



Student Code of Conduct

ADA University as an educational institution has a set of standards, attributes and purposes essential to its existence and well-functioning. We ensure access and opportunity for every ADA University student to obtain their educational objectives within a safe, healthy, inclusive, intellectually rich educational environment throughout their time at the University. The Student Code of Conduct capitalizes on ADA University's commitment to promote intellectual development, sense of ethical citizenship, and personal responsibility of its students.

Students of ADA University are expected to act in accordance with the following outcome images in consideration of best skills and knowledge vested in them:

- Highly Intellectual Solution Providers
- Close Collaborators
- Effective Communicators
- Ethical Citizens

ADA University expects all its students to show respect to one another, ADA faculty, administration and staff. The current Student Code of Conduct is an University's policy of non-academic violations and applies to all students, student organizations, clubs and other student bodies of the University. It sets forth acts constituting both acceptable and unacceptable behavior and conduct for ADA University students. ADA University is a world-class educational entity and one of the country's prominent institutions which regularly hosts many events, official delegations, distinguished guests and country-wide conferences, therefore, students of ADA University are expected to adhere to the norms of ethical behavior and respect each other in order to maintain the image of the University.

The Current Code of Conduct implies disciplinary actions for all alleged on-campus misconduct. However, the University may consider disciplinary actions for off-campus offenses that are directly affecting the ADA community, its students, officials of the University, breaches of the national law, and if student's misconduct negatively affects pursuit of ADA's mission and its image. The University will take any breach of the Code of Conduct seriously and exercise disciplinary measures when required.

I. Expected behavior

Students admitted to ADA University accept the responsibility to familiarize themselves with and adhere to high standards of honor and ethical citizenship. Any proven failure to meet these obligations will justify appropriate disciplinary procedures. ADA University expects its students to:

- 1.1. Behave in a responsible manner and communicate in a way that does not offend or discriminate others;
- 1.2. Help fostering mutual respect and understanding between all members of ADA University community;
- 1.3. Follow all formal instructions, policies and procedures issued by the University authority including Library, Administrative, IT and other policies accessible to all students through the Office of Student Services;
- 1.4. Adhere to University's Safety policies by observing fire alarms and related evacuation procedures;
- 1.5. Adhere to ADA University's Acceptable IT Use Policy while using technological property of the University (computers, printers, smart boards, etc.);
- 1.6. ADA University is an educational entity and hosts many official guests, events and delegations on a regular basis. Therefore, we value ADA students adhering to the norms of behavior and dress code to protect personal and University's reputation. Students are expected to give preference to smart casual, business and semi-business attire;
- 1.7. Respect RSVP/sign-up policies at official events and activities. In the case of an inability to attend, please, inform the responsible staff member in advance;
- 1.8. Switch off all mobile phones and other electronic devices during classes and/or put on silent mode when attending major campus events;
- 1.9. Arrive on time for scheduled classes and academic programs. For more details, please, read course syllabi to familiarize yourself with attendance policy of a particular faculty member;
- 1.10. Unless there is a prior written permission of an instructor and other students, no video or audio recording of a class may take place. This does not apply to security cameras throughout the campus;
- 1.11. Only bottled drinks may be taken into classrooms. No food is permitted in the classrooms;
- 1.12. Assist the University efforts to keep all premises clean and neat;
- 1.13. Carry responsibility for their personal belongings and should keep valuable items with them at all times. ADA University does not carry responsibility for items left unattended. Any found property must be brought to Lost and Found Desk located in Building B;
- 1.14. Use and show their ADA University ID card when entering/leaving University premises and whenever requested by the Security team;
- 1.15. Request a permission and inform the Security team at least one day before they plan to bring in visitor(s) to the Campus. All visitors and guests must register in accordance with the Guest Policy and General Administrative rules of the University in advance and

obtain a visitor pass at the Welcome Center before they may enter the Campus (Student Guest Request Form is available under Policies section on the official website of ADA University);

- 1.16. Ensure fair access to computers, classrooms, common spaces and dining areas to all members of ADA University community. Personal belongings should not be used to reserve seats for longer periods. Any unattended items will be immediately removed by the Security team and discarded;
- 1.17. Comply with all requests from professors/faculty and Administration of the University in a timely and respectful manner;
- 1.18. Communicate and immediately disclose to University Administration if charged with illegal offenses outside of ADA University.

II. Unacceptable behavior

Below inappropriate behavior constitutes a serious misconduct that is likely to lead to disciplinary measures:

- 2.1. Engagement in any behavior that prevents or disrupts teaching, learning, and administration of ADA University activities;
- 2.2. Involvement in any conduct at or outside of the University which may discredit the University or violate laws of the Republic of Azerbaijan;
- 2.3. Littering (throwing cigarette butts, food wrappers, paper, cans, bottles, etc.) around the campus and within its premises is strictly prohibited. No food is allowed inside the classrooms and event halls;
- 2.4. Violence against any other person, including any kind of insult, bullying, threatening or physical assault;
- 2.5. Misconduct that threatens others' safety and well-being;
- 2.6. Exercising lewd or abusive language and behavior towards any other student, administrative staff, professors of the University within and outside of campus including social media and emails;
- 2.7. Sexual harassment, assault as well as engagement in any acts of public display of affection at the University;
- 2.8. Smoking on campus is allowed only at the designated areas and strictly prohibited inside the buildings and other premises of ADA University;
- 2.9. Bringing, consuming, distributing or selling alcoholic beverages, illegal drugs, guns and other controlled substances or gunpowder and cold weapons;
- 2.10. Appearing in classes, events and on campus under the affect of alcohol, illegal drugs and other controlled substances;
- 2.11. Entering Health Center and using medicines without prior approval of a medical staff;
- 2.12. Theft, inspection, faking and/or duplicating ideas that are property of others (including email accounts) or of the University;
- 2.13. Invasion and abuse of fellow students', faculty, staff and University administration email accounts and personal social media accounts;

- 2.14. Damaging and attempting to destroy property of University, including learning devices, furniture, equipment, other devices and services;
- 2.15. Invasion and abuse of University's or its partner organizations' confidential materials, networks, software, cloud software, student/course information systems, mailing lists and accounts;
- 2.16. Unauthorized use of another person's account to access the university information systems for any intention and reason or providing access to their own account to unauthorized persons;
- 2.17. Intentionally using University property/premises for personal goals and interests, thus, limiting equal access of other students and University administration to common spaces;
- 2.18. Gambling within ADA University premises is strictly prohibited;
- 2.19. Unauthorized use of University's name, logo, copy right materials, and/or other attributes associated with the image of the University. Any intention to use University's official attributes should get prior authorization through the Branding & Communications Office;
- 2.20. Misuse of mailing lists for personal purposes, promotion and mass e-mailing;
- 2.21. Providing and using false information or falsified identification documents;
- 2.22. Interfering with class time, teaching, University events and other official activities, thus, preventing to run activities in a professional and timely manner;
- 2.23. Lending University ID card to another person to enter campus and its premises;
- 2.24. Entering and attempting to enter University using an ID card of another student or staff/faculty member;
- 2.25. Attempting and bringing any unauthorized guests to ADA University including trespassing into campus with a friend/guest in the car without prior registration;
- 2.26. Bringing pets and animals to ADA University unless holding a special permission to an activity that involves animals;
- 2.27. Breaches of ADA University's official policies and regulations;
- 2.28. Violation of any disciplinary sanction imposed as a result of infractions of the Student Code of Conduct rules.

III. Investigation Procedures and Sanctions

A. Reporting Violations

1. Any student, staff and faculty who have become aware of possible violations of the ADA University Student Code of Conduct by any student, recognized student club, student body or organization is expected to report the case to the Manager, Office of Student Services with the utmost urgency. This should be done in writing, providing as many details as possible;

2. Such reports to the Student Services are normally adequate for reporting purposes. If taking reporting actions, any student, staff or faculty member should take appropriate account of the circumstances at the time;
3. Manager, Office of Student Services is expected to maintain the utmost confidentiality concerning such reports and shall guarantee the anonymity of his/her source at all times. Manager shall submit the case to the Office of Executive Vice Rector for hearing and decision-making unless otherwise decided.

B. Fair Processing & Case Resolutions

1. Student violations of the Code of Conduct (paragraph 2, points 2.2, 2.4, 2.5, 2.6, 2.9, 2.10, 2.12, 2.13, 2.15, 2.17, 2.26, 2.27) that may result in suspension and dismissal from the University, are to be investigated by the University Conduct Committee at Disciplinary Hearings with final approval of sanctions by the Rector;
2. Student violations of the Code of Conduct that require disciplinary probation, reprimand and restitution (paragraph 2, points: 2.1, 2.3, 2.7, 2.8, 2.11, 2.14, 2.16, 2.18, 2.19, 2.20, 2.21, 2.22, 2.23, 2.24, 2.25) are subject to investigation and processing by the Office of Student Services and submission of proposed sanctions to the Executive Vice- Rector for final approval;
3. ADA University reserves the right to re-consider appropriate sanction and investigation procedures assigned according to the severity of the misconduct and its overall effect on the University community;
4. ADA University may withhold student diploma or terminate official recognition of a student club/organization until the case is being investigated and final decision is made;
5. Students shall not have right to withdraw or request a transfer from the University until under hearing and investigation of a conduct breach;
6. Students may appeal the imposition of a Committee decision for misconduct to the Rector only based on substantially valid arguments and evidences. Appeals must be made in writing within one (1) week of the decision of the Conduct Committee. If the Executive Vice Rector considers the appeal to be grounded it is presented to the Rector's consideration. Decisions confirmed by the Rector are considered final.

C. Conduct Committee

1. The Conduct Committee is in charge of hearing cases of alleged violations of the ADA University Code of Conduct;
2. The Committee shall be chaired by the Executive Vice – Rector and consist of Vice-Rector for Academic Affairs, Dean of the School (respective to the student's study program); Associate Vice Rector for Student Services; one student representative appointed from each currently serving Undergraduate and Graduate Student Governments;

3. Chair of the Conduct Committee ensures smooth and fair processing of hearing and investigation procedures with no right of voting;
4. Each member of the Conduct Committee is required to pledge to keep the matter under investigation confidential;
5. In case accused student fails to appear at the hearing, the committee may make a decision based on the available information. Should there exist any force major cause for the accused student preventing to attend the hearing, a new date may be set for the meeting at the decision of the Conduct Committee members.
6. Executive Vice Rector shall appoint a Secretary of the Conduct Committee hearing, who shall maintain minutes of the hearing. The minutes of the hearing shall be signed by the Secretary, the Executive Vice Rector and all committee members;
7. Decisions by the Conduct Committee on the case of violation shall be communicated to the violator not later than 3 business days after the hearing day by the Executive Vice Rector or any other official member of the Conduct Committee assigned by the Executive Vice Rector;
8. Contacting members of the Conduct Committee for the purpose of influencing their decision is prohibited and considered in itself a violation of the University Honor Code and the Student Code of Conduct.

D. Sanctions

1. **Reprimand:** is a formal written sanction that the student's behavior is unacceptable and its continuation will result in more serious consequences;
2. **Disciplinary probation:** a student status assigned for a certain period of time until any repetitive breaches of the Code. The duration of disciplinary probation may vary between one semester, one academic year up until the termination of an official student status at the University. Students on disciplinary probation may not run for or hold student club/organization chair and co-chairmanships, Student Government positions, or mentor roles;
3. **Suspension:** temporary exclusion from the classes, activities, events and premises of the University within a certain period of time indicated in the suspension letter. The sanction is to be permanently recorded on the student's academic transcript;
4. **Expulsion:** a permanent termination of student status considering expulsion from all University classes, events, activities and premises. The sanction is to be permanently recorded on student's academic transcript;
5. **Restitution:** a reimbursement of a damage costs resulted in breaches of the Code of Conduct such as vandalism, damaging equipment, furniture, University assets, services, smoking, violating driving/parking rules and littering in University premises.