



MOHAMED BIN ZAYED
UNIVERSITY OF
ARTIFICIAL INTELLIGENCE

Student Code of Conduct Policy Manual

CoCManual_EA_POL_V02.00

August 2024

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1. Policy Manual Statement

Mohamed bin Zayed University of Artificial Intelligence (MBZUAI) commits to facilitating academic pursuits, ensuring the University's operational efficiency, and projecting a positive institutional image. To this end, the University has formulated the MBZUAI Student Code of Conduct.

The Student Code of Conduct serves as a comprehensive guide outlining students' rights and responsibilities concerning themselves, their peers, and the broader University community. Additionally, it delineates the policies governing expected behavior within MBZUAI, along with the repercussions for non-compliance with the University's rules, regulations, and policies. The Code of Conduct serves as a vital component of the University's policies, intricately connected with the Admissions, Educational Affairs, and Registrar's Policy Manuals.

MBZUAI strives to cultivate an environment that fosters academic excellence and integrity, upholds the principles of free inquiry, and aligns with its overarching educational mission. The institution operates on the assumption that all students have a serious commitment to their educational pursuits, expecting them to embody responsibility and adhere to the highest standards of ethical behavior, honesty, and academic integrity.

In maintaining these standards, MBZUAI emphasizes the severity with which unethical behavior is regarded within the University community. Any form of academic dishonesty is deemed incompatible with the fundamental principles of higher education and will be met with strict consequences as it undermines the core values and integrity of the University.

2. Objective

The purpose of this policy manual is to:

- Inform students of their rights and responsibilities.
- Establish the general standard of conduct expected of students.
- Define the behaviors categorized as misconduct.
- Illustrate examples of conduct that may be subject to disciplinary action.
- Clarify the processes that the University will follow to address allegations and cases of misconduct.
- Provide examples of disciplinary measures and potential sanctions for violations.
- Support faculty, staff, and students to embed good practice in academic integrity.
- Ensure equitable treatment for all students in assessing potential breaches of academic integrity.

3. Scope

Students are required to familiarize themselves with and adhere to the Code of Conduct, which is applicable to all students:

- Throughout the duration of enrollment at the University while receiving a scholarship.
- In both physical and virtual domains.
- Pertaining to both academic and non-academic matters.
- On the University campus or its premises.
- Beyond campus boundaries, during or in connection with University-sponsored activities elsewhere.

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- During Third-party engagements that affect the University or the student's standing, status, or academic record.

4. Policies and Procedures

4.1 Student Code of Conduct

Students are required to conduct themselves in a manner that enhances the positive atmosphere within the University, emphasizing values such as respect, civility, diversity, opportunity, tolerance, and inclusiveness. It is expected that students act with honesty and integrity, adhering to the University's regulations, policies, and guidelines to ensure the success of both the individual and the community. Every student at MBZUAI is obligated to show respect towards fellow students, faculty members, staff, and the public.

The Code of Conduct sets out the rights and responsibilities of students at MBZUAI, and students are expected to:

1. Adhere to the deadlines outlined in the academic calendar concerning admission and registration rules.
2. Conform to program and course requirements.
3. Acknowledge the University's academic responsibility to establish and uphold appropriate academic and professional standards in courses and programs.
4. Work to the best of their ability.
5. Uphold the highest ethical standards.
6. Exemplify role model behavior throughout the entire duration of their study.
7. Refrain from engaging in any activity that could tarnish the University's reputation.
8. Actively and positively participate in teaching, learning, and research activities.
9. Provide constructive feedback on the execution of these activities.
10. Demonstrate reasonable standards of behavior, avoiding harassment or discrimination during all University activities.
11. Treat University faculty and staff with courtesy at all times.
12. Act with academic integrity and honesty, refraining from cheating, plagiarizing, fabricating or falsifying data, or infringing copyrights.
13. Maintain a "Good Academic Standing" throughout the duration of their studies.
14. Respect and preserve University property provided to enhance their learning and education; and acknowledge that any act of vandalism may result in disciplinary action, including potential dismissal.
15. Follow the established lines of communication within the University concerning complaints and appeals.
16. Provide the University with accurate personal information and genuine documentation, ensuring timely updates whenever necessary.
17. Abide by the conditions set forth in policies, procedures, handbooks, guidelines, and communications,

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accepting sanctions applied for failing to do so.

18. Respect and adhere to all laws, cultural norms, and moral values of the United Arab Emirates.

4.2 Student Rights

MBZUAI recognizes the fundamental importance of fostering an environment that empowers students and upholds their rights. Student rights, a cornerstone of academic governance, encompass a spectrum of privileges and protections aimed at ensuring a conducive and equitable learning experience. These rights extend beyond the pursuit of knowledge to include a commitment to fair treatment, freedom of expression, and access to resources that facilitate personal and academic growth. Acknowledging students' rights reinforces the principles of academic integrity but also cultivates a vibrant and inclusive educational community.

All students, potential students, and former students have the right to:

1. Pursue academic education, after satisfying the eligibility criteria and adhering to academic standards.
2. Receive education in a professional, supportive, equitable, and secure academic environment.
3. Be clearly informed about study plans and pertinent bylaws, policies, and procedures.
4. Have access to University facilities, services, and learning resources.
5. Express individual opinions on teaching performances through the course of teaching and evaluations via feedback and surveys.
6. Convey individual concerns and grievances in an impartial and equitable manner.
7. Enjoy freedom from all forms of discrimination.
8. Experience confidentiality regarding academic records, personal information, and disciplinary records disclosed during instruction, advising, and/or counseling.

4.3 Prohibited Conduct

Prohibited conduct encompasses both academic and non-academic misbehaviors. Any violation of University regulations, rules, or by-laws, or any conduct by a student that adversely impacts the integrity, proper functioning of the University, or the well-being of its members and visitors, is considered a violation that necessitates disciplinary action.

The subsequent lists provide explicit instances of prohibited conduct. It guides students in comprehending the types of behavior that may lead to disciplinary measures. This list is not exhaustive, and students should recognize that their conduct may still be deemed prohibited under this Code of Conduct even if it is not explicitly mentioned.

4.3.1 Non-Academic Misconduct

1. Disruptive behavior during classes or encouraging absenteeism.
2. Disrupting academic or non-academic activities, hindering legitimate community members' activities, or

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unauthorized participation in University activities.

3. Conducting unapproved activities on campus.
4. Establishing groups or publications without authorization.
5. Possession of prohibited items on campus.
6. Violation of gender-specific areas.
7. Substance abuse or smoking/vaping in prohibited areas.
8. Providing false information to internal or external parties.
9. Noncompliance with campus traffic rules.
10. Breach of University regulations on trips and activities.
11. Failure to follow instructions from faculty, security, or staff.
12. Unauthorized interference with University procedures.
13. Any unauthorized photography on campus and/or outside campus.
14. Actions that endanger the health, safety, or well-being of any person, and any forms of physical or psychological aggression, stalking, harassment, hazing, intimidation, or bullying.
15. Any conduct that constitutes discrimination.
16. Misuse of mobile phones or smart devices.
17. Destruction, damage, tampering, or unlawful access to University or individual property.
18. Possession of unauthorized property, knowingly taken without permission.
19. Unauthorized use of University facilities, equipment, or services.
20. Inappropriate use of the email system and/or University software/hardware, violating laws, regulations, or policies.
21. Destruction or manipulation of stored information in libraries, computers, or information systems.
22. Creating conditions that endanger or threaten the destruction of the University or unauthorized property.
23. Knowingly providing false information to University officials, faculty, or offices.
24. Forgery, alteration, or misuse of University documents, records, identification, computer programs, or accounts.
25. Breach of the dress code.
26. Any behavior considered a disciplinary violation by the University.
27. Any conviction from any legal system.

4.3.2 Academic Misconduct

The University will regularly conduct various activities, training, initiatives, and measures for its students and faculty to ensure that academic integrity is fully enforced. It will seek to spread awareness and educate students on acceptable behavior stressing the importance of academic integrity compliance.

Academic misconduct includes, but is not restricted to, any form of the following:

1. **Plagiarism:** Presenting someone else's work, ideas, or intellectual property as one's own without proper attribution.

The acceptable similarity index for students is 15% as determined by plagiarism detection software.

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Exceeding this threshold shall be at the course instructor's discretion.

2. **Cheating:** Using unauthorized aids, copying from others, or any form of dishonesty during any academic submission, such as an assignment, examination, project, presentation, or report.
3. **Fabrication/Falsification:** Creating or inventing information, data, or sources and presenting them as genuine.
4. **Ghostwriting:** Submitting work that was produced by someone else without proper acknowledgment. Utilizing Artificial Intelligence (AI) software is allowed only with written consent from the course instructor, and any work generated through AI must be appropriately acknowledged.
5. **Collusion:** Inappropriately collaborating with others on assignments or exams without authorization. Facilitating or encouraging violations of academic integrity by any means is considered a violation.
6. **Research Misconduct:** Violating confidentiality, infringing on intellectual property rights, neglecting the well-being of research participants or personal data, mistreating research subjects or materials, misusing confidential data received from others, authoring papers without proper approval/review, and not following approved research practices.
7. **Unauthorized Access to Materials:** Obtaining or using materials, information, or resources without proper permission.
8. **Impersonation:** Having someone else take an exam or complete an assignment on behalf of the student.
9. **Contract Cheating:** Hiring someone to complete assignments, exams, or any academic work on behalf of the student.
10. **Late Submissions:** Not conforming to the due date for any submissions.
11. **Multiple Submissions:** Submitting the same work for different assignments without proper disclosure. Submitting the same work for different assignments without proper disclosure.
12. **Data Fabrication or Misrepresentation:** Falsifying research data, experimental results, or any form of data used in academic work.
13. **Academic Standing:** A student failing to maintain a "Good Academic Standing" status, can be considered as academic misconduct.

4.3.3 Academic Integrity

Safeguarding academic integrity is a shared responsibility among all members of the University community, encompassing faculty, staff, and students. Faculty members are entrusted with the primary responsibility of identifying and reporting instances of academic dishonesty related to academia and fostering an environment that encourages ethical academic practices. Students are obligated to declare or report any suspected violations

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of academic integrity. This collaborative commitment to academic honesty contributes to the cultivation of a scholarly community characterized by trust, integrity, and the pursuit of knowledge with the highest ethical standards.

In line with the commitment to uphold the University's values and academic integrity, the roles, responsibilities, and guidelines are outlined:

1. Faculty members have the primary responsibility to report academic dishonesty related to coursework.
2. Teaching assistants and other supporting faculty should report suspected instances to the course instructor.
3. Charges of academic dishonesty regarding Master's or Doctoral projects or theses are primarily the responsibility of the student's supervisor or committee members evaluating the work.
4. When a student suspects that a violation of academic integrity has occurred, ideally, the student must report the violation to the instructor and/or the Department Chair. In cases when this is not possible, the matter can be reported to the Director of Educational Affairs or the Provost.
5. Students may also report anonymously. In this report, the student should describe the violation and what action they have taken, such as talking with other student(s) involved, or with the faculty or staff member. Every effort will be made to preserve the anonymity and confidentiality of the student reporting the incident. However, this cannot be guaranteed.
6. When the person who bears the primary responsibility does not bring a charge for suspected violation within a reasonable time, the Department Chair or Provost may bring a charge forward should the situation become known to them.
7. Once a student is notified, orally or in writing, that a faculty member suspects academic dishonesty in a course, the student may not change his or her registration in the course while the matter is pending, or in which a finding of academic dishonesty has been made. Any attempt to withdraw from a course under these circumstances shall be considered a separate violation of this policy.
8. If an academic sanction has been determined, a student may be withdrawn from the course with the faculty permission, providing that the alleged violation occurred during the University deadline for withdrawing, and provided the sanction is not a failure for the course. Withdrawing from a class does not automatically remove the violation report and is subject to the policies of the Registrar's Office.

4.4 Dress Code

Dress standards are part of the culture and socially accepted norms of ethics and are strongly associated with the identity, traditions, beliefs, and values that are deeply rooted in UAE society. As ambassadors of MBZUAI,

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students must observe high standards of personal appearance at all times. Students must be respectful of the local culture and customs as well as reflective of the University's overall image.

Students are expected to maintain attire that reflects respect for local culture and customs, aligning with the overall image of the University. Compliance with the dress code is mandatory while on campus or attending University-related events and activities unless stated otherwise for special events. The subsequent examples offer a non-exhaustive guide to appropriate and inappropriate clothing and appearance:

All students are prohibited from:

- Displaying clothes with offensive text or images.
- Displaying visible items of radicalization ideology.
- Using excessively strong colognes or perfumes.
- Face-cover (niqab) is not allowed on-campus.

All students are encouraged to:

- Male students should maintain tidy hair, and beards and moustaches should be neatly trimmed.
- Female students must adhere to conservative dressing guidelines, avoiding shorts, short skirts, sleeveless or low-cut neckline shirts, and any tight or transparent clothing.

4.5 Misconduct Warnings and Sanctions

The University reserves the right to issue misconduct warnings and/or impose sanctions in response to violations of its policies. These warnings and sanctions are administered with fairness and due process, considering the nature and severity of the misconduct. Students are expected to conduct themselves with integrity, respect, and responsibility, and any deviation from these expectations may result in appropriate warnings or sanctions as determined by the University.

Any University staff member may assert misconduct allegations. The Director of Educational Affairs, Registrar, and/or Provost can impose disciplinary warnings and/or sanction(s).

The University may impose one or several of the below:

- A. **Grade Change:** Rescinding or changing a grade for an assignment and/or an exam. This can be applicable to a past assignment and/or course in which a violation has been identified.
- B. **Failing Grade:** 1) for the assignment and/or an additional reduction in the grade for the course; or 2) A failing grade in the course; or 3) A failing grade in the course with a transcript notation of academic dishonesty.
- C. **Verbal warning or a written disciplinary warning.**

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- D. **Group Sanctions:** Disciplinary actions or penalties applied collectively to a specific group of students for violating established rules, regulations, or codes of conduct.
- E. **Academic Standing Status:** A change in academic standing status can be applied to an individual student or collectively to a specific group of students. The penalties associated with the change of academic standing status will be determined by the policies of the Registrar's Office.
- F. **Probation:** Behavioral observation for a set period; the student may face a more severe disciplinary sanction if it becomes clear that they breached policies whilst in the observation period.
- G. **Restitution and/or Fines:** Payment of costs or compensation for loss, damage, or injury, which may take the form of appropriate service, financial fines, or replacing the materials.
- H. **Apology:** The issuance of a statement, apology, or retraction in an appropriate form, in public or in private.
- I. **Restriction or prohibition of access or use:** A denial for a specified period of time of, or conditions imposed on, a student's right to access or use of any part or all of the University's premises, facilities, services, equipment, activities, programs, meetings, or events or those held by, on, or in association with the University without making it impossible to complete academic requirements.
- J. **Loss of privileges** – A denial of specified privileges for a specified period of time without making it impossible to complete academic requirements.
- K. **Withdrawal of Scholarship:** Forfeiture or loss of all, or part of the scholarship privileges.
- L. **Expulsion from University residence:** The student is excluded from benefiting from the University residence for any specified period of time.
- M. **Deregistration or termination:** The removal of the student from one or more courses for one or more semesters (which may require re-application for admission to a program or faculty or termination from any internship or research project).
- N. **Suspension from the University:** The student is suspended from the University for a specified period of time, after which the student is eligible to return. Conditions for readmission may be imposed. Suspension will normally also result in deregistration and/or the placement of an academic hold.
- O. **Expulsion from the University:** Expulsion of the student from the University.
- P. **Legal Proceedings:** The University reserves the right to initiate criminal and/or civil legal proceedings where merited.

In certain circumstances, an ad hoc investigation committee may be formed for serious violations and/or sanctions at the University's sole discretion.

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Serious sanction(s) decision letters must be signed by the student as a formal acknowledgment. This shall be considered part of the student records under the remit of the Educational Affairs Department and/or the Registrar's Office.

Decision letters can be issued in hard copy or electronically. Unless stated otherwise, student(s) are required to acknowledge receipt in the same format in which the decision was issued.

5. Misconduct Proceedings

In cases where the initial investigation concludes without the student(s) consenting to sign the acknowledgment of serious sanction(s) imposed by the University, an ad-hoc committee will be formed to investigate the matter further.

The committee has the authority to impose more severe sanctions than those initially imposed, and false statements made during the process may result in additional sanction(s).

5.1 Student Disciplinary and Academic Integrity Committees

In cases where the student has refused to consent to the acknowledgment of the imposed disciplinary sanction(s) decision letter, the University shall form an ad-hoc committee.

Depending on the nature of the allegation, an ad-hoc committee may be formed after approval by the Provost:

- **Non-academic misconduct: Student Disciplinary Committee**
- **Academic misconduct: Academic Integrity Committee**

1. One committee will be established, or in certain cases, both committees may be formed. In either circumstance, the committee will operate based on predefined Terms of Reference.
2. The composition of the committee(s) is at the discretion of the Provost and is to be formed with a minimum of three (3) members including the chair of the committee.
3. All committee proceedings are considered confidential.
4. The student will be informed of the formation of the committee(s) and the date of the investigation session at least five (5) working days prior to the session.
5. The student has the right to provide evidence(s) and/or request the testimony of voluntary witnesses.
6. The student shall have the right to present their case supporting their claims that have been previously presented prior to the initial committee hearing. The student should be brief, concise, and organized in presenting their case.
7. The committee has the authority to request testimony from any member of the University's community.
8. If a student does not attend the committee hearing, the committee may proceed in their absence, and the student loses the right to appeal against the committee's decision to the University. If rescheduling is required, the committee must receive a 24-hour notice, and rescheduling is subject to the committee

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chair's discretion based on exceptional circumstances, with decisions being non-appealable.

9. The committee(s) will conclude the investigation and deliver a formal report to the Director of Educational Affairs within ten (10) working days after the investigation session. The report will encompass the committee's decision and, if the student is determined to have breached the Code of Conduct, any sanctions to be applied.
10. The Director of Educational Affairs shall inform the student in writing, within five (5) working days of receiving the report, of the decision and the sanctions, if any, to be imposed.
11. The student may submit a written appeal to the Director of Educational Affairs within five (5) working days from the date on which the student is notified of the outcome of the committee(s) investigation.

Cases where Academic Standing status and/or related to academic financial penalties occur, will be subject to the policies of the Registrar's Office.

Misconduct related to research that will require subject matter expert(s) may be referred to the Research Integrity Committee, a University standing committee. In these cases, the committee may need to extend the time required to review the evidence(s) and issue the report. The committee chair shall have the authority to extend the time of any of the proceedings listed above.

5.2 Appealing Disciplinary Sanctions

To ensure a fair and transparent academic environment, students can appeal decisions that impact their standing. The appeals process serves as a crucial avenue for students to seek a review of decisions perceived as unjust, upholding the principles of procedural fairness and student rights.

1. Any student who has received a disciplinary decision letter is encouraged to schedule a meeting with the Director of Educational Affairs and/or the Registrar to discuss the situation prior to appealing the case.
2. Students have the right to appeal the disciplinary decision issued against them by the committee(s) through a written appeal addressed to the Director of Educational Affairs and/or the Registrar within five (5) working days from receiving the decision letter. The Appeal should be based on one or more of the following justifications:
 - The disciplinary proceedings stipulated herein have not been observed.
 - Emergence of new evidence(s) which were not known before and have a significant impact on the decision.
 - The disproportion between the violation and the disciplinary sanction.
3. In exceptional circumstances, a student may request additional time to appeal against the warning and/or sanction by sending a request via email to the Director of Educational Affairs and/or the Registrar. Requests for extensions must be made within five (5) working days of the date of the decision letter. Extensions are granted at the sole non-appealable discretion of the University.
4. Appeals must include pertinent evidence supporting one of the above criteria and names of voluntary witnesses, if applicable.
5. The Provost undertakes the consideration of the appeal and may decide to accept or reject the appeal

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at their sole discretion.

6. Should the Provost consider the appeal, the matter will be reviewed at the University's sole discretion, and the decision being appealed may be upheld, revoked, or modified.
7. The Director of Educational Affairs and/or the Registrar will inform the student in writing of the Provost's decision within ten (10) working days of receiving the appeal or within a longer period if deemed necessary by the Provost. If the appeal is rejected, then any sanction(s) become effective immediately upon notification, and any imposed or confirmed penalty takes effect on the date specified in the first decision letter issued.
8. A copy of the decision letter is sent to the student, and the complainant if applicable, which is also filed in the student's record.
9. Decisions of the Provost shall be final and binding to all parties.

Cases involving Academic Standing status and/or related academic financial penalties will be subject to the policies of the Registrar's Office and the relevant Appeals Committee. In these cases, the student will contact the Registrar to commence the associated processes.

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6. Definitions

Terminology	Definition
Appeal	A formal process by which student(s) seek a review or reconsideration of an imposed decision. An appeal aims to secure a fair and impartial reassessment of the original decision, leading to potential modifications, reversals, or affirmations based on the merits of the case.
Code of Conduct (CoC)	A set of rules, principles, and ethical guidelines to govern the behavior and actions of individuals. It outlines the expected standards of conduct, defines prohibited behaviors, and specifies potential consequences for violations. It serves as a framework to promote ethical behavior, integrity, and a positive culture, aligning members with the values and principles of the University.
Decision Letter	An official written communication that communicates the outcome of a particular decision-making process. It typically provides details regarding the determination or resolution reached in response to a specific matter, request, application, or appeal. The decision letter often outlines the reasons behind the decision, any relevant policies or regulations, and any actions or consequences that may follow.
Dress Code	Regulations for attire and appearance abiding with institutional values and cultural norms. It specifies acceptable clothing, grooming standards, accessories, and general appearance.
EA	Educational Affairs
Member of the University Community	Any individual associated with the University, including students, faculty, staff, and administrators, who actively participates in or contributes to the academic, social, and operational aspects.
Misconduct Proceedings	Formal processes or actions undertaken by the University to address and resolve instances of alleged misconduct or violations of established rules, policies, or codes of conduct.
Prohibited Conduct	This refers to actions forbidden within academic institutions due to their potential harm, disruption, or violation of policies and laws. These include harassment, plagiarism, cheating, bullying, and substance abuse. Violations can lead to disciplinary action and/or legal consequences.
Student Rights	Entitlements, freedoms, and protections within educational settings ensure fair treatment, equal opportunities, and a conducive learning environment. These include freedom of expression, access to education, privacy, due process, and protection from discrimination.

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Terminology	Definition
Warnings and Sanctions	Warnings typically serve as an initial notice, alerting individuals about their non-compliant behavior and advising them to rectify it. Sanctions are more severe consequences imposed when violations persist or are serious.

7. References and Related Documents

1. [Educational Affairs Policy Manual](#)
2. [Registrar's Office Policy Manual](#)
3. [Admissions Policy Manual](#)
4. [Research Integrity Committee Charter](#)
5. [Alumni Policy](#)
6. [Academic Integrity Policy](#)
7. [Academic Integrity Procedure](#)

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8. Document Control Information

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V01.00	MBZUAI-SLS-CONDUCTCODE-GDL-V1.0	Director of Student Affairs	Initial Approved Document	December 2020
V02.00	CoCManual_EA_POL_v01.00	Director of Educational Affairs	<p>Policy manual to meet requirements of internal audit, Ministry of Education inspection directorate and the Commission of Academic Accreditation regulatory bodies.</p> <p>Policies and Procedures merged and organizationally aligned, file name compliance with Records and Archives.</p> <p>Amalgamation of policies:</p> <ul style="list-style-type: none"> Code of Conduct SLS-CONDUCTCODE-GDL-V1.0 Academic Integrity Policy AAR-ACINTEGRITY-POL-V1.0 Academic Integrity Procedure AAR-ACINTEGRITY-PRO-V1.0 Registrar Office Policy Manual MBZUAI-AAD-RPM-POL-V1.02 	April 2024
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Approval List

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1	Policy Owner	Director of Educational Affairs	Initiator	2024-05-01
2	IEQA Review	Head of IEQA	Reviewed	2024-04-29
3	Legal Review	General Counsel	Reviewed	2024-07-04
4	Initiator	Provost	Reviewed and Endorsed	2024-06-24
5	Endorser	Director of Strategy and IEQA	Endorsed	2024-07-15
6	Approver	The President	Approved	2024-08-29

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