



## UNIVERSITY POLICIES STUDENT CODE OF CONDUCT Academic Year – 2024

This Student Code of Conduct provides a clear statement of the student expectations at American University of Yangon in respect of academic and personal behaviour. All students must meet these standards of behaviour as they participate in University activities and when they interact with other students, faculty, administration staff, kitchen staff, guards, and all other members of the University community. This Handbook provides a structure for the development and management of student conduct in order to promote high levels of professional behaviour and ethical standards within the University and to resolve issues fairly, promptly and efficiently.

### **Principles**

Students at the AUJ are expected to adhere to the University's principles which are:

**Respect                      Honesty                      Inclusion                      Equity**

Students are expected to uphold these University principles at all times when present on campus and when they interact with University community via email, phone, and other means.

### **Academic Integrity**

Academic integrity is the cornerstone of scholarly pursuits, fostering an environment where knowledge is pursued with honesty, respect, and fairness. A robust academic integrity policy is essential in preserving the sanctity of education, ensuring that students engage in the learning process ethically and authentically. This document outlines the principles and guidelines of our institution's academic integrity policy, emphasizing the importance of maintaining the highest standards of honesty and integrity in all academic endeavors.

### **Plagiarism**

Students must always cite sources and in the correct form (in-text citation, different citation) in the correct style (depends on which style professors assign). Plagiarism is the stealing of another's work and submitting it as your own work. It is an offence taken seriously here at American University of Yangon.

Some examples of plagiarism include:

- i. Copying an essay or idea from the internet or from friends and passing it off as your own work.
- ii. Paraphrasing texts without citing sources
- iii. Using parts of another person's essay without quotation marks or references.
- iv. Submitting the same essay for two different classes
- v. Copying and changing a few words to try to disguise plagiarism

## Penalties for plagiarism

- a. Professors may request students to resubmit their assignment.
- b. Students may get a 0 mark on their assignment.
- c. Students may fail their tests.
- d. Students may fail the class and get a grade 'F'.
- e. Students may be expelled from AUU

## Attendance

### 1. Attendance Requirement:

Students are expected to attend all scheduled classes, lectures, discussions, and other academic activities as outlined in the course syllabus. Regular attendance is crucial for understanding course content, engaging in discussions, and participating in learning activities.

### 2. Punctuality:

Students are expected to arrive on time for all classes. Late arrivals disrupt the learning environment and can affect the overall educational experience for both the individual student and the class as a whole.

### 3. Absences and Excused Absences:

- Reporting Absences: In the event of an absence, students are responsible for promptly informing the instructor via the designated communication method specified in the course syllabus. It is the student's responsibility to provide a valid and documented reason for the absence.

- Excused Absences: Excused absences may include medical reasons, family emergencies, official university activities, and other circumstances deemed valid by the instructor. It is essential to communicate with the instructor as soon as possible to discuss the nature of the absence and provide necessary documentation.

### 4. Consequences for Excessive Absences:

- Attendance Impact on Grades: Excessive absences may result in a negative impact on a student's grade. Instructors may specify the attendance policy and its relation to grading in the course syllabus.

- Loss of Course Credit: In some cases, excessive absences may lead to a student's loss of credit for the course, and the student may be required to withdraw or retake the course.

### 5. Make-Up Work:

Students are responsible for obtaining any missed assignments, lecture notes, or other materials due to absences. It is the student's responsibility to schedule make-up exams or assignments in accordance with the instructor's policy.

## 6. Documented Medical Issues:

In cases of prolonged illnesses or medical conditions affecting attendance, students should communicate with the relevant university office (e.g., health services, disability services) to provide documentation and explore accommodations.

## 7. Switching Classes:

Students are not allowed to change sections temporarily without any valid reasons.

**NOTE: Students MUST SHOW UP for mid term and final exams. Only in case of health issues or serious circumstances in the family may a student be excused. In these cases, the student must provide proof. In all other cases, if a student fails to show up for the mid term or final exam, the student risks failing the class.**

## Grades

- To transfer to American universities, students must have at least 2.40 CGPA, 60 credits, TOEFL iTP 520 or IELTS and 5.5 and have taken the golden 4 subjects: MATH 45, PHIL 25, COMM 7 and ENG 10.
- Grade reports for mid-term and end-of-term are to be signed by the student's Parent /Guardian.
- Failed grades or grade 'F' will not count towards credit. Therefore, remedial work is mandatory. Doing remedial work (retake) provides students with an opportunity to improve their grades. Their old grade will be removed and the new grade will be used in calculating their CGPA. Retake fees are \$1000 per course.
- Students who receive a grade of D will also be able to do remedial work, if required, to increase their GPA. Grade 'D' students will still obtain credits. Retake fees will still apply.
- For withdrawals and retakes, AUY is not able to guarantee that the courses will be offered within the next few semesters. Students could have to wait for 1 - 2 years. Students can only take that class again in a term when AUY offers it.
- If a student decides to stop taking a class one week after the class starts, it is claimed that the student is taking a "Withdrawal" from that class.
- If a student decides to withdraw from a class and ends up failing to complete 60 credits at AUY due to his/her decision, it will be the responsibility of the student for his/her delay in the transfer process.
- Withdrawal forms will only be admitted/approved within the 2 weeks after the mid-term exam. Students need approval from AUY professors and program officers for withdrawals.
- Withdrawals will result in a Grade 'W' in the grade reports. Students will not receive any credits for the course.

- Withdrawing from a class at AUY does not result in the reduction of school fees.
- A student is considered to be dropped out if he/she does not attend classes/submit assignments/take exams without consulting AUY. Dropout students will receive a grade 'F' on their grade reports.
- Students with the GPA below 3.0 are not allowed to participate in non-academic competitions or tournaments.
- Students with GPA 3 and above are eligible for the student council president or vice president.

### **Standards of Behavior**

Students at AUY are expected to be polite, considerate, and well-mannered in their behavior towards others. A courteous student is respectful and demonstrates good manners in their interactions, showing kindness and consideration. Courteous behavior often involves being polite in speech, attentive to others' needs, and mindful of social conventions. It contributes to creating a positive and respectful social environment.

Unacceptable behavior at AUY:

- 1) Harassing and bullying anyone on campus including fellow students, professors, and campus staff is unacceptable and may result in expulsion.
- 2) Smoking cigarettes, cheroots, vape and cigar are not allowed in any area of the campus.
- 3) Drinking alcohol and other intoxicants on campus are banned.
- 4) Attending class while under the influence of alcohol or other intoxicants is unacceptable.
- 5) Playing loud music on campus is not allowed, unless there is festive occasion where the program management has been informed.
- 6) Students may not pose unreasonable demands on professors and administrative staff.
- 7) Students must refrain from public display of affection while on campus and in classroom. Campus is a place for education and academic pursuits. To ensure the safety and well-being of all students and staff, public displays of affection and engaging in private activities that can cause uncomfortable atmosphere, distraction from educational environment, violation of personal space and disrespectful behavior must be refrained on-campus and in the classroom.

The use of campus facilities:

- 1) Students must keep the common areas clean at all times. Students must clean after meals, snacks and beverages. There are two designated places for taking meals: Canteen and the Student lounge.
- 2) In certain circumstances, the amenities and utensils will be allowed for individual use. In that case, the student or students who want to use the said items, must ask permission from the campus personnel. The campus personnel will ask the staff in charge of the amenities and utensils

to lend it to the students. After use, the items must be cleaned and returned to the staff in the same condition as received.

- 3) Students are not allowed to enter the Admin Room, Back offices and Program Office without permission.
- 4) The use of parent's lounge is prohibited.
- 5) If a club wants to use campus facilities, spaces and other amenities for an activity on campus, the club president must prepare and submit an official form which states the reason or purpose of the activities, the needed spaces, exact schedules, and the list of amenities and utensils. This procedure must be done at least two days before the activity or the event takes place.
- 6) Speakers, amplifiers and other sound systems are not allowed for personal on any area of the campus.
- 7) If school's properties are destroyed by the students, they have to pay back the value of the property which is destroyed.

### **Compliance with the Student Code of Conduct**

The University is committed to providing students with access to education and training in relation to the requirements of this Code. Where uncertain about the Code's application or interpretation, students should consult with their Program Administration.

Failure to comply with the Code may lead to disciplinary action such as grade deduction, suspension, and in serious cases may lead to termination of Admission.