

STUDENT CODE OF CONDUCT	 CUE CATHOLIC UNIVERSITY IN ERBIL	POLICY NUMBER: CUE-SA-005
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THE CATHOLIC UNIVERSITY IN ERBIL

Student Code of Conduct

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I. DOCUMENT TYPE

☒ Policy

☐ Procedures

II. PURPOSE

This policy provides an outline of students' rights at the Catholic University in Erbil (CUE), as well as a guide for students' responsibilities in helping ensure a safe, respectful, and supportive academic environment for students, staff, and faculty at the University.

III. SCOPE

☒ University-Wide OR ☐ Departmental Specify Department(s):

IV. DEFINITIONS

Misconduct - any act(s) or omission(s) by any student violating the University's policies, procedures, or ethical standards.

MHE - Ministry of Higher Education and Scientific Research of the Kurdistan Region.

Module - is a structured unit of study with defined learning outcomes, assessment methods, and ECTS credits, delivered over a semester or academic year and representing a specified student workload.

Disciplinary Action - a formal action taken by the University to address misconduct, which may include verbal or written warnings, suspension, or termination of student status at the Catholic University in Erbil.

Student Discipline Committee - The Student Discipline Committee has the authority, invested in it by the President, to investigate and, if appropriate, recommend penalties in all cases of student misconduct, academic and non-academic. Further details regarding the Student Discipline Committee may be found under the Student Discipline Committee Charter.

V. POLICY STATEMENT

This policy outlines CUE's expectations for its students regarding behavior and ethics. Affirming and enforcing these expectations falls under the purview of Student Affairs for escalation, investigation, and legal issues.

Misconduct and procedures for determining disciplinary action are categorized as 'Academic' and 'Non-Academic' according to the nature of the misconduct; examples of misconduct in both categories are not exhaustive of behavior that violates this policy.

All CUE students are responsible for reading and understanding the entirety of this policy; all CUE students have the responsibility of upholding and abiding by this policy. Failure to abide by this policy may result in disciplinary action.

VI. ACADEMIC MISCONDUCT AND DISCIPLINARY ACTION

a) Academic Misconduct

Behaviors that violate this policy include, but are not limited to, the following:

- **Attendance:** Students are expected to follow the attendance policies for their classes as per the MHE regulations.
- **Disruptive, in-class behavior:** behavior that disrupts the classroom environment will not be tolerated; respectful, appropriate behavior is expected at all times in every CUE classroom.
- **Cheating:** Students should not attempt to receive help by any means not explicitly approved by the instructor. Students should not attempt to use notes, study aids, or work of another student. Students should not try to obtain or give any information related to an examination, take another student's examination for that student, or have their own examination taken by another student. Students of CUE are expected to rely on their own mastery of any module they are being examined on. Cheating may lead to dismissal from all modules for that semester of the academic year.
- **Plagiarism:** Students are expected to follow the plagiarism policies for their classes as per the MHE regulations and the Academic Standing Policy. Students must specify and acknowledge any other person's works used in their own academic submissions.
- **Academic Dishonesty:** Not all dishonest behavior can be labeled as cheating or as plagiarism, but all dishonest behavior is unacceptable at CUE. For further information on the various forms of academic dishonesty, refer to the Academic Standing Policy.
- **Multiple submissions:** submitting identical papers or coursework, in part, for credit in more than one course without obtaining prior approval from their instructor(s).

Students are encouraged and expected to be honest in all dealings with the University, especially in relations with academic personnel. For more information on student academic misconduct, please refer to the Academic Standing Policy.

b) Disciplinary Action

All disciplinary actions will be reported to and recorded at the relevant offices and departments. An investigation will be conducted by the Student Discipline Committee as soon as possible into allegations of academic misconduct. For more information on the investigation process for and potential penalties incurred by student academic misconduct, please refer to the Academic Standing Policy.

VII. NON-ACADEMIC MISCONDUCT AND DISCIPLINARY ACTION

a) Non-academic Misconduct

Behaviors that violate this policy include, but are not limited to, the following:

- **Aiding and Abetting:** providing any information, material, or other assistance that encourages, promotes, or assists in violating any University policy; providing or withholding information relevant to any investigation regarding a University policy violation.
- **Alcohol:** possession or use of alcohol on campus during school hours, during student activities, or during University-sponsored events is prohibited. CUE's policy conforms to Iraqi Law regarding the possession, use, and/or distribution of alcohol.
- **Bribery:** offering or receiving bribes of any kind is prohibited.
- **Bullying:** any aggressive behavior, including spreading false information, threatening, and physical or verbal attacks, via any form of communication, is strictly prohibited by the University.
- **Copyright infringement:** using materials in any media form that violates national and/or CUE copyright laws; specifically, the use of CUE's name, logo, and/or symbols on any social media platform is prohibited without prior written approval from the Offices of Public Relations and Media.

- **Discrimination:** discrimination against any person(s) based on sex, race, religion, ethnicity, disability, or age.
- **Disruption and/or obstruction of classes:** Any student-related events that do not have the prior approval of the Chief of Student Affairs are prohibited. CUE encourages an environment that fosters the open exchange of ideas, provided it is done in a respectful, appropriate, and safe manner.
- **Drugs/Substance abuse:** the manufacturing, distribution, possession of, or use of any controlled substance or drugs is prohibited on CUE's premises. Violations of this policy may lead to academic dismissal.
- **Email:** All CUE students must use their CUE email account for official communication; all students must read any official emails regarding campus life or academic affairs sent to their CUE email account by any CUE personnel.
- **Inappropriate dress:** dressing in any manner offensive to the campus environment is prohibited.
- **Failure to obey any security official:** CUE's Office of Procurement and Logistics and its officials are authorized to request any student to produce their ID at any time.
- **Firecrackers/fireworks:** Firecrackers/fireworks are prohibited on campus without prior written approval from the Procurement and Logistics Office. Both are only allowed in designated open areas. Both require professional oversight.
- **Fraud/forgery:** forging parts of, or signature(s) on, any official documents of the University or any relevant outside documents is prohibited. This includes the unauthorized creation, possession, or distribution of University materials such as IDs, parking permits, or other such items.
- **Gambling:** Gambling is strictly prohibited throughout the entirety of CUE's premises.
- **Harassment:** harassment is prohibited according to the Anti-Harassment Policy.
- **Hazing:** any 'initiations' into any clubs or societies involving dangerous, degrading, illegal, or disruptive behavior is prohibited.
- **Inappropriate use of technology/University resources:** the use of University computers, internet services, or related resources for any illegal, banned, or offensive websites is prohibited.
- **Littering:** the improper disposal of trash, including but not limited to any food packaging, cigarette buds, and papers, is prohibited. CUE students should always seek to keep the premises clean for themselves, faculty, staff, and guests.
- **Possession of dangerous/illegal weapons or materials:** the possession, storage, use of, or distribution of any kind of dangerous or illegal weapon, device, or material is prohibited on CUE premises.
- **Public Indecency:** CUE complies with all laws regarding public conduct; any acts prohibited in public spaces are likewise prohibited on CUE's campus.
- **Theft:** Physical or intellectual theft is strictly prohibited; depending on the circumstances, legal action may be taken according to the national laws.
- **Threats:** threats of any sort of harm against any person of CUE's community are prohibited and will incur immediate disciplinary action.
- **Smoking:** smoking anywhere on campus is strictly prohibited, outside of officially designated spaces during officially designated times.
- **Unauthorized access:** viewing or modifying in any way computer records, programs, systems, or data via unauthorized means is prohibited.
- **Vandalism:** the intentional destruction of campus resources, digital or physical, is prohibited.
- **University Decorum:** Any conduct inconsistent with university decorum, including acts of indiscipline, disrespect toward the administration, faculty, staff, or students, or behavior that undermines a collegial academic environment.

- **Policy violations:** Failure to adhere to any of the rules and regulations under any University policies.

Note: actions or activities in violation of this policy on campus are also prohibited at off-campus events sponsored by the University. Students should keep in mind that they are representatives of the University and always behave in a manner consistent with the University's mission and ethics.

b) Disciplinary Action

All disciplinary actions will be reported to and recorded at the Student Affairs Office. Depending on the severity and/or frequency of the violation(s), CUE will impose one or more of the following disciplinary actions:

1. Verbal warning(s)

The Student Disciplinary Committee, with the approval of the President, will communicate with and deter the violating student(s) from committing any more infractions against the policy; this warning will be documented and recorded in the committee meeting minutes.

2. Written warning(s)

The Student Disciplinary Committee, with the approval of the President, will communicate a warning in writing to the offending student(s) about their behavior/conduct; this warning will be documented and recorded in the student's file only for the academic year.

Note: If the student violates the student code of conduct during the academic year again, the committee has the right to have the warning permanently recorded in the student's file.

Non-academic probation

Any serious violation(s) shall result in suspension for a period of time recommended by the Student Disciplinary Committee and approved by the University President. During suspension, the student is not allowed entrance to the CUE campus and may not participate in any University functions, activities, and/or events. Suspension may be permanently recorded and documented in the student's file based on the committee recommendation and the approval of the President.

3. Dismissal

Any case of extreme or repeated serious violation(s) will result in immediate dismissal. Dismissal will be permanently recorded and documented in the student's file; students are barred from attending CUE for any further studies, entering CUE premises, or participating in any CUE-sponsored functions, activities, or events.

- The President is solely responsible for dismissals.
- Students may appeal according to the procedure outlined in the Academic Standing Policy.
- In extraordinary circumstances, when the student's continued presence is deemed a danger to the university community, the student will be required to leave the campus immediately and not to return, pending a meeting of the University Disciplinary Committee. This action shall normally require the approval of the president of the University.

4. Additional disciplinary action(s):

In addition to the above actions, CUE may impose one or more of the following disciplinary actions:

- Prohibition from representing CUE in any official role, event, club, or activity
- Prohibition from being awarded any form of scholarships

- Referral of student to an external agency for further action (including the filing of criminal charges)

VIII. INVESTIGATION PROCESS, HEARING, AND APPEAL PROCEDURES

a) Investigation Process

Any person subject to, or witness of, a violation of this policy should submit a Student Code of Conduct Policy Violation Form (See Appendix I for Academic Misconduct Reporting Form, and Appendix II for Non-Academic Misconduct Reporting Form) within twenty-four (24) hours to Student Affairs. The reporter should provide all possible evidence concerning the infraction on this form. Reports of academic violations shall be addressed in accordance with the Academic Standing Policy. Reports of non-academic violations will be referred to Student Affairs. Violations that may incur suspension or dismissal shall be reviewed by the President. An investigation will be conducted as soon as possible into allegations of student misconduct.

b) Hearing

The Student Disciplinary Committee, based on the President's request, shall manage any reported violation in a manner that ensures those charged with any violation(s) will understand the charge(s) and evidence against them and allow the charged person(s) a reasonable opportunity to defend.

The Committee will 1) inform the student of the charge in writing, 2) present the evidence in the presence of the charged student, and 3) allow the charged student a reasonable defense of the charge(s), including cross-examination of any witness(es). In determining disciplinary action, the Committee may consider the student's overall discipline record at the University.

The Committee's decision shall be appealable.

c) Appeal

Any student charged with a disciplinary offense has the right to a fair hearing for any disciplinary charges brought against them under university rules. If any of the following factors apply to the proceedings, the student may appeal to the President within fifteen working days of notice of the disciplinary decision:

- Procedural error
- New evidence
- Unsupported conclusion
- Disproportionate sanctions

The outcome of the appeal may result in lower, identical, or no sanctions at all being imposed (See Appendix III for Student Disciplinary Appeal Form)

IX. STUDENT GRIEVANCE

Students of CUE may consider formal or informal procedures to seek redress for what they consider unfair, improper, or discriminatory decisions, actions, and/or treatment violating the official policies and procedures of the University. Official university procedures or processes for any matters related to academic misconduct, disciplinary appeals, grade appeals, financial aid, or other well-delineated areas of faculty/staff responsibility precede any grievance procedures. Grievances should not be confused

with petitions related to academics, including any deviation from usual academic policies or requirements.

For more information, please refer to CUE's Grievance Policy.

X. POLICY DEVELOPMENT AND AUTHORIZING PARTIES

1. Owned by: SA, Jan-25 2026
2. Reviewed by: Policy and Procedure Review Committee, Feb-24 2026
3. Approved and adopted by: President's Cabinet, Feb-26 2026
4. Reviewed and approved by:

XI. APPENDICES

APPENDIX I - Academic Misconduct Reporting Form

APPENDIX II - Non-Academic Misconduct Reporting Form

APPENDIX III - Student Disciplinary Appeal Form