure to disclose a name or other relevant details to a College officer or employee in circumstances where it is reasonable to require such information to be given and the officer or employee is acting within the scope of their authority;
- 4.6.2.9 act for or on behalf of the College unless expressly authorized to do so;
- 4.6.2.10 behave in a manner that damages the College's relationship or reputation with its local communities;

- 4.6.2.11 possess or use firearms, weapons, explosives or dangerous substances and devices.
- 4.6.2.12 possess, use, or distribute alcohol, illegal drugs, controlled substances and/or pornography;

4.7 Other Violations

The following shall also constitute misconduct and render a Student liable to disciplinary action:

- 4.7.1 violent, indecent, disorderly, threatening, bullying, harassment or other offensive behaviour or language whilst on College premises or engaged in any College activity, or directed at any member of the College, or gross or repeated insolence towards any member of the College's staff actions likely to cause injury or impair safety on College premises;
- 4.7.2 publishing, via any medium including online, of material that may reasonably be considered threatening, harassing or grossly offensive or likely to incite misconduct, whether directed at groups of or individual Students or staff or, where the author is identified as being a member of the College, at any individual or group outside the College community;
- 4.7.3 falsifying, misappropriating or misusing College documents or records or other data, held in any format;
- 4.7.4 conduct which constitutes a criminal offence (including conviction for an offence) where that conduct or the offence:
 - 4.7.4.1 takes place on College premises, or
 - 4.7.4.2 affects or concerns other members of the College community, or
 - 4.7.4.3 damages the good name of the College, or
 - 4.7.4.4 itself constitutes misconduct within the terms of these regulations, or
 - 4.7.4.5 is an offence of dishonesty, where the Student holds an office of responsibility in the College,
- 4.7.5 failure to comply with a reasonable request made by any member of the College's staff who is authorised to make such a request, or refusal to leave any College building or the grounds of any College building when requested to do so by a member of the academic staff or of the senior administrative staff, or by any employee of the College who has responsibility for the security of the building or property. A member of the College staff is authorised to make such a request to ensure the security of a building or the safety of people (including the person to whom the request is made) within that building;

- 4.7.6 any action which improperly interferes with the activities of another educational institution will constitute misconduct under the terms of this policy;
- 4.7.7 encouraging or aiding another Student in the commission of Student Misconduct;
- 4.7.8 contravening any provision of relevant Qatari Law;
- 4.7.9 disregarding or ignoring a sanction imposed in accordance with this policy.

4.8 Academic Misconduct

- 4.8.1 **Cheating.** Cheating involves actual, or attempted deception and/or dishonest action in relation to any academic work of the College. The following actions are considered to be attempted deception and Cheating and are therefore prohibited:
 - 4.8.1.1 taking any unauthorised material, paper or equipment, into an examination. Unauthorised material includes, but is not limited to, notes in any form. Unauthorized equipment includes mobile telephones, all models of calculator not specifically approved for an examination and other electronic devices;
 - 4.8.1.2 talking to another candidate during an examination;
 - 4.8.1.3 copying or attempting to copy from others during an exam, a lab; an assignment; or other academic work;
 - 4.8.1.4 communicating answers with another person during an exam, a quiz or a lab;
 - 4.8.1.5 pre-programming a calculator to contain answers or other unauthorized information for exams;
 - 4.8.1.6 using unauthorized materials, banned technology, prepared answers, written notes, hacking systems to obtain answers, or concealed information during an exam;
 - 4.8.1.7 allowing others to do an assignment or portion of an assignment for the Student, including the use of a commercial term-paper service, and presenting or attempting to present the work as the Student's;
 - 4.8.1.8 submitting of the same assignment for more than one course without prior approval of all the instructors involved;
 - 4.8.1.9 collaborating on an exam or assignment with any other person without prior approval from the instructor;
 - 4.8.1.10 sitting an exam for another person or having someone sit an exam for the Student.

4.8.2 **Plagiarism.** Plagiarism is the unacknowledged inclusion of material derived from the published or unpublished work of another person (such as from the internet or from another person) whether intentional or unintentional. It includes, but is not limited to, the following:

- 4.8.2.1 wholesale copying of passages from works of others into the Student's homework, essay, term paper, or dissertation without acknowledgment;
- 4.8.2.2 use of the views, opinions, or insights of another without acknowledgment;
- 4.8.2.3 paraphrasing of another person's characteristic or original phrasing, metaphor, or other literary device without acknowledgment;
- 4.8.2.4 unacknowledged inclusion of material derived from published or unpublished work (such as from the internet from another person) whether intentional or unintentional.

4.8.3 **Collusion.** Collusion is the active cooperation of two or more Students to jointly produce material where there is a requirement that that material be produced independently. A Student who knowingly allows any of his or her academic work to be acquired by another person for presentation as if it were that person's own work is also guilty of collusion. Collusion is strictly prohibited.

4.8.4 **Course materials.** The following actions, pertaining to course materials, are strictly prohibited:

- 4.8.4.1 removing, defacing, or deliberately keeping from other Students library materials that are on reserve for specific courses;
- 4.8.4.2 contaminating laboratory samples or altering indicators during a practical exam,;
- 4.8.4.3 selling, distributing, website posting, or publishing course lecture notes, handouts, readers, recordings, or other information provided by an instructor, or using them for any commercial purpose without the express permission of the instructor.

4.8.5 **Theft or Damage to Intellectual Property.** The following actions are strictly prohibited:

- 4.8.5.1 sabotaging or stealing another person's assignment, book, paper, notes, experiment, project, electronic hardware or software;

- 4.8.5.2 improper access to, or electronically interfering with, the property of another person or the College via computer or other means;
- 4.8.5.3 obtaining a copy of an exam, quiz, lab assignment, or assignment prior to its approved release by the instructor.

4.8.6 Alteration of College Documents. The following actions are strictly prohibited:

- 4.8.6.1 forgery of an instructor's signature on a letter of recommendation or any other document;
- 4.8.6.2 submitting an altered transcript of grades to or from another institution or employer;
- 4.8.6.3 putting one's name on another person's exam or assignment;
- 4.8.6.4 altering a previously graded exam or assignment for purposes of a grade appeal or of gaining points in a re-grading process.

4.9 Reporting Student Misconduct

- 4.9.1 Any staff member, Student, or member of the public, with reasonable grounds to believe that a Student has committed Student Misconduct, may make a Complaint to the Office of Student Affairs.

4.10 Disciplinary Actions

- 4.10.1 The College will seek to promote and facilitate good Student conduct through education, support and positive encouragement, however where these approaches or other informal actions are not sufficient, formal disciplinary action will be instituted by the Office of Student Affairs.
- 4.10.2 Student Misconduct Complaints shall be dealt with fairly and in accordance with the Student Misconduct procedures.
- 4.10.3 Progressive discipline will be applied once Student Misconduct is found to have occurred and one or more of the below penalties might be imposed in accordance with the Student conduct procedures. This applies to Student Misconduct that occurs on the College Premises, in the course of studying or other activities offered by the College, or when a Student is representing College in or outside of Qatar.
- 4.10.4 The outcome of the process will be to either dismiss or uphold an allegation.

- 4.10.5 Where a Student is found to have committed Student Misconduct, any of the following penalties or a combination of these may apply to the Student:
- 4.10.5.1 loss of credit for work submitted or completed;
 - 4.10.5.2 re-submission of the assignment;
 - 4.10.5.3 failing grade in the assignment where the incident occurred;
 - 4.10.5.4 failing grade in the course;
 - 4.10.5.5 requiring a formal apology;
 - 4.10.5.6 written letter of warning, placed on the official Student file;
 - 4.10.5.7 removal of privileges;
 - 4.10.5.8 fines;
 - 4.10.5.9 suspension from participating in Student activities;
 - 4.10.5.10 reprimand and suspension from the College for a full term; for more than a full term; or a part thereof;
 - 4.10.5.11 temporary or indefinite expulsion;
 - 4.10.5.12 expulsion.
- 4.10.6 If the incident involves a threat or act of violence, the Associate Vice-President of Student Affairs, may issue a 48 hour suspension and immediate removal of the alleged perpetrator(s) while the incident is being investigated. Such removal shall not be construed as a determination of guilt. Upon conclusion of the investigation, the Student shall be immediately returned to the College should the Complaint be determined to be without merit.
- 4.10.7 If a Complaint is found to have been reported without merit and with an intention, or with reckless disregard, to cause harm to the respondent, the Complainant will be subject to penalties under this policy.
- 4.10.8 A Student may be subject to an investigation regardless of any action by civil, administrative or criminal authorities against the Student relating to the same or similar conduct.
- 4.10.9 Nothing in this policy precludes the College from referring an individual matter to the appropriate law enforcement agency before, during, or after disciplinary action is taken by the College under this policy. A Student may be subject to criminal prosecution and/or civil proceedings notwithstanding, and in addition to, disciplinary action taken by the College against the student under this policy. Applying this policy does not prevent anyone, including licensing bodies from proceeding with civil, administrative or criminal actions independent of the College actions.

4.11 Appeals:

4.11.1 Students can appeal a decision or ruling that affects them. Issues may relate to academics, attendance, discipline and Students rights and responsibilities. The College believes that Student concerns should be addressed in a timely manner. Students wishing to appeal or grieve a decision through the process defined in the Student Misconduct procedure.

5.0 Procedures

5.1 The Associate Vice President of Student Affairs will ensure that procedures are developed and implemented in accordance with this policy.

6.0 Related Documents

- 6.1 PL-ST-03: Student Attendance Policy;
- 6.2 PR-ST-01-01: Student Conduct Procedure;
- 6.3 PR-ST-01-02: Student Dress Code;
- 6.4 PL-ST-06: Student Appeals Policy;
- 6.5 PR-ST-03: Student Attendance Procedure;
- 6.6 PL-ST-06: Student Appeals Procedure.

7.0 Revision / Modification History:

Rev #	Date	Section No.	Summary of Changes
00			