

INTERNATIONAL UNIVERSITY OF LEADERSHIP CODE OF CONDUCT ONSITE

1- Principles

This Code of Conduct has been formulated to provide a clear statement of the University's expectations of students in respect of academic matters and personal behavior.

Study at the University presents opportunities for interacting with other members of the University community. The University recognizes and values the diversity of student experiences and expectations, and is committed to treating students, both academically and personally, in a fair and transparent manner. All students, in return, are required to comply with the requirements set down in this Code of Conduct.

The University reaffirms its commitment to:

- High academic standards, intellectual rigor and a high-quality education;
- Intellectual freedom and social responsibility;
- Recognition of the importance of ideas and the pursuit of critical and open inquiry;
- Tolerance, honesty and respect as the hallmarks of relationships throughout the University community; and
- high standards of ethical behavior.

All students are required to be aware of and act consistently with these values.

2- Coverage

This Code of Conduct applies to all students of the International University of Leadership, in respect of all actions and activities (including inaction or inactivity) relating to or impacting on the University or its students and employees. It must be read in conjunction with the statutes, rules, and resolutions of the University.

3- Personal Conduct

All students must:

- Treat all employees, honorary appointees, consultants, contractors, volunteers any other members of the public and other students with respect, dignity, impartiality, courtesy and sensitivity;
- Maintain a cooperative and collaborative approach to inter-personal relationships;

- Act honestly and ethically in their dealings with university employees, honorary appointees, consultants, contractors, volunteers, any other members of the public and other students;
- Respect the privacy of employees, honorary appointees, consultants, contractors, volunteers any other members of the public and other students;
- Ensure that they do not act in a manner that unnecessarily or unreasonably impedes the ability of employees, honorary appointees, consultants, contractors, volunteers any other members of the public and other students to carry out their study, research or work at the university.
- Ensure that they do not become involved in or encourage discrimination against or harassment or bullying of employees, honorary appointees, consultants, contractors, volunteers any other members of the public or other students.

4- Academic Conduct

All students must:

- Ensure that their enrolment and progress in their award course is lawful and consistent with the statutes, rule and resolutions of the International University of Leadership.
- It is a student's responsibility to maintain current information in the student information system, and observe key dates and deadlines;
- Read all official correspondence from the University, including email;
- Act ethically and honestly in the preparation, conduct, submission and publication of academic work, and during all forms of assessment, including formal examinations and informal tests;
- Avoid any activity or behavior that would unfairly advantage or disadvantage another student academically;
- Behave professionally, ethically and respectfully in all dealings with the University's learning partners during extramural placements and practicums; and
- Use University resources, including information and communication technology resources, in a lawful and ethical manner and for University purposes only, unless express permission has been granted for non-University or private usage.

International University of Leadership administrators will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted in campus or through Internet access. In the event there is a claim that you have violated this policy, you will be provided with notice of the suspected violation and have an opportunity to present an explanation. Any violations may result in removal from IUL course(s), as well as other disciplinary or legal action.

5- E-library

IUL offers its students and its teaching staff a user protected access to the LIRN E-Library allowing access to educational materials and "open access" courses.

6- Exams and continuous evaluations

To evaluate its students, IUL adopts the continuous monitoring system, which means that the student should:

- Attend classes, work on practical exercises and case studies;
- Do individual and group researches;
- Pass midterm, final exams, and/or projects for each course.

7- Passing

Undergraduate: The **D** grade, an average of 60% is the minimum passing grade in a class. Obtaining an F grade; an average of less than 60%, means that the student needs to retake the course.

Graduate and Doctorate: The **B** grade, an average of 80% is the minimum passing grade in a class.

8- Attendance

At AUL, attendance is mandatory:

- Any absence either in class, projects, tests and exams must be justified and approved by the Students Affairs Department;
- Any delay exceeding 10 minutes in a course is considered absence;
- The absence due to illness must be justified within 48 hours;
- The number of medical certificates shall not exceed *two (2)*;
- Students who register *three (3)* absences in a course or were absent during exams will have a failing grade F;
- Student with 3 F during one academic year will be reviewed by the academic committee for a decision of probation

9- Security and Integrity of Information

IUL may utilize security techniques to protect confidential documents and information from unauthorized access. This includes documents and data that are stored electronically and protected by accepted security measures. Students agree to safeguard any such documents and information. IUL will not assume any responsibility or liability in the event students do not utilize adequate encryption or otherwise do not securely safeguard any documents or information.

10- Students to Protect their Information

Students should secure and safeguard their assigned user ID and password information to prevent unauthorized access to IUL servers and any information or documents contained thereon. IUL will not assume any responsibility or liability in the event users do not take adequate precautions to safeguard and protect their assigned user ID and password information or in the event unauthorized access is gained to their account as a result.

11- Availability of Service

IUL does not guarantee the availability of hosted technology or that access will be uninterrupted or error-free. IUL also reserves the right to interrupt, limit or suspend hosted technology from time to time for purposes of maintenance, upgrades or similar reasons.

12- Amendments

IUL reserves the right, at its discretion, to modify, add, or remove portions of this policy at any time by posting the revised policy on its website. It is recommended that you check this page periodically for changes.

13- Privacy Policy

IUL will abide by the **student privacy guidelines** set forth by the Family Educational Rights and Privacy Act (FERPA). The following persons have access to student records:

- IUL Board of Trustee members
- President and COO, administrative team, and professional staff of the University (faculty, advisors, the General Counsel)
- Appropriate administrative support staff members and other professionals who have a legitimate educational or legal interest in student records as designated by the President and COO.

IUL **provides an academic transcript to the student upon completion** of all course(s), or by request through our online form or in campus.

No member of the IUL staff is authorized to release student information without the written permission of the student or without approval of the Registrar

Names, images, and/or course work of IUL students will not be published in print, video/film, or on our website without written student consent.

Statistical Information: We use web statistic software to track visitors to our site, but this data does not include any personally identifying information such as name or email address. Individual identifying information is not provided to any other party without your consent, or as otherwise required by law. However, aggregated and anonymous data about groups of members may be collected and shared with participating agencies and/or companies. An example of such information might include, "X% of visitors come to our site between the hours of 7:00 and 9:00 p.m."

Security Information: All the data you provide to us is protected to ensure both the privacy and security of your data. We use state-of-the art technology to keep your personal information as secure as possible to ensure that no one will be able to tamper with, intercept or access your data. Remember to keep your account information private and secure; do not share your password with anyone!

Cookies: We may, from time to time, use cookies when you log in to your student account. These cookies allow us to remember you when you visit our site. Although one cookie would reside on your computer so that we can recognize you each time you visit our site, any session-specific cookies will expire once you shut down your browser.

14- ZERO TOLERANCE POLICY

[Florida Statutes Section 1006.13](#), titled "Policy on Zero Tolerance for Crime and Victimization," requires IUL to provide a safe and supportive learning environment for all students and staff, regardless of economic status, race or disability. Specific behavior that poses a serious threat to University safety will be dealt with severely and swiftly, including up to expulsion or referral to law enforcement agencies. IUL will follow the requirements defined in this statute for all applicable offenses. The Zero Tolerance Policy is not intended to be applied to petty acts of misconduct and misdemeanors.

15- A Core Value

Academic Integrity is one of our core values and one of the most important areas of focus as a learning organization. Students with Academic Integrity make decisions based on ethics and values that will prepare them to be productive and ethical citizens.

16- Reporting Procedure

If you would like to report an academic integrity situation please call the following number or send an email to the address below. Please discuss as much of the following information as you are able: Student Name, Course Name, Faculty Name and situation. We appreciate you taking the time to report this situation and assisting IUL with Academic Integrity.

Academic Integrity phone line: +212 537 75 67 11

Academic Integrity Email Address: webmaster@aulm.us

17- Application and changes of the student code of conduct

Application of Policies and Regulations

IUL administration ensures that the rules are:

Posted regularly on its website and provided to students before their first class;

Applied by all students, administration and academic staff.

Changes to the Rules of Procedure

Internal Regulations may eventually be modified at the end of the academic year under the decision of the Academic council;

Students, administrative and academic staff is meant to respect the latest amended version.

Student Code of Conduct Acknowledgment

As a student of International University of Leadership, I recognize that in the pursuit of my educational goals and aspirations I have certain responsibilities toward my fellow learners, my institution, and myself. To fulfill these responsibilities, I pledge adherence to this Code of Conduct.

I will observe fully the standards, rules, policies, and guidelines established by International University of Leadership and other appropriate organization serving an oversight or accrediting role for my institution.

* * *

I will adhere to high ethical standards in the pursuit of my education, and to the best of my ability will:

1. Conduct myself with professionalism, courtesy and respect for others in all of my dealings with the institution staff, faculty and other students.
2. Present my qualifications and background truthfully and accurately for admission to the institution.
3. Observe the institutional policies and rules on submitting work, taking examinations, participating in discussions and conducting research.
4. Never turn in work that is not my own, or present another person's ideas or scholarship as my own.
5. Never ask for, receive, or give unauthorized help on graded assignments, quizzes, and examinations.
6. Never use outside books or papers that are unauthorized by my instructor's assignments or examinations.
7. Never divulge the content of or answers to quizzes or examinations to fellow students.
8. Never improperly use, destroy, forge, or alter my institution's documents, transcripts, or other records.
9. (When applicable) Never divulge my online username or password (systems, campus, and library).
10. Always observe the recommended study schedule for my program of studies.
11. Always report any violations of this Code of Conduct to the appropriate institution official, and report any evidence of cheating, plagiarism or improper conduct on the part of any student of the institution when I have direct knowledge of these activities.