



CODE OF STUDENT RESPONSIBILITY

The Code of Student Responsibility is made up of four parts:

- The Academic Honor Code**
- Academic Honor Code Violation Review Process**
- The Student Code of Conduct**
- Judicial Procedures**

Students participating in an IES program are expected to take responsibility for their own actions or failure to act, and IES staff and faculty will hold students accountable for the same. The Institute's Code of Student Responsibility includes policies based on the premise that students are adults and guests abroad. Students are expected to abide by the IES code and the laws and customs that govern the host country where students are studying. Students are legally subject to the same laws and regulations that govern the host country's citizens, and any other laws that are applicable to you as a foreign citizen in the host country.

As an academic institution, the members of the IES community are expected to respect the rights and dignity of other students, the staff, faculty, community members of host institutions and the citizens at large. Students must take responsibility for acting in ways that demonstrate respect for themselves and others, and recognize that they represent IES and their country for the duration of their time in the IES program.

IES holds students responsible for knowing the policies as set forth in this handbook and in the catalogue for your program, and those posted as needed on official bulletin boards. These policies exist to facilitate the educational process and to ensure a safe, fair and successful experience for students. Ignorance of the policies is not an acceptable excuse for policy violation.

IES students, who are participating in host university programs exclusively, are subject to the rules of conduct, academic

procedures, academic honor codes, and student disciplinary procedures of the respective universities primarily, in addition to the IES code secondarily. For students enrolled in both IES courses and local university courses, the local university codes apply and take precedence over IES codes with regard to violations that are within the local universities' jurisdiction. Otherwise the IES code is in place.

THE ACADEMIC HONOR CODE

The academic honor code is in effect without adjustment, when no other university jurisdiction is in effect. By enrolling students agree to abide by the following Academic Honor Code expectations:

Students will approach their academic work with dedication and integrity, understanding that they are responsible for enhancing their own learning through personal effort. Further, students agree to be fully prepared for each class session, abide by the required attendance policy in place for each course in their program and agree to complete at least 12 semester hours of academic work per term.

Students also agree not to engage in plagiarism, cheating, use of unauthorized materials or engaging in accessing or distributing confidential academic materials. Specifications of these violations are described below:

Plagiarism: The act of presenting the ideas or writing of another, as one's own. This includes copying or paraphrasing passages from books, periodicals, or other documents without appropriate citations. It may also include copying or paraphrasing the direct or mechanically reproduced statements of others and representing them as ones own.

Cheating: The act of copying or paraphrasing from the examinations or other written work of current or former students, with or without the knowledge or compliance of the person from whom the materials are copied or paraphrased. Persons who assist cheating by sharing their work are also guilty of cheating.

Use of unauthorized materials: The use of any books, papers, notes, or other materials for reference during closed book examinations or other academic exercises unless specifically allowed by the instructor.

Accessing or distributing confidential academic materials: Includes obtaining unauthorized access to examination questions or answers and/or distribution of such knowledge or materials to others.

Attendance: Attendance at all classes and fieldtrips that are part of a course is mandatory unless noted otherwise in the particular syllabus.

ACADEMIC HONOR CODE VIOLATIONS REVIEW

If a faculty member suspects academic dishonesty, the faculty member must complete an academic dishonesty report and submit it to the Director.

If a student is witness to academic dishonesty, the student must complete an academic dishonesty report and submit it to the faculty member in question.

The student accused will be notified in writing, usually within two working days, that there has been an academic dishonesty charge filed against him/her. He/she will also be notified that the review of the charge of dishonesty will be held at a particular time and place.

The Director and two faculty members who are not involved in the specific case will conduct the review. The review will usually occur within 7 days of the student receiving the hearing notice.

At the review the student will read all details of the charge filed against him/her. The student can present other pertinent information, including written statements from witnesses. A third party, other than legal counsel, may accompany students if they

choose. The student will be asked to present their case. If the student admits to the charge, the circumstances of the violation will be discussed and an appropriate sanction will be determined.

If the student denies any wrongdoing, then the parties connected to the incident will provide final statements and leave. The review committee will then consider all existing information, if necessary, gather more data and make a decision.

The student will be notified in writing within two working days of the review board's final decision or its need for further information in order to complete the task. Once a decision is reached, they will notify the students within two working days, in writing, of their decision and, if sanctions are attached what those sanctions are. Whenever sanctions are included in a final decision, the student's school will be notified in writing.

Sanctions for academic dishonesty include, but are not limited to the following:

Warning, reprimand, grade penalty, removal from the course, notification of the home school, community service, probation, suspension, dismissal from the program, or any combination of the above.

Appeals of academic dishonesty review decisions should adhere to the following procedures.

Student may appeal their decision, in writing, within five working days of receiving their review decision. Appeals for Academic Honor Code Violations are made to the appropriate Program Dean in Chicago. Students must submit their appeal to the Center Director within five working days of receipt of their decision. The Center Director will fax the appeal letter to the Program Dean in Chicago. All sanctions remain in effect until any appeals have been considered and responded to in writing.

NOTE: If the offense should not be discovered until after the student has departed from the program, there will be a permanent hold placed on the transcript until the incident is investigated. In these cases the student will be required to present their case in writing rather than in person. A schedule of

the review procedures will be sent to the student for their submissions.

THE CODE OF STUDENT CONDUCT

Students who participate in IES programs are representatives of IES at all times while they are enrolled. As a result, any student who engages in conduct unbecoming of an IES student will be violating this code and will be subject to appropriate review and sanctions, up to and including removal from the program.

Alcohol and Drugs Policies

Alcohol may be consumed, within reasonable limits, by students who are of legal age in their host country. Students who choose to consume alcohol do so with the knowledge that they remain responsible for their actions at all times and are expected to drink responsibly. IES prohibits the illegal distribution of alcohol to students who are not of legal drinking age. IES prohibits the unlawful use of alcohol in any of its facilities and at any of its activities. Any alcohol infraction will be considered serious and will be sanctioned appropriately through IES. Specific sanctions from the host country for alcohol related legal violations are available from the Center office. IES does not encourage the use or condone any drinking patterns or behaviors that are detrimental to the health and welfare of the individual or the IES community.

Possession, use or distribution of any drugs that are considered by host country law to be illicit or illegal drugs or controlled substances is prohibited. Specific sanctions from the host country for illegal drug use are available at the Center office. Students are cautioned that the possession of drugs is often dealt with harshly by local, host country law enforcement. NOTE: Any drug infraction will be considered a grave violation of policy and will result in serious sanctions, up to and including dismissal from the program.

Use of illegal drugs and abuse of alcohol are seriously detrimental to one's health and well being. Should students be involved with either of these situations, IES urges students to get necessary help from medical professionals and counselors. Program information is available at the Centers that indicates where you

could go for treatment and assistance regarding detox and drug rehabilitation

The following code of student conduct is in effect without adjustment, when no other university jurisdiction is in effect. The following are prohibited:

- Violence against others. This is defined as striking or doing any other physical harm to another.
- Verbal abuse of faculty, staff or students.
- Obstruction of classes at the Institute or local universities, or obstruction of other IES activities.
- Theft or damage to institute property, property of host universities, residence halls, host families, apartments, facilities used by IES, or of fellow students.
- Vandalism at IES Centers or facilities used by IES, the host universities, Center-located residences or of institutional members' property.
- Unauthorized entry to or use of Institute facilities or technology or host university facilities or technology.
- Use of IES technology for any illegal purpose.
- Disorderly, lewd, indecent or obscene conduct, gestures or actions.
- Violations of residential guidelines and/or rules, including, but not limited to unauthorized overnight guests, excessive noise, rowdy conduct and drunkenness.
- Forgery or alteration of IES documents, identification instruments or legal or government documents or identification instruments or use of IES documents or other documents with the purpose to defraud.
- Criminal behavior or violation of local laws.

- Conduct unbecoming an IES student including but not limited to violating any policies contained in this handbook and/or the Center's handbook.
- Failure to follow the IES established guidelines, directives, timetables and instructions of the IES staff or faculty members responsible for any trip.
- Obtaining unauthorized access to, viewing of, copying or distributing confidential IES academic, administrative or personal records.
- Falsification of or alteration of academic or personal records, including, but not limited to any unauthorized alteration of transcripts or grade reports, any verbal or written misrepresentation of student records, falsification or unauthorized alteration of any portion of the application for admission or financial aid or other official documents required for participation in an IES program.
- Violation of any requirements contained in the student's Waiver for Students of Contracted Institutions or their Form of Agreement.
- Permanent or temporary diversion or academic materials needed by other students, including unauthorized removal of library materials, audio-visual materials or technological materials.
- Self-endangerment, including involvement in activities or behavior that could result in personal harm, including, but not limited to frequenting dangerous places, association with criminals, repeated intoxication, etc.
- Alcohol or drug policy violations.

JUDICIAL PROCEDURES

Should a violation of the Student Code of Responsibility occur, an investigation of the circumstances must occur, and the student(s) involved must participate in either an administrative review or a judicial group review. The Director will determine the appropriate venue for the review. The procedures for conducting such reviews follow.

- Students will be notified verbally and/or in writing by the appropriate staff member of the incident/violation that is charged against them and of the time and place of the review procedure.
- At the review, students will be informed of all the information that has been reported about the incident/violation in question. Generally this information will be all in writing.
- At the review, students may present any other pertinent information, including written statements from witnesses.
- Students may be accompanied by a third party if they choose, but that party may not be legal counsel, as this is not a court of law, but an institutional procedure.
- The hearing officer or review group will have the accused discuss his/her involvement in the incident in question. If the student admits to the behavior, the causes and circumstances will be discussed and then appropriate sanctions will be determined based on all the available information.
- If the accused student denies involvement in the violation/incident, then the discussion will focus on the available reports and other pertinent information. The hearing officer or review group will make a final determination as to whether the accused student did or did not violate the code or policy in question. The hearing officer or review group has up to two working days to render a final decision in each case unless there is a need for further investigation. In those cases the student will be notified within two working days that a delay will occur for further investigation, which will be conducted in a timely fashion. Students will be notified in writing, as soon as possible after a decision has been reached. Sanctions for violations are in effect as soon as the student

has been notified either verbally or in writing, whichever comes first.

Administrative Review

This requires that the accused student(s) meet with the Center Director or his/her designee to review what was reported and occurred. This is the student's opportunity to explain him/herself and his/her actions with regard to the incident in question. The Center Director will consider the student's comments and ultimately make a decision, based on the available information, regarding the student's responsibility for the incident violation. The Center Director will further determine the application of any appropriate sanctions.

PLEASE NOTE: In the case of egregious behavior, or for the sake of safety the Center Director has the authority to immediately remove any student from their residence and/or the program.

Judicial Review

This requires that the involved student(s) meet with a judicial group convened for the purpose of considering the facts of the incident violation and to listen to and consider the accused student's comments. The judicial group, usually numbering from three to five members, will be made up of members from the Center staff, faculty and student body. The judicial group will make a decision regarding the accused student's responsibility for the incident violation, and will determine what appropriate sanctions will be assigned to the student if the student is found to be responsible for the incident or violation.

NOTE: Should an offense be discovered after a student has left the program, IES may ask the home institution to handle the review of said case. If that occurs, all documentation and pertinent information on the case will be forwarded to the accused student's home institution.

Appeals

Students may appeal their decision in writing within five working days of receiving their administrative or judicial review decision. Appeals for the Student Conduct violations are made to the IES Dean of Students. Students must submit their appeal to their

Center Director within five working days of receipt of their decision. The Center Director will fax the appeal letter to the Dean of Students in Chicago. All sanctions remain in effect until any appeals have been considered and responded to in writing.

Sanctions

- All sanctions are designed to be educational, with student growth in mind. Sanctions can take a variety of forms, and can be issued in combination, depending on the violation in question.
- Written warning: This is a reprimand for a specific violation.
- Restitution: This involves charges to be paid for damages or theft.
- Community Education or Service: This involves students being required to produce an educational task or to provide service to a group as assigned for a limited period of time. These efforts will generally relate to the violation in question.
- Loss of Privileges: This means that a student's privileges to use facilities or to participate in activities or events will be withdrawn permanently or for a period of time.
- Housing termination: This means that a student may be required to leave the residential facility where they were living and obtain housing accommodations on their own.
- Disciplinary probation: This is a notification that further violations within a stated period of time will result in dismissal from the program.
- Dismissal: This means permanent termination of student status from the program

IES STUDENT SEXUAL HARASSMENT POLICY

IES policy promotes a professional learning and work environment in which all persons are treated with dignity and respect. All IES students, staff, and faculty should be able to enjoy an academic and work environment free of any form of harassment including sexual intimidation and exploitation. Sexual harassment in any form is prohibited and will not be tolerated at any IES location worldwide.

It is the policy of IES that no IES employee or student may sexually harass any other member of the community, within or outside the workplace. IES further prohibits retaliation for filing a complaint of sexual harassment, as required by law.

Sexual harassment is an offense against Title VII of the Civil Rights Act (1964) when it affects employees of IES, and Title IX of the Education Amendments (1972) when it affects students. The above laws list three criteria for determining whether such acts as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute unlawful sexual harassment

- Submission to the conduct is made either an explicit or implicit condition of employment or education.
- Submission to, or rejection of the conduct is the basis for either academic decisions affecting the individual student, or decisions affecting pay, benefits or advancement opportunities or the lack thereof, or continued employment or termination of the individual employee.
- The conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive employment, educational or living environment.

IES further recognizes that as an educational institution, an imbalance of power exists between students and faculty/staff. Therefore, IES strives to safeguard students by prohibiting any sexual involvement by faculty/staff with any IES student.

If a complaint of sexual harassment is made, every effort will be made to resolve the situation and appropriate action will be taken. Appropriate corrective action may consist of discipline up to and including termination.

Any conduct of a sexual nature (including verbal conduct) that is offensive to students or employees of IES must be avoided. Sexual harassment may also arise from other forms of conduct such as unwanted demonstrations of affection (hugging, kissing, etc.), unwanted touching, sexual gestures, "off-color" jokes, or

suggestive remarks about appearance or grooming. What might seem normal “banter” or “fun” to some could be deeply offensive to others. In any instance of substantiated sexual harassment, IES will take appropriate corrective action. Depending upon the severity of the conduct and prior history, such action may range from counseling to termination of IES’ relationship with the offending individual.

The following is a partial list of behaviors that constitute sexual harassment:

- 1) Unwelcome sexual advances or repeated flirtations, whether or not they involve physical touching.
- 2) Offering employment or educational benefits in return for sexual favors.
- 3) Making or threatening reprisals after negative responses to sexual advances.
- 4) Unwelcome whistling, staring, or leering at another person.
- 5) Verbal conduct making or using derogatory comments, epithets, and/or slurs.
- 6) Unwelcome sexual jokes.
- 7) Unwelcome intentional touching of another person or other unwanted intentional physical contact including patting, pinching or brushing against another person’s body, assault, or coerced acts.
- 8) Verbal abuse of a sexual nature, graphic verbal commentaries about an individual’s body, sexually degrading words used to describe an individual; and/or suggestive or obscene letters, notes, or invitations.
- 9) Displaying sexually suggestive objects, pictures, and cartoons.
- 10) Conduct or remarks that are sexually suggestive or that demean or show hostility to a person because of the person’s gender or sexual orientation including: jokes, pranks, teasing, obscenities, obscene or rude gestures or noises, slurs, epithets, taunts, negative stereotyping, threats, and/or blocking of physical movement.

Sexual harassment may occur between a student and another student, a student toward a faculty/staff member or a faculty/staff member toward a student

Internal procedures are in place to respond promptly to complaints by a student or faculty/staff member who believes he/she has been subjected to sexual harassment within the IES learning and work environment. The offended student or staff member is encouraged but not required, to promptly tell the person that such conduct is not welcome, is contrary to IES policy, and violates United States federal law.

If a student divulges a sexual harassment problem to an employee of IES, who is not a Resolution Officer, that person is required to promptly report such incidents to a Resolution Officer.

An affected student may need further information and therefore may engage in an informal conversation with the Dean of Students or his/her Center Director regarding questions, concerns about, or clarification of this policy.

Formal complaints of sexual harassment by an affected student should be made to either of the Resolution Officers listed below:

Dr. Maureen Powers: Dean of Students/ IES Chicago; Dr. Matthew Rader, Assistant Dean of Students
– (312) 944-1750, OR

The Center Director for your program:

Amsterdam:	Dr. Ana Marie Wiseman-Jansen	(31-205255468)
Australia:	Ms. Lizzie Summerfield	(61-8) 8303-4070
Beijing:	Ms. Sandra Sachs	(86-10) 6891-6731
Berlin:	Dr. Barbara Gúgold	(49-30) 280-0870
Dijon:	Ms. Marie-Jose Albert-Batt	(33-3) 8072-5985
Dublin:	Dr. Ashley Taggart	(353-1) 475-4704
EU/Freiburg:	Mr. Joachim Staguhn	(49) 761-367-61
London:	Ms. Debby Murphy	(44-20) 7299-4420
La Plata:	Dr. Irina Podgorny	(54-221)427-2249/50
Madrid:	Dr. Manuel Javier Martinez Velasco	(34-91) 549-7394
Melbourne:	Dr. Margot Riordan	(61-3) 8344-5090
Milan:	Dr. Roberto Andreoni	(39-02) 8942-1404
Nagoya (Nanzan and Chubu):	Mr. Satoshi Tsukamoto (In Japan)	0587-34-4303

Nantes: Dr. Yves-Henri Nouailhat	(33-2) 4073-3035
Paris: Ms Marie-Anne Devaux	(33-1) 4322-6413
Salamanca: Dr. Daniel P.Garcia	(34) 923-271-932
Tokyo: Dr. Takashi Hirose	(81-43) 211-8678
Vienna: Dr. Rudolf Schier	(43-1) 512-2601

Complaints submitted by IES students to the Center Director will be copied to the Dean of Students and vice versa. A full investigation of the matter in a fair and expeditious manner will follow. Alleged harassers will be provided full opportunity to explain and defend their action. Complaints made against members of the faculty or staff will be shared with the Vice President of Human Resource. Sanctions against anyone who is found to have violated the IES sexual harassment policy will be strictly enforced. Appeals of decisions made by Center Directors will be sent to and decided by the Dean of Students. Appeals of decisions made by the Dean of Students will be sent to and decided by the Executive Vice President.

Any deliberately false accusations put forward by a student against another member of the IES community will be subject to judicial review and appropriate sanctions.