



*American University  
of Central Asia*

**Department of International and Comparative Politics**

## **Rules of Conduct and Anti-Harassment Policy**

This policy complies with the code of conduct described in the AUCA Student Handbook. Below are more specific iterations to ensure fairness, equality, academic freedom, and freedom of speech and expression in the classroom.

Students shall respect the opinions of their peers and professors and their right to speak without interruptions or fear of ridicule.

Students shall not discriminate based on race, gender, ethnicity, religion, sexual preferences, disabilities, or any other personal features and/or characteristics that define an individual or community.

Students shall not ask for any undeserved preferential treatment from AUCA faculty and staff.

Students shall respect AUCA faculty and staff. Students shall ask for the faculty's and staff's attention outside the classroom only during the times of their appointment or office hours.

Students shall be held accountable for any claims and/or statements they make about AUCA faculty and staff and shall provide all the necessary evidence when requested by relevant AUCA faculty and staff.

Students shall not exert any form of intimidation, blackmail, threats, or any other form of illegitimate influence on AUCA students, faculty, and staff.

Students shall be on time to classes and all contacts with AUCA faculty and staff and shall leave the class when the class is over unless there is a medical necessity or advance permission from the professor. The ICP professors reserve the right not to let students into the class if they are late and/or count their late arrival as an unexcused absence.

Students shall attend classes regularly unless there is a good and verifiable reason requiring their absence in class.

Students shall not cause unnecessary distractions and disruptions in class.

Please respect university discipline rules and turn off cell phones during class. Students should not be late for classes. If any student is more than five minutes late, the instructors have the right to accept them as an absence from the class. Students cannot use social networks, such as Facebook, VK, Twitter, etc., during class. If the professor notices such behavior, they have the right to ask these students to leave the classroom. Food and beverages are not permitted in the classroom. Students cannot leave the class to take any food and beverages. In this case, the s will accept the student as absent from that class. Cell phones and any other electronic devices, including the dictionary, are strictly prohibited during the exams. If any student attempts to cheat in the exams, the instructors will give an F grade for the entire course. The instructors might ask the student to be punished according to the university rules and the Student Code.

For more information, please see: [https://auca.kg/en/code\\_of\\_conduct1/](https://auca.kg/en/code_of_conduct1/)

Absences for course assessment activities (such as exams, simulation games, academic debates, and presentations) will not be accepted. The instructors reserve the right to determine what constitutes an extraordinary circumstance. The instructors also reserve the right to administer makeup activities of any format, which may not necessarily correspond to the original one. If any student misses the activities and does not have an excused absence, they will receive a zero grade. There will be no extra work provided in the courses. An incomplete grade (I) will be given unless there is an agreement between the instructor and the student before the end of the course. The instructors retain the right to determine legitimate reasons for an incomplete grade.

*Inappropriate behaviors will not be accepted in the classroom* (i.e., sarcastic jokes and comments, anger, aggressive communication – verbal or written, stalking, bullying, attempt to challenge the instructor's academic authority in the class, lateness or leaving the classroom, usage of cell phone and social media in class, side conversations, disregard for deadlines, insist the instructors make changes and grade negotiation). In this case, *the instructor has full right to dismiss the student from the course, ask the student for a Withdrawal (W) grade, and ask the university administration to start the academic discipline procedure.* The instructors also asked the department not to write any recommendation letters for this student and not to support the student in any academic and extracurricular activities.

*\* Please send an e-mail during regular working hours (Monday to Friday, 09:00-17:00), and wait at least three official working days to receive an answer. Please refer to your professors not by their name but with the title Dr. Surname or Professor Surname.*

All discussions need to be scholarly. Scholarly comments are:

- Respectful of diverse opinions and open to follow-up questions and/or disagreement.
- Related to the class and course material. Scholarly comments advance the discussion about the course and/or course material rather than personal beliefs.
- They are delivered in normal tones and a non-aggressive manner—no sarcastic comments.

For these reasons, we need to be very courteous in our interactions in and outside the classroom. The instructors will not tolerate any hate speech/act or derogatory remarks towards other students, themselves, and the university. The instructors will not tolerate any form of (attempted or tried)

improper practices [including racial, sexual/orientation, psychological, or professional harassment].

Unacceptable behaviors in the classroom include:

- Personal and Professional attacks. This includes attacks on a person's appearance, identity, professionalism, demeanor, or political and religious beliefs.
- Use raised tones, yelling, engaging in arguments with other students or the instructors, and physical aggression.
- Posting comments on social media and attacking the instructors professionally or personally, classmates, and the course itself.
- Ignoring the instructor's authority to protect the integrity of the classroom. When students are asked to discontinue a conversation that violates the guidelines outlined above or harass others, they are expected to stop and be asked to be punished following the university's anti-harassment policy.

For more information, please see:

[https://auca.kg/uploads/HR/Anti-harassment/NEW-2019/Anti-Harassment\\_Policy.pdf](https://auca.kg/uploads/HR/Anti-harassment/NEW-2019/Anti-Harassment_Policy.pdf)

If any student misbehaves with others, the instructors have the right to ask the student to leave the classroom immediately and not attend the session or sessions, depending on the behaviors in the following classes. The instructors can ask for an X grade for those students.