

Subject:	Student Conduct and Discipline Rules		
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Contents

1. Introduction	2
2. Rationale for Student Conduct and Discipline Rules.....	2
3. Scope of the Student Conduct and Discipline Rules	5
4. Types of Student Misconduct and Consequences / Applicable penalties	7
5. The Disciplinary Process.....	14
Stage 1: Early Resolution and Reporting.....	14
6. Stage 2: Investigation	16
7. Stage 3: Disciplinary Committee Hearing.....	17
8. Stage 4: Appeal.....	18
9. Flow Chart of the Disciplinary Process.....	19
10. Warning Point Systems	20
11. Misconduct which is also a criminal offence.....	21
12. Procedures for Misconduct Which May Constitute a Criminal Offence	22
APPENDICES	24
A.1 Code of Conduct for Library and Library Individual Study (LIS) Areas.....	24
A.2 Code of Conduct for IT Facilities	26
A.3 Code of Conduct in the Student Lounges	29
A.4 Code of Conduct in the Gym.....	31
A.5 Code of Conduct for Programme Voice Group.....	33
A.6 Code of Conduct for University Bus Service	35
A.7 Code of Conduct for University Field Trips	37

1. Introduction

This statement has been adapted from Middlesex University's 'Student Conduct and Discipline Rules' for the Dubai campus. The latest version of Middlesex UK's policy is available at: <http://www.mdx.ac.uk/about-us/policies/university-regulations>.

It is important to note that Middlesex University Dubai operates within the context of Dubai Knowledge Park/ Dubai International Academic City (a managed government education free zone). Dubai Knowledge Park (DKP)/ Dubai International Academic City (DIAC) provide all infrastructural and facilities support and management and is directly in charge of all 'Shared Facilities' including but not limited to the food court(s), the DKP/DIAC campus grounds, the DKP/DIAC recreation areas, internal roads, infrastructure, and all other common assets.

Students, especially those who are coming to Dubai for the first time, may find that the laws and customs of the United Arab Emirates are very different from those in their home countries. We advise all residents to be aware of them and ensure they are respected. In the UAE, there may be severe penalties for doing something that might not be illegal elsewhere. You are strongly advised to familiarise yourself with and respect local laws and customs. The UK Government's website offers some helpful advice on its website at www.gov.uk/foreign-travel-advice/united-arab-emirates/local-laws-and-customs regarding local laws and customs along with a more detailed 'Living in the United Arab Emirates' guidance available at www.gov.uk/guidance/living-in-the-united-arab-emirates. Please refer the information on our website at <https://www.mdx.ac.ae/prospective-students/international-students/local-laws-customs> for additional information.

DKP has its own 'Shared Facility Policy Statement on Student Discipline' which all students enrolled at Middlesex University Dubai are obliged to comply with. The latest version of the policy is available online at www.diacedu.ae/wp-content/uploads/2015/09/A1-Code-of-conduct.ai-DIAC.pdf.

Statement of Student Conduct

As a Middlesex student, you are expected to conduct yourself at all times in a manner which demonstrates respect for the university, your fellow students and its staff and complies with the laws and regulations of the UAE, the Government of Dubai and the DKP/DIAC. You are an ambassador for the university, and you are expected to behave in a way that respects the reputation of the university and all of its students and graduates, and that is sensitive to our culturally diverse environment. You are encouraged, with the support of the university, to engage actively in the learning process, to be fully committed to your studies and determined to succeed, as well as to engage with cultural, athletic and community extra-curricular and co-curricular activities.

2. Rationale for Student Conduct and Discipline Rules

- 2.1. The present Rules have been adopted to provide fair and orderly procedures for maintaining appropriate student conduct and behaviour whilst enrolled at the University. The rules and regulations of the University, which require students to conduct themselves respectfully and

enable the University to discipline students in the event of misconduct, form part of the terms of the contract between the students and the university to which the students become a party upon their enrolment to the University.

- 2.2. These rules should also be read in conjunction with the Student Charter (<https://unihub.mdx.ac.uk/student-life/student-charter>) which sets out what a student can expect from the University; what the University expects from each student.
- 2.3. The Rules will be used to protect the right of all students to participate in activities, debates and discussions either directly related to their own study programmes or to matters of wider community and public interest. Equally, all students are expected to respect the rights of others to study, to work and to participate freely in the life of the university and to respect the laws and cultural values and traditions of the United Arab Emirates (see <https://www.mdx.ac.ae/prospective-students/international-students/local-laws-customs>). This is consistent with the mission statement of the University, and with the customs of higher education institutions.
- 2.4. It is the responsibility of each student to be aware of the policies and expectations that the University has for individual action.
- 2.5. The University recognises that visitors can make an important contribution to the life and work of the University and that visitors themselves can benefit from contact with our students and staff members. At the same time, we acknowledge that our first duty is to the safety of our students and staff members. Hence, students and staff members will ensure that visitors:
 - serve a clear educational purpose
 - are aware of relevant University policies and procedures
 - report to the main reception (Block 16, Ground Floor, Middlesex University Dubai) and complete visitor registration process (unless accompanied throughout the duration of their visit by a fulltime staff member of Middlesex University Dubai)
 - are aware of emergency procedures and contact information

Any visitor not recognised by staff members and/or Security Officers can be asked to identify themselves, questioned about the purpose of their visit and if necessary, be asked to leave. Students and members of the University community who violate these requirements can face disciplinary and other penalties for the actions of their guests.

- 2.6. The University is committed to treating all students fairly, with impartiality and without bias, as well as not to make presumptions prior to collating evidence. The University has regard to the various duties and obligations that it has to all students, in particular applying the principles of fairness, such as the right to a fair hearing before an impartial decision-maker. A matter will only warrant disciplinary action where there is sufficient and appropriate evidence of misconduct.
- 2.7. It is the intention of these Rules to encourage the development of mutual respect between all members of the university community. To this end, it is important that students exercise their rights responsibly and with respect for others, and so contribute to the orderly running

of the institution as a whole. This is the context in which these rules and procedures should be read and used.

- 2.8.** The Rules are set out in clear stages so as to be a guide to students and to staff. Except in the case of serious offences, the penalties are intended to operate as a series of warnings, with the authority to suspend or expel a student from the University being reserved to the Director (or nominee).
- 2.9.** Students found to be present while any violation(s) are occurring may be considered participants and/or complicit in the violation(s) and may also be subject to disciplinary action. Similarly, possessing information or knowledge by a student of an occurrence or potential occurrence of a violation and deliberately not reporting this to the relevant University staff members can be considered as complicity in the violation and can lead to disciplinary action.
- 2.10.** The Student Conduct and Discipline rules operate within the Care and Concern procedure which is the mechanism for addressing non-academic concerns regarding a student (see Middlesex University Dubai's Campus Guide publication <https://www.mdx.ac.ae/life-at-university/current-students/campus-guide>).
- 2.11.** Shared Responsibility for Safety: Our security depends of members of the University community working together to promote a safety-conscious community. Only designated entry/exit points and entrances should be used to access the University. Security Officers, including those of Dubai Knowledge Park (DKP) authority, can ask to verify the identity of any students and their guests (where permitted) at the entrances and conduct a search of items carried into or out of the University facilities. Members of the University community are expected to be vigilant about security and report any incidents to our Security Officers and/or other University staff member.
- 2.12.** *Access Control:* Students must carry their Middlesex University Student ID Card with them at all times while on University premises and if asked to identify themselves, present the Card to University staff members. Failure to do so is a violation of this Code and can lead to imposition of penalties. Certain areas of the University (for examples, some labs, studios, Hub 19) require scanning of the Student ID Card and/or biometric verification to gain access. Students will need to register on this system at the time of enrolment. Sharing access with anyone (including other students) without express permission from University staff is considered a violation of this Code. Tampering with any of the security equipment, CCTV cameras, access equipment (including key cards), and fingerprint readers is a serious violation.
- 2.13.** *CCTV Cameras and Security:* The University will solely make decisions to determine the location of such surveillance equipment. Surveillance recordings will not be shown to anyone other than Security Officers and authorised University personnel unless as approved by the Director's Office and/or deemed necessary for statutory, legal and safety purposes.

- 2.14.** Students shall update on UniHub their term time and permanent addresses within seven days of any change to those addresses. They should also inform the Student Office should they depart the University before the scheduled end of their programmes.

3. Scope of the Student Conduct and Discipline Rules

- 3.1.** Action taken under these Rules shall supersede any action taken under any other rules relating to the conduct of those enrolled with the University.
- 3.2.** Students accept, subject to their signed agreement as part of the enrolment process each year, that they will comply with:
- the code of conduct, the rules for discipline, or such other lawful regulations or directions, as may at any time be made or given by or on behalf of the Director (or nominee) with reference to the conduct or management of the University, being regulations or directions, either notified to the student individually or displayed within the University wherever general notices to students are usually displayed.
- 3.3.** Students shall observe all lawful regulations or directions in relation to their attendance and their studies which may be made or given by staff of the University acting by authority of the Director. Breach of the provisions of the Policies, Codes, Rules and Regulations of the University or failure to comply with a previously imposed warning under this Code or any other Policies, Codes, Rules and Regulations of the University will result in disciplinary action.
- 3.4.** Students shall observe all lawful regulations or directions in relation to the effective organisation and management of the University, which may be made or given by staff of or contractors to the University acting by authority of the Director (for example, regulations or directions in relation to safety, car parking, the occupancy of residential accommodation, the use of the Library, the use of facilities for computing, sport, refreshments, entertainment events, participation in fieldwork and study trips and the payment of fees and charges). This includes the Codes of Conduct that are expected to be observed in specific scenarios and facilities which are highlighted in the Appendices. In Dubai, students shall abide by the rules, regulations or procedures which may be made by competent authorities such as DKP/DIAC who provide all infrastructural and facilities support and management and are directly in charge of all 'Shared Facilities' including but not limited to the food court(s), the DKP/DIAC campus grounds, the DKP/DIAC recreation areas, internal roads, infrastructure, and all other common assets.
- 3.5.** A breach of these Rules shall constitute misconduct if it takes place on University property or premises or elsewhere if the student concerned was involved in a University activity, was representing the University or was present at that place by virtue of their status as a student of the University, including any work placement.

- 3.6.** It shall also constitute misconduct in any location whatsoever if the actions bring the good name of the University into disrepute.
- 3.7.** The Student Conduct and Discipline Rules extend to alleged misconduct by a student occurring on or off university premises (including via social media and online learning environments) where the alleged victim is the University itself, a student or employee of the University or others visiting, working or studying at the University and to alleged misconduct occurring during university activities (including placements and field trips).
- 3.8.** The University is committed to putting in place measures to ensure students are dealt with fairly and impartially. Part of this commitment includes the ability to bring representation to meetings under this policy, and our commitment to enable students to continue with their studies wherever possible.
- 3.9.** This policy/procedure is related to Middlesex University provision at our London and overseas campuses. The principles will apply in all cases but where appropriate local structures and requirements will be agreed as exceptions to operational practice.
- 3.10.** Notification to Parents and/or Guardians: The University may notify parents or guardians of students' in the following cases:
- Violations relating alcohol, drugs and banned substances which could lead to criminal investigations by appropriate law enforcement authorities
 - Serious violations judged by the University to be egregious to indicate that the student's safety or health may be at risk, or that the student may have placed others at risk.
 - Violations of the Code that result in the student's removal from the Halls of Residences or suspension or expulsion from the University.
 - Repeated violations of the Code which may cause accumulation of point that could lead to expulsion.
 - Violations of the Code that result in knowledge of medical conditions that could result in the threat of violence directed against self, others or University property
- 3.11.** Definitions:
- 'Suspension' refers to a forbidding attendance at/or access to the University (including the Residences) and on any participation in University activities but it may be subject to qualification, such as permission to attend for the purpose of assessment.
 - 'Exclusion' involves selective restriction on attendance at or access to the University or prohibition on exercising the functions or duties of any office or committee membership in the University or the Students' Union, the exact details to be specified in writing.
 - 'Expulsion' involves the permanent withdrawal of the student from all activities concerned with the University.
 - 'Risk Assessment' an assessment carried out in accordance with section 3.11 below, to evaluate what if any risks there might be in allowing a former student to be readmitted to the University for any course offered by the University.

3.12. Readmission Risk Assessment

- a. The Director (or nominee) will identify appropriate panel of staff to carry out the Risk Assessment.
- b. The panel's evaluation will take into account all information that it considers is relevant to the Risk Assessment, including how serious the previous misconduct was. The panel may request meeting with the former student, and/or other relevant individuals. The panel may decide the following outcomes when it has completed the Risk Assessment:
 - Conclude that there is no risk to the applicant being readmitted;
 - Reject the student's application for admission based on the assessed risk(s) to admission, and the conclusion that the risks cannot be adequately managed if the student was readmitted. Such a decision is final;
 - Conclude that there are risks, but that the student may be readmitted taking into account actions that the University can take to manage the risk.

4. Types of Student Misconduct and Consequences / Applicable penalties

4.1. The table below sets out the types of behaviours which the University defines as non-academic misconduct. These are separated into misconduct against the University, misconduct against property, misconduct against a person, and misconduct against the community. The behaviours listed in the table are not exhaustive. The Appendices provide additional expectations of student behaviour in specific scenarios and facilities.

4.2. Section F of the University's Regulations refers to Academic Integrity and Misconduct.

4.3. The University uses a system of warning points ranging from 0 - 4 to quantify and indicate the level of gravity of penalty applicable to each type of misconduct. The final column in the below table gives an indication of the range of warning points that each type of behaviour is likely to involve. The number of warning points indicated next to the type of misconduct is for guidance purposes only as an indication of the gravity of the misconduct. Section 10 provides further information on the warning system.

4.4. Table of types of misconduct and consequences:

Misconduct against the University		
Type of Misconduct	Example of Misconduct	Level of Warning
Obstruction of the working of the University	• Acts/ omissions/ statements intended to deceive the University (e.g. withholding information required for statutory purposes)	0-4
	• Disruption of the functions, duties or activities of any student or employee of the University or any authorised visitor to the University (causing disturbance in class or common areas)	0-4

	<ul style="list-style-type: none"> • Failure to comply with a reasonable request or direction (usually from academic or administrative staff members, security personnel, etc.); including failure to attend scheduled investigative meetings or hearings • Disruption of the workings of the University: <ul style="list-style-type: none"> - Administrative (e.g. refusal to present a student ID card when requested by an employee of the University) - Academic (e.g. disruption of teaching or learning environment through the usage of a mobile phone) - Sporting and Social (e.g. disruption at an MDX sports, cultural or club event) - The Residences (e.g. violations of curfew rules or visitor's policy) - Security (e.g. gaining and/or providing access to University premises to unauthorised persons, not complying with visitors on campus requirements, tampering with any of the security equipment, CCTV cameras, access equipment, key cards, and fingerprint readers) 	<p>0-2</p> <p>0-4</p> <p>0-4</p> <p>0-4</p> <p>0-4</p> <p>0-4</p>
Reputational Damage	<ul style="list-style-type: none"> • Behaviour which could have damaged the reputation of the University or could have brought the University into disrepute • Behaviour which has damaged the reputation of the University or brought the University into disrepute 	<p>0-2</p> <p>2-4</p>
Deceitful Behaviour	<ul style="list-style-type: none"> • Fraud/ attempted fraud, deceit, deception or dishonesty in relation to the University or its staff or in connection with holding any office in the University or in relation to being a student of the University*** • Knowingly making a false and vexatious allegation against the University or against any student or staff member • Falsification, distortion or misinterpretation of information as part of the investigations or hearings relating to this Code • Use or issue of fraudulent documentation relating to qualifications and academic performance • Use of issue of fraudulent documentation NOT relating to qualifications or academic performance • Blackmail, attempted blackmail 	<p>0- 4</p> <p>2</p> <p>2</p> <p>3</p> <p>4</p> <p>4</p>

***can involve criminal investigation

Misconduct against Property		
Type of Misconduct	Example of Misconduct	Level of Warning
Damage to Property	Causing damage or defacement to university or associated property (including accommodation facilities) or the property of students, employees or visitors to the University caused by:	
	• misuse/ inappropriate use of property	0-1
	• negligence	1-2
	• reckless behaviour	2-3
Unauthorised or Inappropriate use of Property	• intentional behaviour	3-4
	• Misuse of university premises or property, for example using a computer lab for a social gathering	0-2
	• Unauthorised use of/entry onto university premises or property, including computers and laboratory equipment or facilitating the entry/use by the other authorised person(s)***	0-2
	• Unauthorised recording of a learning activity (see University Regulations C16 Undergraduate and C15 Postgraduate)	1-3
	• Unauthorised publication of a recorded activity (e.g. on YouTube, Facebook etc.) including malicious or defamatory comment***	3
	• False activation of a fire alarm	3
	• Deliberate misuse of the university computer network e.g. hacking or accessing / attempting to access 'prohibited content' as defined by applicable UAE law, regulation, procedure, order or requirement	3-4
	• Unauthorised bringing, using, storing and riding unauthorised vehicles within the University premises (including electric scooters, hoverboards, Segways, bicycles, etc.)	1-4
	• Unauthorised bringing, storing, using, or transport of dangerous and prohibited items or hazardous materials that are illegal or create substantial risk or harm to people or property (e.g. weapons, fireworks, flammable materials, candles, oil burners, joss sticks, flammable liquids and gases, gasoline, large quantities of lighter fluid, charcoal, firearms, swords, metal-tipped darts, knives and toy guns such as BB guns or air soft guns, etc.)***	1-4
	• Unauthorised use of intellectual property	2-4
• Bringing in or keeping pets of any kind	1-2	

Taking of Property***	• Taking property belonging to another person without permission	1-2
	• Stealing personal property excluding cash	2
	• Stealing cash and goods	3
	• Repeated act of stealing	4
	• Unauthorized removal of university property and supplies (e.g. furniture from lounges or public areas)	2
Causing a Health or Safety concern	• Act/ omission that caused or could have caused a health and safety concern on University premises including accommodation facilities (e.g. smoking cigarettes in non-designated areas or violating hygiene guidelines in the Residences)	1-4
	• Act/ omission that caused or could have caused serious harm, injury or impairment of safety on University premises or during University activities (e.g. disabling fire extinguishers or covering up a smoke detector)	2-4
	• Possession of an object which may cause harm, alarm or/and distress, including offensive weapons e.g. knife, pepper spray, gun; all replicas, and; any object adapted for such purpose, such as the use of acid in a water-pistol or a snooker ball. Note, possession is irrespective of intent to cause harm.	2-4
Illegal substances***	• Consumption of and/or possession of illegal substances on University premises or within a Halls of Residence	0-2
	• Dealing illegal substances on University premises or within a Halls of Residence	4

***can involve criminal investigation

Misconduct against People		
Type of Misconduct	Example of Misconduct	Level of Warning
Physical Misconduct***	• Any form of physically aggressive behaviour or assault (e.g. pushing, shoving, punching, kicking, slapping, pulling hair, biting)	0-4
	• The above behaviours are punishable even when committed in self-defense, though this may be taken into account as a mitigating factor when considering penalties/punishment.	
	• Repeated acts of physical misconduct	4
Abusive	• Bullying, stalking, hazing	0-4

Behaviour***	<ul style="list-style-type: none"> • Use of inappropriate language or actions (violent, aggressive, abusive, vulgar, threatening, defamatory or offensive) 0-4 • Sending inappropriate, messages by email, text or on social media 0-4 • Acts of stalking, including following a person, watching or spying on them or forcing contact through any means, such as social media 1-3 • Repeatedly contacting another person (by phone, email, text or on social networking sites against the wishes of the other person) 2-4 • Any form of harassment* in person, including acting in an intimidating and hostile manner 2-4 • Any form of repeated harassment in writing, by email, via the internet (including social media) or otherwise 4 • Threats to hurt another person 2-4 • Abusive comments relating to an individual's sex, sexual orientation, religion or belief, race, pregnancy/maternity, marriage/civil partnership, gender reassignment, disability or age 2-4 • Intimidation: verbal or physical 3 	
Sexual Misconduct***	<ul style="list-style-type: none"> • Making unwanted remarks of a sexual nature 0-4 • Inappropriately showing naked or semi-naked images to another person, for example, via social media 1-4 • Intimate contact without consent i.e. kissing, touching 1-4 • Indecent public exposure (flashing) 2-4 • Sharing sexualised materials of another person (whether fully naked or not) without consent 3-4 • Sexual harassment, stalking or persecution (virtual or real) of someone with unwanted and obsessive attention 2-4 • Bullying behaviour (physical or non-physical) based on a person's sexuality or gender. 2-4 • Attempted sexual assault or rape 4 • Sexual assault 4 	

	<ul style="list-style-type: none"> Sexual intercourse or engaging in a sexual act without consent 	4
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* harassment - unwanted conduct which has the purpose or effect of either violating the claimant's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them

***can involve criminal investigation

Misconduct against Community		
Type of Misconduct	Example of Misconduct	Level of Warning
Antisocial behaviour on Campus	<ul style="list-style-type: none"> Smoking/ Vaping/ E-smoking/ other than in designated smoking areas in the University premises. Shisha smoking is strictly not permitted. 	1-4
	<ul style="list-style-type: none"> Consumption of alcohol / illegal substances or drugs** 	3-4
	<ul style="list-style-type: none"> Excessive printing or copying, or other unauthorised use of printing or copying facilities as outlined in the Printing and Photocopying policy and guidance for students. 	1
	<ul style="list-style-type: none"> Possession, storing, transporting, selling, serving, giving away, making available or sharing or consuming alcohol / illegal substances or drugs** 	2-4
	<ul style="list-style-type: none"> Exhibiting signs of being under the influence of alcohol or illegal drugs (i.e. the odour, blood-shot eyes, difficulty standing, etc.) and/or being present when another person is violating these rules 	2-4
	<ul style="list-style-type: none"> Inconsiderate behaviour towards others in common areas such as the lobby / elevators / entranceways / parking areas 	1-4
	<ul style="list-style-type: none"> Noise nuisance, such as playing loud music or slamming doors and not observing quiet area rules 	1-4
Antisocial behaviour with in The Residences (student accommodation)	<ul style="list-style-type: none"> Inconsiderate behaviour towards others within the Residences including all common areas and the swimming pool / gym / sports court / parking areas 	0-2
	<ul style="list-style-type: none"> Noise nuisance, such as playing loud music or slamming doors (within the Residences) 	0-2
	<ul style="list-style-type: none"> Offensive or disruptive behaviour in the Residences 	0-2
	<ul style="list-style-type: none"> Repeated antisocial behaviour within the Residences 	2-4
Antisocial behaviour in any location***	<ul style="list-style-type: none"> Failure to comply with the laws of Dubai and/or the United Arab Emirates including but not limited to the Dubai Code of Conduct. 	0-4

	<ul style="list-style-type: none"> • Environmental damage including littering, dumping of rubbish, inappropriate usage of bins, fly-tipping • Inconsiderate or inappropriate use of vehicles, including inconsiderate parking and vehicle noise • Possession, storage, transit or use of fireworks or other safety hazards • Repeated inconsiderate behaviour towards others including Parking 	<p>0-2</p> <p>0-2</p> <p>2</p> <p>2-4</p>
Violations of COVID-19 Regulations	<ul style="list-style-type: none"> • Failure to comply with the COVID-19 rules and regulations laid down by the UAE government and the University 	0-4

*** Alcohol consumption is prohibited for Muslims in the UAE and strictly regulated for others especially in public places. The UAE has a zero-tolerance policy for use of illegal substances and drugs. UAE Federal Law No. 14 of 1995 criminalises production, import, export, transport, buying, selling, possessing, storing of narcotic and psychotropic substances and the local police and undercover agents focus heavily on preventing with drug's issues.*

****can involve criminal investigation*

4.5. Penalties are determined depending upon the gravity of the case and/ or the ongoing nature of the misconduct. The greater the severity of the misconduct, the greater the number of warning points and the greater the severity of the penalty. The range of penalties available include: a formal warning, restrictions/ conditions, a written apology, suspension or expulsion. Other penalties can include:

- Issuing a formal oral or written warning.
- Alerting the students' parent / legal guardian (especially when at risk of harm to self or others).
- Placing the student on behavioural probation.
- Requiring the student to render a formal apology.
- Requiring the student to develop a research project, present a workshop or a reflection paper outside the assessment scheme of their programme but relevant to this code.
- Mandating engagement in community service and volunteering work.
- Suspending the student from the University.
- Withdrawing or restricting privileges (for example, access to certain facilities and common areas, services, activities or events).
- Expulsion from University.
- Requiring the replacement or repairing of any damaged property (or restitution for costs of the same).
- *Imposition of fines and charges.* A fine can be a sum of money imposed as a penalty following disciplinary action and can range from AED 100 to AED 2,000. Fines can also be imposed by relevant law enforcement and governmental entities beyond the scope or limits of this Code (e.g. false activation of a fire alarm which is punishable with a fine of AED 5,000). A charge can include a sum of money imposed on the student in

recompense for damage caused or loss incurred. A fine can be levied in addition to a charge following disciplinary action.

- Requiring the student to undertake a consultation with the University counsellor and/or a relevant expert.
- Advising the home university (in the case of a Study Abroad or Exchange student).
- Any other penalty that is appropriate to the case at hand and proportionate to the violation

4.6. Warning points issued under Academic Misconduct regulations (see Section F of Middlesex University Regulations) will be accumulated with warning points issued under these rules.

4.7. Where a student is enrolled on a programme leading directly to a professional qualification or to the right to practise a particular profession or calling, any conduct which renders that student a person not fit to be admitted to and practise that profession or calling is deemed to be misconduct.

Please note: for some professional programmes there are separate 'Fitness to Practice' panels which consider this issue and which work in conjunction with these regulations. Delegated authority is given to professional leads which are in a position to make professional standard judgements and undertake an appropriate risk assessment.

4.8. The University reserves the right to impose penalties in cases in which a student has withdrawn from courses, withdrawn from the University, or been awarded a degree prior to the resolution of a conduct case. The University may impose registration, enrolment and/or housing holds to prohibit registration/enrolment during the proceedings. If a sanction has been imposed on a student who has withdrawn from the University or been awarded a degree prior to the resolution of a conduct case, the files will normally be retained as a disciplinary record for at least five years.

5. The Disciplinary Process

Where a student engages in any activity which may constitute misconduct under the University's Student Conduct and Discipline rules, the following procedures shall apply.

Stage 1: Early Resolution and Reporting

5.1. Where issues concerning student conduct and behaviour arise in the day to day running of the University, where possible, these issues are to be resolved at a local level by a member of staff. For example, in relation to the running of the Residences, the published Residences Manual sets out how such issues will be dealt with at a local level.

5.2. With respect to student conduct and behaviour in a learning or teaching environment, appropriate managers are empowered to impose 0 warning points in the form of, for example,

a written warning. These staff members do not have the authority to impose sanctions greater than 0 warning points but will refer cases to be dealt with under these procedures where appropriate.

- 5.3. If it is not possible and/ or appropriate to deal with an issue at a local level or the issue concerns misconduct which appears to be actually or potentially serious i.e. is deemed to warrant a sanction greater than 0 warning points, the matter shall be reported to the attention of the Quality Office or referred through the Care and Concern procedure. The incidents of alleged violations must be filed with the Quality Office within 10 working days of the occurrence or the discovery of the alleged violation(s) unless there are extenuating circumstances that prevent this. If the reporting person (student or member of staff) fails to provide evidence or a written statement of facts within 10 days, the allegation will be treated null and void.
- 5.4. If a concern is reported to the Quality Office, or referred through the Care and Concern procedure, the student will normally be informed of this.
- 5.5. *Precautionary measures:* The University is committed, where possible, to ensuring students can remain engaged in their studies whilst disciplinary proceedings are ongoing and where possible.

However, depending on the nature of the concern and the information available, a decision will be made by the Deputy Director (or Nominee) on whether or not to exclude or suspend the student pending further investigation. Precautionary measures may be put in place if they are reasonable and proportionate to protect the reporting student or others while the allegation is being dealt with and may include:

- Imposing conditions on the accused student (for example, requiring the accused student not to contact the reporting student and/ or certain witnesses and/ or requiring the accused student to move accommodation)
- Suspending the accused student from his/ her studies on a full, qualified or partial basis
- Excluding the accused student (for example, prohibiting the accused student from going to certain accommodation blocks or using the sports facilities or from attending a placement)

A risk-based approach may be used to inform this decision.

- 5.6. Suspension is most likely to be used only if the seriousness of the case warrants it.
- 5.7. A student who is suspended or excluded pending further investigation will have the opportunity to make representations or request a review of the decision at any stage to the Deputy Director (or Nominee) if there is a material change in circumstances.
- 5.8. At a suspension review meeting, the panel will consider:
 - any relevant reports, documents and records
 - the student's response to the allegation;
 - any relevant witness statements; and

- the seriousness (and frequency) of misconduct.

It is the panel's responsibility to determine the outcome of the suspension review meeting and to decide one or more of the following options:

- to lift suspension and take no further action;
- to lift the suspension and impose exclusion conditions;
- to keep the suspension conditions in place, pending further investigation;
- to progress to a disciplinary hearing.

A risk-based approach may be used to inform any of the above outcomes.

- 5.9.** When a concern is reported, the Deputy Director (or Nominee) will progress the disciplinary process to Stage 2 and commence investigatory proceedings.

6. Stage 2: Investigation

- 6.1** The Deputy Director (or Nominee) will commence the investigation stage which constitutes gathering information and collating evidence relating to the allegation of misconduct.

- 6.2** Evidence is likely to be, but not exclusively, in the form of a written statement from the reported party/parties; statements from other parties, for example, from a member of staff; reports from, for example, The Residences or Security; other forms of evidence, such as CCTV footage, emails, text messages, messaging on social media, mobile phone screenshots. In addition, a student may be invited to attend an investigatory meeting where they will be asked questions relating to the alleged misconduct and provided the opportunity to present their version of events.

- 6.3** If an investigatory meeting is required, the student will be requested in writing to attend. The purpose of the investigatory meeting is for the student to answer questions pertaining to the alleged misconduct.

- 6.4** At an investigatory meeting, students are entitled to be accompanied by a student or staff member of the University or a Student Council representative. Legal representation is not permitted.

- 6.5** On conclusion of the investigatory proceedings, the Deputy Director (or Nominee) shall consider the gravity of misconduct and determine the following:

- To take no further action;
- To issue a written warning;
- To order the making good or restitution of damage or loss i.e. to impose a fine;
- To exclude or suspend the student;
- To set up a disciplinary committee

A risk- based approach may be used to inform any of the above outcomes.

7. Stage 3: Disciplinary Committee Hearing

- 7.1** A disciplinary committee meeting is scheduled when a student is invited to a formal hearing to discuss allegations against her/him in front of a panel and answer questions relating to the allegation of misconduct.
- 7.2** The committee will be made up of senior members of staff with the suitable expertise to fairly, impartially and carefully consider the case (see Terms of Reference).
- 7.3** The student will have the opportunity to present their version of events and comment on available evidence presented to them by the committee.
- 7.4** At any disciplinary committee hearing, students are entitled to be accompanied by a student or staff member of the University or a Student Council representative. Any other representation is not normally allowed except with express permission by the Chair of the disciplinary committee not less than 24 hours prior to the meeting. Legal representation is not normally permitted.
- 7.5** The student will be advised in writing of his or her requirement to attend a disciplinary committee hearing and provided with no less than 5 working days' prior notice.
- 7.6** The student will have the opportunity to address the committee through a formal written statement in which the student will specifically address the allegations presented against the student.
- 7.7** At the disciplinary committee hearing, the panel will consider: the evidence presented before them; the student's response to the allegation; any witness statements, including those provided to the committee in person; and, the gravity (and frequency) of misconduct. It is the panel's responsibility to determine the outcome of the disciplinary hearing and to recommend to the Director one or more of the following options:
- To take no further action;
 - To issue a written warning;
 - To order the making good or restitution of damage or loss i.e. to impose a fine;
 - To exclude or suspend the student;
 - To expel the student
- A risk- based approach may be used to inform any of the above outcomes.
- 7.8** The student will normally be informed of the committee's decision as soon as possible after the disciplinary hearing.
- 7.9** Should the student choose not to attend the committee hearing, he/she has the right to provide representation in the form of a written statement.

7.10 Should the student choose not to attend, the disciplinary committee hearing shall continue in the student's absence. The Deputy Director (or Nominee) will contact the student in writing thereafter regarding the committee's decision.

8. Stage 4: Appeal

8.1 The student shall have the right of appeal to Director within 10 working days, giving the grounds for the appeal, if:

- The student is aggrieved by the verdict made by the panel at a disciplinary committee hearing, and wishes to appeal the outcome;
- The student is aggrieved by the decision to suspend or exclude and wishes to appeal the decision;
- The student is aggrieved by an order to make good of damage or loss i.e. the decision to impose a fine, and wishes to appeal the order.

8.2 'Working day' refers to a day on which the University is normally open: it does not include Friday, Saturday, Public Holidays or other designated periods of closure outside the academic terms.

8.3 The Director shall consider the appeal and shall decide whether to uphold or amend the decision made. The decision of the Director shall be final.

8.4 Following an appeal to the Director, these procedures are now complete, opening the way for the student to approach the UK's Office of the Independent Adjudicator.

8.5 An appeal to the Office of the Independent Adjudicator should be made in writing to the address below within one year of the student receiving notification that the internal procedures of the University have been completed. They should enclose a copy of the final decision of the University and state the reasons for seeking redress from the Higher Education Independent Adjudicator in the United Kingdom (UK).

The OIA, OIA Second Floor, Abbey Gate, 57-75 Kings Road, Reading, RG1 3AB, United Kingdom. Email enquiries may be sent to enquiries@oiahe.org.uk. The website address is www.oiahe.org.uk.

9. Flow Chart of the Disciplinary Process

Stage 1: Early Resolution & Reporting

- Misconduct resolved at local level by member of staff (by sanctioning a penalty of 0 warning points i.e. a warning letter)
- If resolution at local level is not possible or inappropriate, the misconduct is reported to the Deputy Director (or Nominee) or Care and Concern.



Stage 2: Investigation

- The Deputy Director (or Nominee) gathers evidence (e.g. written statements, reports, emails).
- Student may attend investigatory meeting to answer questions and present their version of events.
- The Deputy Director (or Nominee) considers the evidence and determines the following:
 - to take no further action;
 - to issue a written warning
 - to order the making good or restitution of damage or loss in to impose a fine;
 - to exclude or suspend, pending further investigation;
 - to set up a disciplinary committee.



Stage 3: Disciplinary Committee Hearing

- Student advised in writing to attend disciplinary hearing in front of a committee to: answer questions about the alleged misconduct and give an account of their version of events.
- Student has the right to be accompanied by a student or staff member of the Student Council.
- The committee considers all evidence presented before it to recommend to the Director:
 - to take no further action;
 - to issue a written warning;
 - to order the making good or restitution of damage or loss;
 - to exclude or suspend the student;
 - to expel the student.

Where 4 or more points have been exceeded, a verdict of suspension, exclusion or expulsion will be adopted.



Stage 4: Appeal

- Student has the right to appeal to the Director within 10 working days if aggrieved by the verdict made by the disciplinary committee; the decision to suspend or exclude pending further investigation or; by an order to make good of damages or loss.
- The Director will consider case.
- The verdict of the Director ends the University's internal procedures.

At this point, the student will be issued with a Completion of Procedures letter which allows recourse to the OIA.

10. Warning Point Systems

- 10.1** Where a student's behaviour is being considered by the Deputy Director, (or Nominee) either at Stage 2: Investigation or Stage 3: Disciplinary Committee hearing, then warning points may be used as a penalty (either alone or in combination with other penalties), if considered reasonable and proportionate in the circumstances. Warnings, where considered appropriate, are recorded according to the seriousness and nature of the behaviour. There is no requirement that the University apply warnings where a warning is considered inappropriate to the circumstances and an alternative penalty is applied.
- 10.2** Offences, for the purpose of warnings, fall into different levels of seriousness classified on a four-point scale: minor — serious — grave — suspension/expulsion.
- 10.3** A guide to the type of warning which might be issued is provided in paragraph 4.4 'Table of types of misconduct and consequences'. However, this is only a guide and it is expected that the Deputy Director (or Nominee) or the Disciplinary Committee will use their discretion and take into account the individual circumstances of each offence and vary the type of warning and/ or penalty issued accordingly.
- 10.4** Warnings recorded remain on the student record for the duration of the student's enrolment at the University.

Accumulation of warnings

- 10.5** Each level of warning is scored on a 0 to 4 basis as follows:

Number of Warning Points:

0	Written
1	Minor
2	Serious
3	Grave
4	Suspension and/ or Expulsion

- 10.6** Where the student has reached or exceeded 4 warning points on their student record, a decision about suspension, exclusion or expulsion must be made, and the student notified normally within two months after the most recent warning point is awarded.

Relationship with other penalties / warnings

- 10.7** Over and above these Rules, the University may impose financial and/or other penalties such as Library fines, charge for the use of facilities, reimbursement for loss or damage incurred to the University or personal property of staff, students or visitors. Action taken by the University under those arrangements may lead to reference to the Deputy Director (or Nominee) for consideration of awarding a warning or for other action under Student Conduct and Discipline Rules. Any such warning will be additional to any of the foregoing penalties, charges or reimbursement.

- 10.8** The University may record the existence of warnings on any reference supplied.

- 10.9** In accordance with Admissions Policy - section on Re-application from previously registered students (https://www.mdx.ac.uk/data/assets/pdf_file/0024/363480/APS-7-Admissions-Policy.pdf), if an applicant has had previous study terminated, the University reserves the right to not consider their application to any programme of study.

11. Misconduct which is also a criminal offence

- 11.1** There may be instances where an alleged act of misconduct may also constitute a criminal offence.
- 11.2** The nature and scope of the University's internal disciplinary process and the nature and scope of a criminal process are fundamentally different and independent. It is important to maintain a clear distinction between them:
- Under the criminal process, the allegations will be treated as a potential criminal offence; under the disciplinary process, the allegations will be treated as a potential breach of discipline.
 - The criminal process is an external procedure. It deals with allegations that a student has committed a criminal act. The allegation has to be proven beyond reasonable doubt. A judge can impose a wide range of sanctions on an individual who is found to have committed a criminal offence, in accordance with the criminal laws of the UAE.
 - The internal disciplinary process is conducted internally at the University. It is based upon an allegation that a student has breached the University's rules and regulations. The allegation has to be proven on the balance of probabilities. The most serious sanction that can be applied is permanent expulsion from the University.
 - Any adverse finding in the criminal process could result in the student having a criminal record and that subsequently could have a serious detrimental effect on the future of the individual concerned at the University.
- 11.3** The criminal process takes priority. If the matter is being dealt with under the criminal process, then, save for taking any necessary precautionary action, the disciplinary process will be suspended until the criminal process is at an end. In that way, the disciplinary process does not duplicate, overlap with or undermine the criminal process.
- 11.4** If the matter is not being dealt with under the criminal process or where the criminal process has been concluded, then the University will consider whether a breach of discipline has occurred through the University's Student Conduct and Discipline procedure.

12. Procedures for Misconduct Which May Constitute a Criminal Offence

Reporting Incidents

12.1 Anyone can make a report of criminal activity to the Police. Where the victim of a criminal offence is the reporting student, the University will usually consider that the decision to report a criminal offence is at the discretion of the reporting student.

Precautionary Measures

12.2 Where an offence under criminal law is reported to the University, action under this Code will be deferred pending any police investigation or prosecution save for taking any necessary precautionary measures:

- to ensure that a full and proper investigation can be carried out (either by police or a university investigator); and/ or
- to protect the reporting student or others while the allegation is being dealt with as part of a criminal process or a disciplinary process.

12.3 Precautionary measures may be put in place if they are reasonable and proportionate and may include:

- Imposing conditions on the accused student (for example, requiring the accused student not to contact the reporting student and/ or certain witnesses and/ or requiring the accused student to move accommodation)
- Suspending the accused student from his/ her studies on a full, qualified or partial basis
- Excluding the accused student (for example, prohibiting the accused student from going to certain accommodation blocks or using the sports facilities or from attending a placement)

12.4 The university has the right to review a case after three months if no information has been forthcoming from the student and/or the police regarding the progress of the case. The University may come to a conclusion based on the evidence available.

Criminal Investigation / Prosecution

12.5 Where the offence under criminal law is reported to the Police, action under this Code will be deferred pending any police investigation or prosecution. Where a finding of misconduct is made and the student has also been sentenced by a criminal court in respect of the same facts, the court's penalty shall be taken into consideration in determining any warning points under this Code. A risk-based approach may be used to assess whether or a student may return to study.

Disciplinary Investigation / Charge

12.6 If the reporting student will not report the matter to the police or will not co-operate in their enquiries or the accused student is acquitted following criminal process, the University will consider the matter as a potential breach of student conduct and will consider sanctions.

Only in exceptional circumstances will the University report an alleged crime to the police contrary to the wishes of the reporting student.

- 12.7** Depending on the nature of the concern, the University will refer the misconduct which constitutes a criminal offence to the police.
- 12.8** Failure to comply with the laws of Dubai and/or the United Arab Emirates including but not limited to the Dubai Code of Conduct (<https://www.mdx.ac.ae/prospective-students/international-students/local-laws-customs>), will impose sanctions. The following can be considered as illegal acts that may involve criminal investigation:
- Deceitful behaviour such as fraud/ attempted fraud, deceit, deception or dishonesty
 - Unauthorised or inappropriate use of property such as unauthorised publication of a recorded activity (e.g. on YouTube, Facebook etc.) including malicious or defamatory comments
 - Consumption of and/or possession of illegal substances on University premises or any University related premises including The Residences
 - Taking of property belonging to another person without permission or stealing
 - Any form of physically aggressive behaviour or assault
 - Any form of verbally aggressive behaviour (violent, aggressive, abusive, threatening, defamatory or offensive) or harassment in writing, by email, via the internet (including social media) or otherwise
 - Any form of sexually inappropriate behaviour or assault
 - Dealing illegal substances on University premises or any University related premises including The Residences

Supporting Students

- 12.9** The University will make available appropriate assistance and relevant information and support to all students involved in disciplinary matters which may constitute a criminal offence, from the time when the incident is first reported to the University up until the time when the relevant criminal and/ or disciplinary process has been concluded and in some cases, beyond that.
- 12.10** In cases involving allegations made by one student against another student, the University will afford the same duties and obligations to both students to ensure both are treated fairly. Due regard will be taken to, for example, exercise a duty of care, apply the principles of fairness and equality i.e. the right to a fair hearing before an impartial decision-maker.
- 12.11** It is the University's priority to ensure, where possible, that the disciplinary process does not impinge a student's academic studies. This may mean, for example, the implementation of no-go areas on the University campus, in place of suspending a student.

APPENDICES

A.1 Code of Conduct for Library and Library Individual Study (LIS) Areas

These rules are designed to ensure that all Library and LIS users obtain the maximum benefit from the facilities. Only Middlesex University Dubai students, alumni, approved overseas Middlesex students, staff members, and authorized visitors are allowed to the Library and LIS.

At all times, students must also ensure full compliance with the laws of the United Arab Emirates (UAE). This includes the regulatory framework of the Dubai Government's Knowledge and Human Development Authority (KHDA), Dubai Development Authority (DDA) and all other applicable federal or Emirate-level laws.

General:

- To enter the Library or the LIS you must be in possession of a valid Middlesex University ID card and produce it if asked by any member of university staff (including Security Officers).
- You may not use another student's ID for any Library transaction.
- You are responsible for your own property at all times. The Library takes no responsibility for lost or stolen property.
- Books, laptops, and personal possessions may not be left unattended in either the Library or LIS for extended periods of time. Library or security staff reserves the right to remove items left for longer than 15 minutes in order to provide access for other users.
- Mobile phones must be on silent. No conversations may take place on mobile phones in the Library. Messages may not be listened to on mobile phone in the Library.
- No devices (laptop, tablet, phone, etc.) may generate noise. Headphones must be used with all devices that are noise-producing.
- Staff and students have the right to carry out their work and study in the Library and LIS without intimidation or aggression from others.
- Food (cold, uncooked and non-aromatic) and drinks with lids are allowed. However, this is a privilege that is subject to being revoked if students do not demonstrate respect for others using these spaces (and for Library staff) by using the rubbish bins to dispose of wrappers.
- In respect for other Library users, students are asked to leave the study area they have used (carrel, computer station, LIS room) clean and tidy.
- Reference books and un-borrowed materials are to be returned to the book sorting Bin located near the book stacks. Students should not return books to the shelves.
- You may not remove any materials from the Library without authorisation. Failure to observe this may lead to the suspension of borrowing facilities.

- Items borrowed on one person's card must not be transferred to another person. You are responsible for all items on your account at all times.
- All resources, including loanable laptops, must be treated with care. Anything which is lost, destroyed, or damaged beyond repair must be paid for by the person who has the material checked out.
- Students found damaging Library or LIS property, stealing, or defacing Library materials and/or space will be subject to University disciplinary procedures.
- You must comply with all data protection and copyright laws, and related University regulations.
- Any outstanding fines and other charges may result in Library privileges being withdrawn until payment is made.
- Only one person may utilize one study space. These spaces must be reserved.
- Photography, filming, and / or recording may only be done in the Library and / or LIS with required prior approvals.

Noise in the Library and LIS:

In order to achieve our goal of providing study spaces for a variety of needs, two different types of study areas have been created in the Library and the LIS. Library staff endeavour to ensure that students behave appropriately in accordance with the zone designations:

- *Silent Study.* No talking or whispering, no mobile phone noise, individual study only.
- *Individual Work.* Individual study allowed, no mobile phone use allowed, quiet voices only.

All those in breach of the above regulations will be asked to leave the Library/LIS immediately. Additionally, their Middlesex Student ID cards may be confiscated. This will be regarded as a violation of the Student Code of Conduct and action will be taken under the University's disciplinary procedures.

A.2 Code of Conduct for IT Facilities

All the computers, IT equipment and software at the University, especially those in the Computer Labs and the Library are provided for use in furtherance of the mission of the University and for your academic benefit. Only Middlesex University Dubai students are allowed to use University facilities, studios, computer laboratories (labs) and IT facilities in addition to authorised staff members and campus visitors. These facilities are not designed as entertainment or recreational areas. Students may not download music or video files, nor may they install computer games or other personal software or change any of the computer settings, unless these are part of academic requirements and they receive formal approval from the University IT Manager.

Comprehensive policies govern usage of IT facilities (including computing facilities, email and the Internet) at Middlesex University. For more information see: <https://unihub.mdx.ac.uk/student-life/important-documents/policies>

In addition to the university-wide policy, the Dubai campus has additional regulations appropriate for the local environment. These can be accessed electronically at www.mdx.ac.ae/studentservices/facilities/it-facilities/it-rules-and-regulations

At all times, students must also ensure full compliance with the laws of the United Arab Emirates (UAE). This includes the regulatory framework of the Dubai Government's Knowledge and Human Development Authority (KHDA), Dubai Development Authority (DDA) and all other applicable federal or Emirate-level laws.

All IT spaces will be subject to COVID-19 restrictions. Use of various multimedia machines and computers will be restricted. Students are required to follow all COVID-19 protocols of hand and machine sanitisation before and after use of the machines.

All students must adhere to the following regulations:

- Before entering a computer lab, you should check whether a 'Do not enter' notice has been posted on the door(s) to the room. If there is such a notice, do not enter the room. If you are working in a computer lab prior to the start of a scheduled class/workshop, you may have to make way for the scheduled class. If asked to leave the room, you should do so promptly and politely.
- You should not use any other person's computer account (even with the owner's permission). Do not disclose your own or attempt to discover any other computer user's password.
- Copying or transferring any computer software and hardware provided by Middlesex is not permitted under any circumstances.
- Computer facilities should not be used to violate the terms of any software license agreements, or copyright provisions.
- Do not copy, rename, change, examine or delete files or information belonging to some other user or to the University.

- Do not attempt to modify system facilities, illegally obtain extra resources, degrade the performance of any system, or attempt to subvert the restrictions associated with any computer system, computer account, network service or micro-computer software protection.
- Instant messaging and gaming are restricted on the lab computers.
- It is **strictly forbidden** to disconnect any computer cables (network, mouse, keyboard, monitor, power) from the library / computer lab computers and from the power supply (both monitor and computer power supply cables). **Do NOT unplug the network cable from the university computers.**
- **The University Student Network is being monitored by a proxy machine** which prevents the download of music and videos due to international copyright laws. P2P network applications are restricted. Voice over IP (VoIP) telephony applications are blocked in accordance with the UAE Telecommunication Regulatory Authority (TRA) laws. Web sites which are banned or otherwise deemed offensive to the local culture and traditions by the TRA are also banned. All computer users should primarily use the computers provided by the University to access academic material.
- All the University computers run the **Deep Freeze** software. Restarting the computer makes it go back to the original state meaning that work saved anywhere except your Home Drive (G drive in My Computer) or My Documents, personal flash disks, USBs or portable storage devices will be lost. You can also e-mail your work to your private e-mails or UK e-mail accounts. Lecturers are informed about the Deep Freeze software therefore students cannot use it as an excuse for any lost work (especially on the day of submittal).
- The download and installation of malicious software is forbidden and is considered as a violation of University regulations even when unintentional.
- There are security cameras in the library and computer labs.
- You must make sure that your belongings are not left unattended. The University is not responsible for any loss or damage to student personal belongings.
- No food or beverages are allowed in the library or the computer labs. **Smoking in the labs is strictly prohibited.** Skating, running and similar activities are prohibited for safety reasons. Noise in general should be kept to a minimum. Please respect those studying within the same area.
- The University equipment should not be used to harass or intimidate other users. Tampering with network security is strictly forbidden and might lead to immediate suspension and/or expulsion from the University.
- The University equipment should not be used for any illegal activities. Copying/ downloading/ sharing/ playing pirated media is strictly forbidden.
- Chat software, movie streaming services and online gaming are restricted as they use significant amount of bandwidth which may hinder the academic needs of other users.
- Mobile phones must be on silent. No conversations may take place on mobile phones in the computer labs. Messages may not be listened to on mobile phone in the computer labs. No devices (laptop, tablet, phone, etc.) may generate noise. Headphones must be used with all devices that are noise-producing.

- You may not remove any equipment or materials from the computer labs without authorisation. Failure to observe this may lead to the suspension of access to IT facilities and action within the University's disciplinary procedures.
- Students found damaging IT property, stealing, or defacing IT equipment, software or spaces will be subject to University disciplinary procedures including fines and charges for replacement of property.
- You must comply with all intellectual property, data protection and copyright laws, and related University regulations.
- Please make sure you carry your Student ID Cards at all times.

All those in breach of the above regulations will be asked to leave the computer lab and/or the Library and/or the University premises. Additionally, their Student ID cards will be confiscated. This will be regarded as a violation of the Student Code of Conduct and action will be taken under the University's disciplinary procedures.

A.3 Code of Conduct in the Student Lounges

The Student Lounge and the Postgraduate (PG) Lounge have been created exclusively for Middlesex University Dubai students. External visitors are not allowed in the premises. The PG Lounge is for use by enrolled postgraduate students only. Please note that to enter any of the Student Lounges in the campus you must be in possession of a valid Middlesex University Dubai ID card and produce it if asked by any member of university staff (including Security Officers). At the entrance of HUB19 you have to tap your Student ID card on the E-Gates and show it to security. **All students must follow the COVID-19 restrictions put in place in the Student lounges. The following rules will be applicable once the restrictions have been removed.**

At all times, students must also ensure full compliance with the laws of the United Arab Emirates (UAE). This includes the regulatory framework of the Dubai Government's Knowledge and Human Development Authority (KHDA), Dubai Development Authority (DDA) and all other applicable federal or Emirate-level laws.

The University offers a range of 'board games' which students can use to play in the Student Lounge only, such as Chess, Monopoly, Pictionary, Carom as well as the video game kits, headphones and joysticks for entertainment and PC/video games. All enrolled students can borrow a game or part of the mentioned equipment – **subject to availability and COVID-19 restrictions** – from the University's Reception Desk (Ground Floor) by leaving the Student ID Card on a first come-first serve basis. You will receive your ID card back upon returning the equipment in timely manner (maximum use of TWO hours at a time) and in the same condition as at the time of borrowing. No Board games or equipment can be taken out of the Hub 19 or student lounges.

The Music room and musical instruments and equipment are reserved for registered members of the Music Club only. You can become a member by showcasing your talent and commitment during the academic year. An invitation to the audition will be sent via student email and will be posted on the Student Activities notice board as well as on the social media.

To ensure student safety, the lounges are equipped with CCTV system. It is the responsibility of every student to keep the lounges neat, clean and orderly at all times. Be courteous to fellow-students; always rearrange the chairs, tables and couches back to their original positions after you are done using them. Personal belongings should always be kept in the owners' possession. Students should ensure they have collected all their objects at the time of exiting (even temporarily) the student lounges. The University will not be liable towards misplaced or lost items. All electrical equipment must be switched off (this includes lights, TV and computers) after use.

Students who damage or deface student lounges - including any university equipment - in any way, whether intentionally or out of carelessness, will be required to pay for the damage and any other penalty that the University may decide to levy. Such students will not be allowed in the lounge premises until arrangements have been made to reimburse the University for the cost of damages and any other penalty that the University may decide to levy. In case of severe offences or repeated violations, the privilege to access student lounges can be withdrawn permanently.

The following behaviour is strictly FORBIDDEN at all times:

- Smoking (see additional information on 'Smoking' in this Campus Guide)
- Intimate displays of affection or inappropriate physical contact
- Possession, storage or consumption of alcoholic drinks, drugs and narcotics or any other banned substance
- Use of abusive and offensive language or gestures
- Display of violent, disorderly or threatening behaviour
- Removal or damage any equipment in the lounge (this includes the furniture and any other item such as cables, TV set and the remote, batteries, decorative and art displays, etc.)
- Playing any card games
- Undertaking any activity related to betting or gambling (this is a serious violation of UAE laws)

The above guidelines document only some examples of behaviour that are undesirable based on the core principles of the Student Code of Conduct. However, they are not intended to be an exhaustive list of do's and don'ts. Students should conduct themselves at all times in a manner which demonstrates respect for the University, their fellow students and staff members.

Students are encouraged to report any violations of these guidelines or give any suggestions or feedback for improvement to:

- Assistant Manager Students Activities Cultural, Ms Selma Cengic (phone: 04-374 8983, email: S.cengic@mdx.ac.ae), or
- Assistant Manager Student Activities Sports, Mr Slavko Micanovic (phone: 04 374 8447, email: S.Micanovic@mdx.ac.ae).

Please note that the above code of conduct will be strictly enforced. Failure to adhere to these rules may result in suspension of your access to university recreational facilities (including HUB19 and student lounges). This will also be regarded as a violation of the Student Code of Conduct and action will be taken under the University's disciplinary procedures and where applicable, penalties through the UAE's law enforcement agencies.

A.4 Code of Conduct in the Gym

Only Middlesex University Dubai students are allowed to use the Gym at the Residences in addition to authorised staff members and campus visitors.

ID REQUIREMENTS

- Students must present a valid university ID card to the Gym's personnel/security staff upon entering the facility.
- Giving your ID/membership card to someone else, so that person may gain unauthorized access to the Gym, is prohibited.
- Students who forget or lose their ID card will be denied access to the Gym.

LOCKERS AND CHANGING ROOMS

- Lockers are for use only while in the Gym.
- Leave your bags, jackets and personal belongings in the lockers. All personal belongings must be removed from lockers after each use.
- There are separate shower rooms and changing rooms for men and women in the Gym.

FITNESS AREAS

- Appropriate Gym clothing must be worn at all times when using the Gym. Only athletic clothing and footwear is permissible (casual /designer footwear, boots or sandals are not allowed).
- Bring and use your own towel. Sharing of one's towel is not allowed. Follow hygiene for yourself and others.
- Consumption of food and drink is not allowed in the Gym (with the exception of water and re-hydration drinks).
- Equipment must be wiped down with paper towels and disinfectant (located throughout the facility) after you finish an exercise.
- All equipment must be returned back to their designated areas after use (no equipment can be taken out of the Gym).

SOCIAL BEHAVIOR AND SHARING EQUIPMENT

- Be polite to fellow members and share equipment during busy hours. In consideration of others, limit your time on the "cardio" equipment. Reserving multiple work stations for yourself at the same time is not allowed.
- Aggressive or annoying behaviour such as screaming, yelling, talking loudly, excessive grunting is not allowed.
- Be respectful to the staff, they are knowledgeable and responsible. Listen to their advice.
- Restrict use of mobile phones. Unnecessary long occupation of equipment because of phone use is not allowed. Keep phone calls outside of the Gym so as not to disturb others present.

- Pictures and filming should not be taken without the consent of others around in the Gym. Respect the privacy of other members.

USAGE OF GYM & EQUIPMENTS

- Persons using the equipment in the Gym are responsible for their own safety and the safety of their belongings. They are advised to seek advice and assistance from our staff (available during office hours) in the Gym if necessary.
- The University will not be held accountable for any loss, incidents, injuries or personal inconveniences, resulting from the use of the Gym.
- Gym users are responsible for any damages to the facilities or equipment. Full compensation should be made at market rates. Damaged Gym equipment must not be used and must be reported immediately.
- Users must observe and comply with a socially responsible code of conduct in the Gym facility at all times. Always be courteous and respectful with others.
- Be sure to follow safety guidelines when using Gym equipment to avoid injuries.
- Be sure to switch off the lights and the Air Conditioning when leaving the Gym.

RULES & REGULATIONS

- The general Rules and Regulations and the Student Code of Conduct of the University are also applicable to this facility. Security of the Residences, Middlesex University Dubai authority or any other competent authority reserves the right to enforce any of the above rules at ALL times.
- Those found to be in violation of any of these rules may be removed from the Gym. This will also be regarded as a violation of the Student Code of Conduct and action will be taken under the University's disciplinary procedures.
- The University reserves the right to amend these rules and regulations without prior notice.

A.5 Code of Conduct for Programme Voice Group

The Programme Voice Groups allow for staff and students to engage, discuss, provide feedback, and agree on action points in order to improve both student and staff experience at Middlesex university Dubai. To ensure that this is a smooth process, all members are required to embody and follow this code of conduct. The code of conduct outlines the expectations from both staff and students throughout the Programme Voice Group process to encourage an open dialogue without fear of repercussions. The code should be enforced by the Chair to ensure that that feedback is received constructively, and to ensure students have a space to openly provide feedback.

Staff and Students should be made aware in advance the purpose of the Programme Voice Group which is to promote partnership and engagement in the development and quality of their programmes, and to work together in improving the student experience. Staff and Students should make it clear that complaints against staff, the University or students should not be discussed at the Programme Voice Group and should follow the University Complaints Procedure.

Members should be encouraged to use the 'stop/start/continue' method for feedback. Including highlighting what is not working 'stop', what should be changed/developed 'start', and what is working well and should 'continue'. The 'comply or explain' model should also be used to ensure that all feedback, including where action cannot be taken is responded to.

Along with this code of conduct, staff and students should also refer to the Student Charter, the Ethical Considerations for Student Feedback in the Student Engagement section (LQEH Section 9), and ensure that the Programme Voice Group are a positive experience for all.

Expectations of the Student Voice Leader

1. Attend training to support the role,
2. Ensure that cohort feedback is obtained before meetings,
3. Feedback should be based on cohort and not individual feedback,
4. Feedback should be constructive and based on the programme of study, or service, feedback should not be personal,
5. Report both positive and negative feedback,
6. Participate in discussion and agree actions,
7. Challenge staff when proposed action is not preferred.

Expectations of Staff Members

1. Listen to feedback constructively, and not respond negatively to feedback,
2. Make students feel comfortable and willing to give feedback,
3. Prepare actions and responses for feedback to be agreed with the Students,
4. Discuss programme changes and proposals with the students,
5. Encourage student engagement with the curriculum and services,
6. Encourage students to collect and report feedback to cohorts,

7. Close the feedback loop.

Expectations of All members

1. Be respectful to all members,
2. Not respond personally,
3. Promote partnership working,
4. Promote the student experience.

A.6 Code of Conduct for University Bus Service

Only Middlesex University Dubai students are allowed to use University Bus Service in addition to authorised staff members and campus visitors.

Please note that students must be in possession of a valid Middlesex University ID card at all times and produce it if asked by any member of university staff (including Security Officers).

At all times, students must also ensure full compliance with the laws of the United Arab Emirates (UAE). This includes the regulatory framework of the Dubai Government's Knowledge and Human Development Authority (KHDA), Dubai Development Authority (DDA) and all other applicable federal or Emirate-level laws. Students must comply with the health and safety measures throughout the usage of the University transportation. This includes the wearing of a face mask (covering nose and mouth) at all times.

For the safety and comfort of others, students who use the University Bus Service are asked to observe the following rules:

- Students must remain seated at all times except while getting on or off the bus.
- Friends and relatives of students and members of the general public are not permitted to use the University Bus Service. Students must present a valid Middlesex Student ID Card to enter the bus.
- Students using the Dubai or Sharjah services should provide a copy of their preferred schedule and the shifts which they wish to be picked up / dropped off to the driver. The bus driver should be notified one day in advance should you wish to change your pick-up / drop off timings.
- Bus drivers and other users of the bus should be spoken to and dealt with respectfully. Refrain from talking to the drivers while they are driving the bus. Follow all instructions given by the bus drivers.
- Students must respect and stick to the bus schedule, routes and the planned bus stop points. It is not possible to entertain requests for waiting, delays, or changes in the bus route under any circumstances.
- Consuming food and beverages is not permitted on the bus.
- Smoking is prohibited on the bus. This violates university regulations and those of Dubai Government's Road and Transport Association (RTA).
- Use or transportation of alcoholic beverages, narcotics and any banned substances are strictly forbidden. Violators will be subject to criminal investigation and punishment as per UAE Federal Law.
- If students are found responsible for vandalism and damage to any university property, they will be charged cost of repair and/or replacement, penalty fees and may be subject to university disciplinary action.

- Students must take responsibility for their personal belongings when using the bus service. The University does not take liability for misplaced, lost or damaged personal belongings.
- Loud music is not permitted – those students who wish to listen to music should use headphones that keep a noise-free environment for fellow students.
- Students must refrain from public display of affection.
- Use of abusive and inappropriate language and profanity, acts of aggression against fellow students, staff or the general public are strictly forbidden and violators will face the strictest disciplinary actions.
- Out of respect for the UAE's local customs and traditions, students must wear respectful clothing at all times.
- Any user act or behaviour that endangers the safety of the University Bus, its occupants or the general public and/or affects the normal operation of the bus service will be regarded as a violation of the Student Code of Conduct and action will be taken under the University's disciplinary procedures

Should you require any further information, kindly contact our Transportation Team at transport@mdx.ac.ae or call +971 (0)4 364 3501.

A.7 Code of Conduct for University Field Trips

Introduction

A field trip can include off-campus educational instructional experiences provided by the University to their students which normally involves travel. Such University field trips aim to expand student's learning, knowledge and understanding of a subject and add realism to the topic of study through active hands-on experience with the rich resources of the local community.

Students (and staff members) who are working in the field or off-campus are considered to be representatives of the University for the duration of the trip, including during leisure or 'off-duty' periods. Their actions throughout this time will reflect not only their own personal values but also those of the University. Anyone that they meet or interact with will judge the University by the way in which they conduct themselves. Essentially they are ambassadors for the University.

Even when students are not engaged in educational/academic activities, it is expected that all students will conduct themselves in a manner consistent with University policies and the Student Code of Conduct throughout the course of the field trip. The University's Student Code of Conduct and Disciplinary Rules will continue to apply even in the leisure times or personal times.

This Code of Conduct defines the expected standards of behaviour that all participants should conform to during any field trip.

Expectations

The Field Trip Leader and their appointed deputies are responsible for discipline during the fieldwork. While engaged on field trip, the decision of the field trip leader on matters of conduct is final.

All participants should:

1. Comply with all reasonable instructions given by their field trip leader.
2. If visiting another organisation, comply with the rules of that organisation.
3. If travelling abroad, comply with all laws of the country visited. You are subject to the laws of each state, county, city, or other nation you visit during this trip.
4. Comply with health and safety arrangements for the work.
5. Not behave in a manner which could damage the reputation of the University and the host institution(s) during work and leisure time.
6. Respect the social and cultural beliefs of your hosts. This includes modesty in your dress, where required by local customs or religious observance.
7. Respect property of the host institution, lodging establishment, host staff, and other students. Should you cause any damage to persons or property while participating in a Middlesex University Dubai Trip, you will be responsible for costs and liabilities. Fines may also be applicable.
8. You will be required to follow the trip itinerary and to check-in with the field trip leader for the daily register at the agreed times. You must notify the field trip leader as soon as

possible, if there are any extraordinary circumstances or conflicting arrangements. Whenever possible field trip participants should not work alone, but with another group member or members, for safety reasons.

9. If students wish to arrange their own transport or accommodation, they must seek prior approval from the field trip leader. Such arrangements, will then be outside the scope of responsibility for the University.
10. Behaviour that is detrimental to yourself or others (including, but not limited to, any form of bullying; health and safety violations; physical and sexual misconduct; possession and consumption of illegal substances and dangerous goods) are considered severe violations of our University regulations and can lead to expulsion from the University as well as legal consequences through law enforcement agencies.
11. Field trip participants must inform the field trip leader in advance of any physical, psychological, medical, or dietary considerations that could affect their ability to participate in the field trip activities and/or their ability to endure the potential physical demands of the field trip. Where there is a significant risk to the individual or to others as a result of such circumstances, the University may ask students to excuse themselves from the field trip.
12. Students can be asked to complete pre-field work documentation and non-submission or inaccurate data submission can have consequences.

Participants are expected to be aware of the code of conduct and any specific standards of behaviour necessary in the course of the visit to comply with the code, for example, the rules of the host organisation where relevant, or cultural expectations.

If a field trip participant negatively impacts the objectives of the field trip (i.e. lack of participation, misconduct, etc.) the field trip leader has the right to enforce disciplinary action including sending the participant home or back to the University at the student's own expense. The student's emergency contact person will be notified.

Failure to adhere to these rules will be regarded as a violation of the Student Code of Conduct and action will be taken under the University's disciplinary procedures and where applicable, penalties through the UAE's law enforcement agencies.

Amendment History

Previous Version	Changes to previous version in the current version and date.	Updated by	Authorised by
V1	Reviewed & updated the policy based on minor changes to MU London policy. Additions to items under definitions of misconduct. Timeline for appeals updated. The numbering in the document was brought more in line with the London policy. Reference to DIAC code of conduct included under 'Introduction'. Policy Date: 15 Sep 2015.	Quality Manager	Director
V2	i. Renaming of Knowledge Village to Knowledge Park ii. Updated link for DIAC Code of Conduct iii. Amended most sections based on changes to Hendon policy, iv. Policy Date: 14 Sep17	Quality Manager	Director
V3	Reviewed & updated the policy based on minor changes to MU London policy. Policy Date: 20 Sep17 (171120)	Quality Manager	Director
V4	Reviewed and updated on 15 September 2019	Quality Manager	Director
V5	Reviewed and updated on 25 March 2020. Codes of conducts added as the Appendices – Library & LGS, IT, Student Lounges, Gym, Programme Voice Group meetings, University Bus Service, University Field Trips.	Quality Manager	Director
V5.1	Violations of COVID-19 rules and regulations added to the Table of types of misconduct and consequences (Section 4.4)	Quality Manager	Director
V5.2	Some more COVID-19 related rules and regulations added to the various Codes of Conduct	Quality Manager	Director