



CODE OF STUDENT RIGHTS, RESPONSIBILITIES AND CONDUCT

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Preamble

As a Liberal Arts University - American University of Central Asia (the “AUCA” or “University”) nurtures the intellectual, ethical and physical growth of our students. We are a community of learners who pursue ideas and experiences with authenticity in search of excellence. We value free inquiry, creativity and the open exchange of ideas. As a community, we have obligations to one another. We are committed to challenge unreasonable limitations on our intellectual and creative freedom. We believe that individual rights are best protected by a collective commitment to civility and mutual respect. We have a social contract with each other. Without this contract and without these responsibilities, personal rights are jeopardized. Our responsibilities and obligations to one another preserve our individual rights and freedoms and promote our collective values. For these reasons, this Code of Conduct was created.

Part I: Student Rights and Responsibilities

Section A

Individual Rights

1. This Code of Student Conduct constitutes an integral part of the University’s Internal Regulations. Compliance with the provisions of this Code is mandatory for all students and other members of the University community.
2. **Citizenship**
 - 2.1. A student has the right to exercise his or her rights as a citizen of the Kyrgyz Republic (the “KR”) or, if a foreign student according to the legislation of the KR for foreign citizens.
 - 2.2. Believes that all students should be free to exercise their constitutional rights and responsibilities without interference or fear of university disciplinary action for such activity.
 - 2.3. A student who files a complaint under the provisions of this Code or who is charged under this Code, may be present during those parts of a proceeding at which witnesses provide evidence may be submitted is entitled to request that the University make a good faith attempt to compel the attendance of witnesses requested, the timely production and submission of all documents, and a timely decision. An individual is not entitled to be present during the deliberation part of the proceeding.
 - 2.4. A student has the right not to be falsely accused of violating this code. If the accuser makes an accusation, which after the investigation, is deemed to have been filed with the intent to cause harm, the person filing the complaint will be held accountable for his or her acts.
3. **Freedom from Discrimination**
 - 3.1. Students at AUCA are expected to enter into a social contract to respect the rights and dignity of other students. Under this policy, the University will not exclude any person from participation in its programs or activities on the basis of arbitrary considerations

such as age, color, disability, ethnicity, gender, marital status, national origin, religion, sexual orientation or veteran status.

3.2. Students who believe that they are victims of discrimination may obtain information concerning the regulations and complaint procedures at the Student Affairs Office, following the “I have a problem” table provided below.

4. Freedom from Harassment

4.1. Students have the responsibility to respect each other’s personal rights and dignity. A student has the right to be free from sexual harassment, harassment based on sexual orientation, ethnicity, race, color, religion and gender.

4.2. Students who believe that they are victims of harassment may obtain information concerning University policy and complaint procedures at the Student Affairs Office. For detailed information on AUCA’s rules, procedures and regulations regarding harassment, please refer to the Anti-Harassment Policy using the following link.
https://www.auca.kg/en/anti_harassment/

Section B

Students’ Rights and Responsibilities

1. Students must read and comply with the Code of Student Rights, Responsibilities and Conduct.
2. Students must adhere to the conditions outlined in the Study Agreement upon enrollment to AUCA.
3. Remain aware of current regulations posted on the University website.
4. Respect the rights and property of university and others.
5. Follow all internal University regulations as well as national regulations.
6. Carry University identification or another form, and be prepared to present it upon entrance inside the building or when requested by university staff or administration.
7. Students are responsible for selecting a program of study, planning their class schedule and meeting the requirements of the degree. The University will provide students with advisors to assist them throughout their academic journey, however students themselves bear responsibility for knowing and meeting program requirements.
8. In the classroom and in academic work, a student has the freedom to raise relevant issues, and to express alternative opinions to those being discussed without concern for any academic penalty.
9. Students are responsible for adhering to the standards of academic integrity and agree to take responsibility for their work.
10. Students are obliged to master theoretical knowledge, professional skills, abilities and modern methods of scientific research at the level of requirements of educational standards, to perform within the established timeframe all types of assignments provided by the curriculum and study programs, to comply with the charter of the University internal regulations.

11. Students have the right to participate in the formulation of the University policies which directly affect them by serving as members of committees in the Student Senate and the Faculty Senate. In exercising this right, students may access appropriate information, express their views and have their views considered.
12. Every student has the right to participate in the Students Affairs, directly or through freely chosen representatives to the Student Senate.
13. The University does not discriminate against individuals with disabilities. AUCA describes a physical or mental impairment as one that substantially limits or restricts the condition, manner or duration under which a person can perform a major life activity, such as walking, seeing, hearing, speaking, breathing, learning, working, reading concentrating or taking care of oneself. AUCA is committed to creating an inclusive learning environment. To this end, AUCA provides conditions and means to ensure the accessibility of education and the assimilation of knowledge. Those wishing to become more familiar with university policies and procedures for people with disabilities should refer to the *Student Academic Accommodations and Accessibility Policy*.
14. The following provisions of the Code govern faculty relations with Students as well: with regard to relations with students, the term “faculty” means all those who teach and/or do research at the University including, but not limited to, librarians, researchers, professors, instructors, graduate and undergraduate students with teaching responsibilities (teaching assistants), visiting and part-time faculty and other instructional personnel including coaches and advisers.
15. The University’s educational mission is promoted by professionalism in faculty-student relationship. Professionalism is fostered by an atmosphere of mutual trust and respect. Actions of faculty and students that harm this atmosphere undermine professionalism and hinder fulfillment of the University’s educational mission. Trust and respect are diminished when those in positions of authority abuse or appear to abuse their power. Those who abuse their power in such a context violate their duty to the University community.

Section C

Relationships between students, faculty and staff members

1. General rule

The AUCA community finds sexual relationships between students and professors, students and staff members to be unacceptable in any form. This does not apply to married couples.

2. Relationships in the Instructional context

A faculty member shall not have an amorous or sexual relationship, consensual or otherwise, with a student who is enrolled in a course being taught by the faculty or whose performance is being supervised or evaluated by the faculty member.

3. Relationships outside the Instructional context

Faculty should be careful to distance him or herself from any decisions that may reward or penalize a student with whom he or she has or has had an amorous or sexual relationship, even outside the instructional context, especially when the faculty and student are in the same academic program.

Section D

Student groups and student organizations

1. A student has the right to form, join and participate in groups or organizations which promote the common interests of students, at the same time, the establishment of clubs or student organizations is limited to the creation of communities aimed at discussing religious, social, political, economic and recreational goals, both on and off campus. AUCA considers the freedom of inquiry, assembly and discussion to be essential to a student's educational development and believes that this broad principle is a cornerstone of education in a democracy. The University therefore recognizes the rights of all students to engage in discussion, to express thoughts and opinions and to assemble, speak, write or publish on any subject in accordance with the Constitution of Kyrgyz Republic.
2. University requires a student group or organization to register and be approved by the Student Affairs office, in order to ensure that its activities (no political activities are allowed) would espouse the university's values and charter purpose.
3. A student group or organization may be authorized to use University facilities for extracurricular activities, subject to the following rules and regulations:
 - 3.1. The student group or organization must submit a written request to the Dean of Student Affairs. The request must contain necessary information concerning planned usage of the university facilities appropriately.
 - 3.2. A group or organization cannot qualify as a student group or organization if the heads and the majority of its members are not currently enrolled or have graduated from the AUCA.
 - 3.3. Participation in the proposed activity must be without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, nationality, religion, sexual orientation or veteran status.
 - 3.4. The written request must contain a statement that the student group or organization will assume responsibility for the use and proper care of the university facilities during the proposed activity. The student group or organization and/or individual members may also be subject to disciplinary action if the use of the facilities involves any violation of the provisions according to the described below part IV about student disciplinary procedures.
 - 3.5. Requests for the use of university facilities shall be accepted and approved on a first come – first served basis. Note that such student organizations which consists of alumni association members or mixed with currently enrolled students, may use the facilities, but only under special exceptions made by the university administration, but the main

condition is that active students have priority over alumni students when it comes to booking.

- 3.6. Approval for the use of university facilities shall be granted under the condition that no facility may be used in violation of any university provisions.

Section E

Student Senate

1. The Student Senate is an elective body with a one-year term period and elected according to the established regulations.
2. The Student Senate represents the interests of the AUCA student body in the Faculty Senate. Its primary function is to make recommendations with respect to academic and extracurricular matters. Senate also coordinates university activities for students offsite and distributes funds from the Student Senate budget among various clubs and student organizations of AUCA.
3. The Student Senate's budget is formed annually on the request of the Dean of Student Affairs and approved by the Vice President/Chief Operating Officer.
4. Procedures for receiving funds from the Senate's budget are regulated by rules established by the University.

Section F

Freedom of speech, assembly and expression on the territory of the University

1. AUCA considers freedom of inquiry and discussion essential to a student's educational development. Thus, the University recognizes the right of all students to engage in discussion, exchange thoughts and opinions and speak and publish freely on any subject in accordance with the guarantees of the Constitution of the KR. These rights are realized when students accept and respect each other's rights.
2. If such meetings are held in university property, students and student organizations are obliged to follow the authorized procedures for the registration.
3. The university will all times seek to assure student and faculty groups about the opportunity to meet and to exchange ideas and views, however controversial, but it does not permit nor tolerate what is illegal according to the law of Kyrgyz Republic.
4. Students are free to engage in peaceful and orderly assemblies which do not disrupt the functions of the university, subject to appropriate regulations concerning time, place and manner (*AUCA announced its territory closed for any political actions. In AUCA it is prohibited to establish political and religious parties and organizations, moreover, it is not allowed to conduct political and religious propaganda and agitation among AUCA community*). If a student believes that their rights for peaceful assemblies are being restricted, he/she may file a complaint to the Dean of Student Affairs.
5. Students publishing their work in newspaper that are not sponsored or supported by the university financially can distribute these publications to students on the campus, in

accordance with established time, place and method of distribution. If a student believes that his right to publish and distribute is restricted in an inappropriate manner by another student or university employee who is responsible for this, he/she can file a complaint with the Dean of Student Affairs.

6. Student articles published under the auspices of the university cannot be censored. However, they must correspond to general journalism norms and ethics. Editors and managers of student publications cannot be arbitrarily released from their posts due to their publishing policies, publications of students, faculty or staff of the university. Editors and managers may be dismissed only in accordance with the provisions established by the administrative authority responsible for appointing editors and managers.
7. Students may distribute announcements (emails, posters, flyers, etc.) on campus only with prior approval from the Dean of Student Affairs, and PR office in cases of commercial announcements. Material cannot be about religious or political content, cannot infringe other people's ethnical or racial identity and other similar topics.

Section G

Student Records

1. A student has the right to access his/her educational records maintained by the university, subject to the rules and regulations available at the University Registrar's Office and Administrative Services Center.
2. A student has the right to review his/her educational records and to obtain and interpretation of the records or to challenge the accuracy of the records, subject to the rules and regulations of the University.
3. A student has the right to have his/her educational records maintained on a confidential basis by the University.
4. Access to the student's educational record, without the student's approval, may be given only to:
 - 4.1. The student's parents upon whom the student is financially dependent.
 - 4.2. Officers of relevant governmental agencies, including the Ministry of Internal Affairs, the Ministry of Education and Science, the State Committee of National Security in accordance with Kyrgyz Republic legislation and only by official request.
 - 4.3. Research project groups, whose aim is the improvement of instructional and testing norms (only within the guarantees of the research group of confidentiality and anonymity of the students), and is a subject of the AUCA research office or VPAA's approval.
 - 4.4. AUCA administration students' advisors and Department Chairs.
 - 4.5. Faculty members inquiring about previous alleged violations of academic dishonesty.

Part II: Student complaint policies and procedures

Preamble

AUCA has established procedures for students to follow when they believe that a member of the University community, as defined in Part I of this Code, has violated any of their rights. Part II establishes the procedures to be followed when a student complaint is filed against a member of the Faculty, Staff or Administration. This part also specifies the procedures to be followed when student complaints are filed against the University employees, students or student organizations. When possible, it is encouraged that students seek amicable solutions prior to pursuing formal complaints.

Section A

Complaints made by students against members of the University Faculty regarding academic matters

1. Academic matters

- 1.1. Grade negotiation at the AUCA is strictly prohibited. Students who engage in this activity or incessantly contact faculty will be held accountable according part III of this Code. In instances when a student believes that they have been incorrectly or unfairly assessed, including the quality of education or teaching as well as curriculum issues, they should first contact the Professor of the course and make an inquiry. Inquiries must be made in a respectful and formal manner. Failure to do so will result in the inquiry not being considered.
- 1.2. If the issue is not resolved to the complainant's satisfaction by contacting the person involved, the student may approach the Department Chair/Division Head within five working days.
- 1.3. If the problem is not resolved to the complainant's satisfaction by contacting the Department Chair/Division Head, the student should bring a formal complaint to the Executive Committee of the Faculty Senate within five working days.
- 1.4. If the problem is not resolved to the complainant's satisfaction after the Executive Committee, the student may bring a formal complaint to the Vice President for Academic Affairs within five working days.

2. Resolutions

Resolutions made by the Executive Committee may include the following:

- 2.1. Change of the grade, only in exceptional circumstances as:
 - a. Technical or calculation error (e.g., miscalculation of scores, incorrect data entry, or omission of submitted work);
 - b. Procedural irregularity, including failure to follow the grading criteria or policies stated in the course syllabus;

- c. Administrative error affecting the recording or reporting of the grade;
 - d. Documented evidence of bias, discrimination, or conflict of interest.
- 2.2. Extension of the timeline for a student to submit necessary materials, including in cases where an Incomplete grade has been granted in accordance with university policy.
 - 2.3. Uphold the grade initially issued;
 - 2.4. Recommend that the matter be referred to the VPAA for further review and determination.

Section B

Complaints made by students against Faculty regarding nonacademic matters

1. Student who believes that his/her rights have been violated by the University Faculty, should ordinarily attempt to resolve the matter amicably by making an informal complaint to the person involved.
 - 1.1. An informal complaint should be made as soon as possible after the alleged violation.
 - 1.2. A complaint must be initiated within five calendar days after the event took place.
 - 1.3. If the student is unable to resolve the matter on an informal basis, the student may file a formal complaint against the person involved in accordance with the appeals procedures established by the University (follow the “I have a problem” table). The student may consult with his/her advisor or with the Dean of Student Affairs about these procedures.

2. Disciplinary Sanctions

Upon the commission of non-academic misconduct, the Vice President for Academic Affairs shall establish a commission to consider the complaint. Disciplinary sanctions that may be imposed for acts of misconduct by members of the academic community including but not limited to any one or a combination of the following:

- a. Warning that further sanctions will be imposed;
 - b. Written reprimand;
 - c. Strict reprimand;
 - d. Termination of the contract.
3. If the decision taken by the Disciplinary Committee is satisfactory for the complainant, the VPAA may undertake further actions as per the Disciplinary Committee’s recommendations and:
 - a. Accept the Committee’s conclusion concerning the validity of the complaint and impose the sanction recommended by the commission;
 - b. Accept the Committee’s conclusion concerning the validity of the complaint and impose an appropriate sanction that was not recommended by the commission.

- 3.1. After the VPAA office has made final decision, it is required to notify the subject of the complaint and the complaining student within seven calendar days.

Section C

Complaints against other students

1. Student who believes that his/her rights have been violated by another student, should ordinarily attempt to resolve the matter by making an informal complaint to the student involved.
2. If the student is unable to resolve the matter on an informal basis, the student may file a formal complaint to the Dean of Student Affairs in three working days.
3. If the problem is not resolved to the complainant satisfaction by contacting the Dean of Student Affairs, the student should bring a formal complaint to the Vice President/COO within three working days.

Section D

Complaints against Student Organizations

1. Student who believes that his/her rights have been violated by a student organization should ordinarily attempt to resolve the matter informally by discussing the matter with the person involved and the organization's leader.
2. If the student is unable to resolve the matter on an informal basis, the student may file a formal complaint in accordance with the grievance procedures established by the university against other students. The student may consult with the Dean of Student Affairs concerning these procedures.

Part III: Student Academic Dishonesty and Misconduct

Preamble

According to the AUCA's mission statements, the goals of the University education include the advancement of knowledge, the pursuit of truth, the development of students and contributing to the common good. Free inquiry and expression are a vital component of these goals. Students must exercise their freedom to learn with responsibility, respect the intellectual rights of others within the scholarly community and to abide by the rules and conditions which support academic freedom. The University has developed general regulations on academic conduct which encourage every student to exercise the freedom to learn with academic honesty and integrity, and every faculty member to support our students' responsible conduct.

Section A

Definitions of Academic Dishonesty

AUCA takes seriously manifestations of Academic Dishonesty, which is defined as any activity which undermines the academic integrity of the University. Penalties will be imposed on any student who commits any act described in this section, according to the procedures described in part IV. Academic dishonesty includes, but not limited to the following:

1. Unintentional Academic Dishonesty

Students should take care to follow their professors' instructions carefully, in order to avoid the following situations:

1.1. Inappropriate quoting, paraphrasing and citing of other student's words, data, images or ideas. Papers may appear to be plagiarized if:

- a. Students occasionally use the words of another scholar without quotation marks and proper reference, which gives the impression that these words belong to the student himself;
- b. Inadequately paraphrase the words or ideas of another scholar;
- c. Student fail to include the bibliographic citation for all sources used in the process of completing the assignment.

1.2. Self-plagiarism. It is dishonest to:

- a. Hand in the same work for assignments given in more than one class without the permission of every instructor;
- b. Hand in an assignment that was originally written for a class in an earlier semester without the permission of the current instructor;
- c. Hand in an assignment that was originally written for a high school class or for a class of another university.

1.3. Failure to follow the letter and spirit of an assignment. Students may not skip steps of completing course assignments or alter the process of completing assignment, such as by:

- a. Working in a group when instructions were given to work individually;
- b. Working individually when instructions were given to work in a group;
- c. Using recourses (calculators, dictionaries, reference books, the Internet, tutors or other electronic devices) that are prohibited in the assignment instructions.

2. Intentional Academic Dishonesty

This includes, but is not limited to the following:

2.1. Plagiarism. This includes handing in an assignment in which substantial portions were not written by the student, regardless of whether the original source(s) is a book or article, a thesis or dissertation (published or unpublished), an online article, a paper purchased from a paper mill, a paper written by another student or any other source. Also using data, images, charts and graphs without citation – is plagiarism. Usage of AI can be found in the AUCA AI Policy.

2.2. Fabrication. Students who make up information rather than discovering it through honest research are fabricating information. This includes falsifying or inventing data for laboratory or research reports; falsifying or inventing quotes, supporting material or bibliographic resources for an assignment and altering data or quotes.

2.3. Cheating. This involves using prohibited resources during a proctored exam, including but not limited to cheat sheets, notes, books, internet, AI, instant messaging services or other students.

2.4. Lying. This involves giving false information, such as to justify missing a class, not taking an examination or failing to finish an assignment by the due date.

3. Serious Academic Dishonesty

This type of academic dishonesty harms the integrity of the student and the University. Serious forms of academic dishonesty include but not limited to the following:

3.1. Buying, selling or stealing exams or answer key, creating a reproduction of an exam, whether electronically (digital camera, etc.) or from memory and using a copy of the current exam or answer key to prepare for an exam.

3.2. Bribery, forgery or fraud. Some examples include offering money or favors to faculty, staff or other students in order to change a grade or to avoid doing work required by a class; altering grades or scores, such as by writing a new grade on an exam or hacking into a university computer; and having another person complete an assignment or take a test in the student's name.

Section B

Personal Misconduct on University Property

The University may discipline a student for the following acts of personal misconduct which occur on university property:

1. Dishonest conduct including but not limited to false accusation of misconduct, forgery, alteration or misuse of any university documents, records or identification, and providing it to the university as an official information.
2. Initiating or circulating a report or warning concerning an impending bombing, fire or other emergency or catastrophe, knowing that the report is false.
3. Release of access codes for the university computer and duplicating systems and other university equipment to unauthorized persons; use of an access code for a purpose other than that stated on the request for service.
4. Lewd, indecent or obscene conduct, including organization and participation in card games and gambling.
5. Disorderly conduct which interferes with teaching, research, administration or other university or university-authorized activity.
6. Actions which endanger the students, the university community or the academic process.
7. Unauthorized entry, use or occupancy of the university facilities.

8. Damage or distortion of the university property or the property of other people.
9. Unauthorized possession, use, manufacture, distribution or sale of illegal fireworks, incendiary devices or another dangerous explosive.
10. Possession of firearms or other weapons on the university property contrary to law; possession or display of any firearm on the university property frequented by the public, except in the course of an authorized activity. Possession of weapons in residence halls on the university property in violation of residence hall rules; intentional possession on the university property of a dangerous article or substance as a potential weapon.
11. Acting with violence and aiding, encouraging or participating in a riot.
12. Sexual harassment.
 - 12.1. Harassment based on ethnicity, gender, religion, color, nationality, personal views or sexual orientation.
13. Hazing defined as any conduct which subjects another person whether physically, mentally, emotionally or psychologically to anything that may endanger abuse, degrade or intimidate the person.
14. Any form of insult, defamation or dissemination of false information occurring on university property, through university communication systems (email, ecourse or others), on social media, websites, messaging platforms or other online resources, that harms the honor, dignity or reputation of any member of university community is prohibited.
 - 14.1. Any member of AUCA community found responsible for such conduct shall be subject to disciplinary measures in accordance with the internal regulations applicable to their status.
 - 14.2. Where such conduct may also constitute a violation of the legislation of the Kyrgyz Republic, including Article 107¹ of the Code of Offenses of the Kyrgyz Republic, the University reserves the right to refer the matter to competent state authorities.
15. Physical abuse of any person including to the following:
 - 15.1. The use of physical force or violence to restrict the freedom of action or movement of another person or to endanger the health or safety of another person.
 - 15.2. Physical behavior that involves an express or implied threat to interfere with an individual's personal safety, academic efforts, employment or participation in university-sponsored extracurricular activities and causes the person to have a reasonable apprehension that such harm is about to occur.
16. Verbal abuse of another person and the use of expletives are prohibited on the university property or during events sponsored by the university and held off campus.
17. Unauthorized possession. Or use of alcoholic beverages. The following actions are prohibited by AUCA:
 - 17.1. Use or possession of alcoholic beverages on the university property or in the course of a university activity, or student organization activity, contrary to law.
 - 17.2. Use or conspicuous possession of alcoholic beverages during activities held outside of the university, held by students or students' organizations, or faculty members on behalf of

the University's reputation and name (*a special permit is needed to obtain authorized approval from the President of the University for the possession of light alcoholic beverages, such as champagne or wine*).

18. Unauthorized possession or use of illegal drugs. The following actions are prohibited by AUCA:
 - 18.1. Use or possession of any drug or restricted substances, as well as drug paraphernalia, on university property or during any events at the university, contrary to law. It is not a violation of university regulations for students to possess such drugs or controlled substances if they are possessed under the terms of a valid and legal prescription for such drugs or controlled substances.
 - 18.2. Use of university facilities to manufacture, process or distribute any drugs or restricted substances, contrary to law.
 - 18.3. Sale, gift or transfer of drugs, restricted substances or drug paraphernalia to the AUCA students, whether or not such sale, gift or transfer occurs on the university property or in the course of a university activity or student's organizations.
19. Smoking of cigarettes, IQOS, pods and other electronic smoking devices on the university territory is strictly prohibited.
20. Violation of the Criminal Code of the Kyrgyz Republic in regard to the presence and distribution of drugs and other restricted substances.
21. Any violation which is under the jurisdiction of the Criminal Code of the Kyrgyz Republic.

Section C

Personal Misconduct not on the University property

1. The University may discipline a student for acts of personal misconduct that are not committed on the university property if the acts arise from university sponsored activities, that are being conducted off the campus, or if the misconduct undermines the security of the university community, or the integrity of the educational process.

Part IV: Student Disciplinary Procedures

Preamble

The AUCA procedures for imposing academic and disciplinary sanctions are designed to provide students with the guarantees of due process and procedural fairness, to ensure equal protection for all students and to provide for the imposition of similar sanctions for similar acts of misconduct. At the same time, the procedures reflect the need to be concerned about the individual student involved in a particular case. The procedures therefore provide that the imposition of disciplinary sanctions must also base upon a consideration of all of the circumstances in a particular case, including a student's prior record of misconduct if any.

Section A

Jurisdiction

1. Academic Misconduct

Allegations of academic misconduct may consist of the following basis types:

- 1.1.** Academic misconduct by a student who is enrolled in a particular course and commits an act of misconduct related to that course.
- 1.2.** Academic misconduct by a student that is not related to a particular course in which the student is enrolled.
- 1.3.** When a student commits an act of academic misconduct, a faculty has an authority to initiate academic misconduct proceedings against the student. The faculty should report to the Department Chair about the misconduct for further investigation.

2. Personal Misconduct

- 2.1.** The Dean of Student Affairs has the authority to initiate disciplinary proceedings against individual students in all cases involving allegations of personal misconduct.
- 2.2.** The Dean of Student Affairs has the authority to initiate disciplinary proceedings against groups of students or student organizations in any case involving allegations of misconduct.
- 2.3.** The university administration has the right to implement immediate sanctions against students, without a hearing, in cases of egregious violations of the Code and when the safety of the AUCA community is in danger.

3. Acts of Academic and Personal Misconduct

- 3.1.** When a student commits an act of academic misconduct related to a course in which the student is enrolled and also commits a separate but simultaneous act of academic misconduct unrelated to that course or an act of personal misconduct, separate academic misconduct and disciplinary proceedings may be initiated by the faculty involved and the VP for Academic Affairs or the Dean of Student Affairs in accordance with these procedures. VP for Academic Affairs or the Dean of Student Affairs have the discretion to handle the matter jointly or separately.
- 3.2.** When a student commits an act of academic misconduct related to a course in which the student is enrolled and the act may also be a simultaneous act of academic misconduct, the faculty conducting the course has the authority to initiate academic misconduct proceedings against the student after consulting the VP for Academic Affairs and has an authority to impose a penalty from giving a failing grade for assignment up to failing grade for the whole course. In such cases Vice President for Academic Affairs and the Dean of Student Affairs also have discretion to initiate separate disciplinary proceedings. In such cases, only the latter two have the right to apply the disciplinary sanctions, while only the faculty has the right to file a complaint.

Section B

Academic Dishonesty: Procedures for Dishonesty related to a Course

1. When a student has committed an act of unintentional academic dishonesty (part III, section A), the instructor must notify the student of dishonesty and check the university record in the Registrar's office to see whether the student has committed previous violations
 - 1.1. If the faculty concludes that the student committed an act of dishonesty and has no previous violations on record, a faculty is authorized to impose an appropriate academic penalty, unless the syllabus of the course faculty teaches has specific regulations of academic misconduct on this course. An appropriate academic penalty may include, but is not limited to any one or a combination of the following:
 - a. Student may be given a failing grade for the assignment or examination that was completed dishonestly.
 - b. Student may not retake or resubmit or retaking an assignment or examination that was completed dishonestly.
 - c. Student may be required to complete some additional assignment as a substitute for the assignment or examination that was completed dishonestly, only by the decision of the faculty.
 - 1.2. The student can be required to write an explanation of how his/her actions constitute an act of academic dishonesty and how he/she might avoid committing the same mistake in the future.
 - 1.3. The faculty member should report the violation and penalty to the Registrar office.
2. When a faculty member has determined that a student has committed an intentional act of academic dishonesty (part III, section A) and that the student already has more than one violation on record in the Registrar office's system, the faculty need inform the Department Chair. In the case of plagiarism or fabrication, evidence of the violation shall also be included by the faculty member.
 - 2.1. The student shall have the opportunity to respond to the charge of dishonesty during the meeting with the course instructor and/or the Department Chair.
 - 2.2. If it is determined that the act was unintentional, an appropriate penalty may be imposed as it is described in part IV, section A, article 1 of the following Code.
 - 2.3. If the student does not attend the meeting, the academic dishonesty will be treated as intentional, and faculty will proceed the report to the VP for Academic Affairs.
 - 2.4. Record of the violation and penalty will be maintained in the Registrar office's system.
3. If the faculty member and/or Department Chair determines that the academic dishonesty was serious or intentional (as described in part III, section A), they will submit the report to the VP for Academic Affairs, along with any supporting evidences.

Section C

Disciplinary Procedures of Misconduct unrelated to an Academic matters

1. Disciplinary proceedings for an act of misconduct that is unrelated to academic questions include following:
 - 1.1. Complaint about a student's misconduct can be filed by another student, faculty or staff of the University.
 - 1.2. Complaint shall be written and be given to the Dean of Student Affairs.
 - 1.3. After the evaluation of the complaint, Dean of Student Affairs makes an authorized decision, whether a specific or formal hearing is needed. Sanctions can be implemented immediately and without hearing by the university administration for egregious violations that threaten the security of the whole AUCA community.

2. **Disciplinary procedures**
 - 1.1. When the Dean of Student Affairs deems that a formal hearing is permitted before the Disciplinary Committee, notice is sent to the student who is the subject of the complaint.
 - 1.2. Notice is also forwarded to the office manager of the department, where the student is currently enrolled.
 - 1.3. Notice shall inform the student of the following:
 - a. The offense the student is alleged to have committed by citing the relevant section of these regulations;
 - b. The date, time and place of the alleged offense and other relevant circumstances;
 - c. The date, time and place of the informal meeting to discuss the alleged violation.
 - 1.4. The student may have an advisor or other counsel present during the meeting, though advisor or counsel is limited to the role of advising the student, he/she may not participate in presenting the case details, questioning the witnesses or making statements during the meeting.
 - 1.5. If the student does not answer questions and chooses to remain silent, it will not be considered as an admission of the alleged offense.
 - 1.6. If the student fails to appear for the meeting, the Dean of Student Affairs may reschedule the meeting.
 - 1.7. If the Dean of Student Affairs reasonably believes the failure to be without a good cause, he/she has a right to impose any of the disciplinary penalties.
 - 1.8. Failure to appear for the hearing is itself an act of misconduct and can cause a filing of the other misconduct case and hearings.

3. Procedures and results of the Hearings

- 3.1. When the student appears as required, the Disciplinary Committee shall inform the student as fully as possible about the facts alleged. The student may, but don't need to make responses and explanations.
- 3.2. If after discussion and such further investigation as may be necessary, the Disciplinary Committee determines that the violation alleged is not supported by clear and convincing evidence, the Dean of Student Affairs shall dismiss the accusation and notify the student.
- 3.3. If after the or if the student fails to appear, and if the Disciplinary Committee believes that the violation occurred as alleged, the Disciplinary Committee shall notify the student and shall propose a penalty by means of a written notice.
- 3.4. If after the discussion, the student does not agree with the decision of the hearings, he/she can file an appeal to the Vice President/COO makes a decision whether to consider an appeal or not.
- 3.5. The Dean of Student Affairs in regard to acts of personal misconduct is authorized to impose any one or a combination of the following sanctions:
 - a. **Reprimand and warning.** A student may be given a reprimand accompanied by a written warning that the student may receive additional sanctions, in case of the same misconduct again or commitment any other violation of this Code.
 - b. **Disciplinary Probation.** A student may be placed on disciplinary probation for one semester or one academic year, by the decision of the Dean of Student Affairs, with a written notice that any violation of the conditions or any further acts of misconduct may result in additional disciplinary sanctions, up to suspension or expulsion from the University. (As a condition of the probation the student may be required to participate in a specific program, such as counseling program or alcohol education program, or to provide a specific service, such as the repair or restoration of any property damaged or taken by the student).
 - c. **Restitution.** A student may be required to pay the cost for the replacement or repair of any property damaged by that student. If the student fails to pay the cost or make the repairs, he/she may be subjected to additional sanctions, including suspension or expulsion.
 - d. **No contact or no communication order.** A student or students may be prohibited from engaging in any form of communication or contact for a certain period of time, and the time limits may be extended.
 - e. **Suspension.** A student may be prohibited from participating in all activities of the university, including academic and extracurricular parts. The suspension applies to all the property of the University.
 - f. **Expulsion.** A student may be dismissed from the University without the right to re-enroll. When a student is expelled from the University, it applies to all the property of the University.

Section D

Time Limitations

1. The time limits specified in the preceding sections of this Code may be extended for a reasonable period of time if such extension is justified by compelling reasons, taking into account all circumstances of each case.
2. An interested party in the proceedings may submit a request for an extension of a specific time limits.
3. A request for an extension must be submitted in written form, to the person conducting the proceedings.

Section E

Misconduct by Student Organizations

1. A complaint that a student organization has committed an act of academic or personal misconduct may be filed against the student organization, or against the whole student organization.
2. A complaint against a student organization and/or individual members of the organization must be submitted in written form to the Dean of Student Affairs.
3. The Dean of Student Affairs has the authority to initiate disciplinary proceedings against the student organization.
4. Disciplinary proceedings against student organizations are conducted on an individual basis for each participant of the organization, that was involved in the conflict, under the part IV, section C of the following Code.

APPENDIX:

The Executive Committee of the Faculty Senate, hearing grade appeals as well as issues related to assessment or curriculum, is not a temporary acting committee. The Disciplinary Committee does not consist of a one defined group of people, it is convened when necessary and may include Dean of Student Affairs, Student Senate, Faculty, Staff and Administration representatives.

None of the provisions of this Code should be regarded as limiting the free and open discussion of all issues, including ethics and social rules. The Code is open for amendments by any AUCA community member in accordance with the procedures of amendments. Amendments, as the entire Code, shall be prepared by the Dean of Student Affairs and approved by the President. AUCA administration may propose any amendments deemed appropriate. The Code (or amendments to the Code) comes into force immediately after the approval of the President and VP/COO. The Dean of Student Affairs, when necessary, can present a report regarding the effectiveness of the procedures and rules of the Code of Students' Rights, Responsibilities and Conduct to the President and VP/COO of AUCA and makes amendments upon the Presidents' and VP/COO's recommendations.

Bishkek, Kyrgyzstan

February 2026

This Code of Student Rights, Responsibilities and Conduct is adapted from analogous codes of Indiana University and Central European University, in accordance with the legislation of the Kyrgyz Republic.

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