



AMERICAN UNIVERSITY OF BEIRUT

The Olayan School of Business Honor Code

I. Preamble

The School of Business in its commitment to the highest business ethics standards seeks to provide a living example of an environment where all its stakeholders, students, faculty and staff work and learn together in a healthy atmosphere of mutual respect and intellectual honesty. The School of Business Honor Code is based on a common understanding among its members regarding shared values, rights and responsibilities. Once a student accepts to be part of the School of Business student body, he or she accepts to abide by the spirit of the Honor Code as well as by its rules and regulations.

In order to mobilize student awareness and to ensure their commitment to the Honor Code, students will be asked to assume responsibility in suggesting any amendments to the code, participate in implementing appropriate sanctions in case of violations and imposing self-discipline through signing the following pledge whenever submitting an exam or assignment:

*“I fully understand and strongly adhere to the
School Of Business Honor Code”*

II. Objectives

The School of Business Honor Code aims to cultivate a community based on trust, academic integrity and honor. It specifically aims to accomplish the following:

- A. Ensure that students, faculty and administrators understand that the responsibility for upholding academic honesty at the School of Business lies with them;
- B. Prevent any students from gaining an unfair advantage over other students through academic misconduct;
- C. Ensure that students understand that academic dishonesty is a violation of the profound trust of the entire academic community;
- D. Clarify what constitutes academic misconduct among students and what is expected of them by the faculty, and their peers;
- E. Cultivate an environment where academic dishonesty is not tolerated among the students;
- F. Secure a system of education and awareness of the Honor Code.

III. The Honor Code

The standard of academic conduct for the School of Business students is as follows:

- A. The Honor Code is an undertaking of the students, individually and collectively:
 - 1. that they will not give or receive aid in examinations; that they will not give or receive unpermitted aid in class work, in the preparation of reports, or in any other work that is to be used by the instructor as the basis of grading;
 - 2. that they will do their share and take an active part in seeing to it that others as well as themselves uphold the spirit and letter of the Honor Code.
- B. The faculty on its part manifests its confidence in the honor of its students by avoiding, as far as practicable, academic procedures that create temptations to violate the Honor Code.
- C. While the faculty alone has the right and obligation to set academic requirements, the students and faculty will work together to establish optimal conditions for honorable academic work.

Examples of conduct which are regarded as being in violation of the Honor Code include:

- A. Copying from another's examination paper or allowing another to copy from one's own paper
- B. Unpermitted collaboration
- C. Plagiarism
- D. Revising and resubmitting a quiz or exam for regrading, without the instructor's knowledge and consent
- E. Giving or receiving unpermitted aid on a take-home examination
- F. Representing as one's own work the work of another
- G. Giving or receiving aid on an academic assignment under circumstances in which a reasonable person should have known that such aid was not permitted

IV. Violations to the Honor Code

Non-Academic Violations

- A. Forgery, alteration, unauthorized use or misuse of any University document, record, key, electronic device, or identification.
(Class 1-4)¹
- B. Knowingly furnishing false information or knowingly reporting a false emergency to any University official, faculty member or office.
(Class 2-3)
- C. Theft, conversion, misappropriation, damage or destruction of any property of the University or property of others, or possession of any stolen property.
(Class 2-4)
- D. Theft or abuse of computing facilities or computer time, including but not limited to: unauthorized entry into a file to copy, use, read, or change its contents; unauthorized transfer of a file; unauthorized use of another individual's identification or password; use of computing facilities to interfere with the work of another student, faculty member, or University official; or use of computing facilities to interfere with a University computing system.
(Class 2-5)
- E. Unauthorized entry to, possession of, receipt of, or use of any University property, including equipment, resources or services.
(Class 2-4)
- F. Obstruction or disruption of teaching, research, administration, student disciplinary procedures or other University activity.
(Class 1-3)
- G. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.
(Class 2-5)
- H. Disorderly conduct.
(Class 1-3)
- I. Failure to identify oneself or comply with the directions of a University official or faculty member, acting in the performance of his or her duties while on University property or at an official University function, or resisting or obstructing a University or other public official in the performance of his or her duties.
(Class 1-3)
- J. Violation of any other University policy or campus regulation.
(Class 1-5)

¹ (Class X-Y) denote that the violation can be placed in any class within the range assigned to it at the discretion of the Students Affairs Committee.

Academic Violations

- A. Cheating: Cheating is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials which are prohibited or inappropriate in the context of the academic assignment in question. This includes, but is not limited to:
1. Providing answers to or receiving answers from others for any academic assignment. In "group assignments" and "cooperative learning" situations, it is the responsibility of the student to ascertain from the instructor to what degree the work must be done exclusively by the student or may be done in collaboration with others;
(Class 2-4)
 2. Using notes, information, calculators, or other electronic devices or programs during exams or for assignments from which they have been expressly or implicitly prohibited;
(Class 2-4)
 3. Improperly obtaining or using improperly obtained information about an exam or assignment in advance of its availability to other students, or assisting others in doing so;
(Class 2-5)
 4. Impersonation during examination as in putting one's name on another student's exam or assignment; or
(Class 2-4)
 5. Altering previously graded work for purpose of seeking a grade appeal.
(Class 2-4)
- B. Plagiarism: Plagiarism is defined as the use of intellectual material produced by another person without acknowledging its source. This includes, but is not limited to:
1. Copying from the writings or works of others into one's academic assignment without attribution, or submitting such work as if it were one's own;
(Class 2-4)
 2. Using the views, opinions, or insights of another without acknowledgment ; or
(Class 2-4)
 3. Furnishing false information in the context of an academic assignment. This includes, but is not limited to:
 - Writing an exam or term paper for another student;
(Class 2-5)
 - Soliciting another person to take an exam or write a paper for one's own class;
(Class 2-5)
 - Submitting the same piece of work as partial fulfillment of the requirements in more than one course without permission of the

instructor;
(Class 2-4)

- Representing oneself as another person, or failing to identify oneself forthrightly and honestly in the context of an academic obligation;
(Class 2-4)
- Representing, explicitly or implicitly, that work obtained from another source was produced by oneself; or
(Class 2-4)
- Falsification of Data or distortion of documentation that is used in an assignment or project.
(Class 2-4)

C. Creating an improper academic disadvantage to another student or an improper academic advantage to oneself. This includes, but is not limited to removing, defacing, hiding or deliberately withholding library books or other materials, particularly those with short-term loan periods or on reserve for courses;
(Class 2-4)

D. Interference with courses of instruction. This includes, but is not limited to:

1. Failure to comply with the instructions or directives of the course instructor; or
(Class 1-4)
2. Disruption of classes or other academic activities.
(Class 1-4)

E. Theft or damage of intellectual property. This includes, but is not limited to:

1. Sabotaging or stealing another person's assignment, book, paper, notes, experiment, or project;
(Class 2-4)
2. Improperly accessing or electronically interfering via computer or other means with the property of another person or the University.
(Class 2-4)

F. Selling or distributing course lecture notes, handouts, readers or other information provided by an instructor, or using them for any commercial purpose without the express permission of the instructor.
(Class 2-4)

G. Copyright Violations.
(Class 2-4)

V. Disciplinary Measures Associated with violations to the Honor Code:

Disciplinary Actions

Class 1:

Unofficial warning, zero grade on the assignment or any grade affected by the offense

Class 2:

Official warning, zero grade on the assignment or any grade affected by the offense

Class 3:

Official Reprimand, zero grade on the assignment or any grade affected by the offense

Class 4:

Suspension for one or more terms, a failing grade in the course affected by the offense.

Class 5:

Permanent dismissal from the university, a failing grade in the course affected by the offense.

SECONDARY DISCIPLINARY ACTIONS

In addition to the disciplinary actions listed above, the following secondary disciplinary actions may be imposed upon those who violate the Honor Code. More than one secondary disciplinary action may be imposed and such actions are irrespective of the severity level of the violation.

- | # | Description |
|----|---|
| 1 | The student shall be prohibited from representing AUB in any official role, activity or event. |
| 2 | The student shall be prohibited from serving as an officer of any AUB organization including club, society. |
| 3 | The student shall be prohibited from participating in the Work Study Program. |
| 4 | The student shall be prohibited from receiving any form of financial aid, scholarship or monetary award. |
| 5 | The student shall be prohibited from receiving any form of honor, merit award or other academic recognition |
| 6 | The student shall be prohibited from participating in any club, society or student organization. |
| 7 | The student shall be prohibited from holding any elective office at AUB. |
| 8 | The student shall be prohibited from holding a Graduate Assistantship. |
| 9 | The student shall be prohibited from holding a Research Assistantship. |
| 10 | The student shall be prohibited from living in any AUB Hall of Residence or similar facility. |
| 11 | The student shall be prohibited from proctoring any university examination. |
| 12 | The student shall be required to attend treatment or counseling as determined by the Director of the Counseling Center in consultation with the Dean of Student Affairs |

- 13 The student shall be required to make restitution
- 14 The student shall be required to perform community service
- 15 The student's case shall be referred to an external agency for further action (this could include the filing of criminal charges)

VI. Procedure:

Complaints shall be filed to the student affairs committee that will send a copy of the allegations to the student, the faculty members concerned and the dean. The student shall be given the right to defend himself/herself and concrete evidence of the allegations must be presented to the committee. The decision of the Student Affairs Committee will then be sent to the student, the faculty members concerned, the Dean of the School of Business and to the student's file. A student found responsible by the Students Affairs Committee, for violating the Honor Code, may file an appeal to the Dean of the School of Business clarifying the bases for the appeal.

The Students Affairs Committee will consider any suggestions for amendments to the Honor Code as they are presented to it by the students through their SRC representatives, faculty members and the Dean of the School of Business.

Note: This document was prepared by the School of Business Student Affairs Committee with reference to the code of conduct of Stanford University, Virginia Tech, Georgia Tech University, the University of California Berkeley and the final draft of the AUB Student Code of Conduct prepared by the University Committee for Student Affairs.