



2022-2023 Student Code of Conduct

TAU International Study Abroad Semester, Year and Short-Term Programs

TAU International holds all students responsible for understanding and abiding by the policies set forth in this document, as well as in the *Student Pre-Departure Handbook* and the *TAU International Academic Handbook*. Students participating in the TAU Study Abroad Program are expected to take responsibility for their own actions or failure to act. Students must take responsibility for acting in ways that demonstrate respect for themselves and others and recognize that each student represents the TAU Study Abroad program and his or her home country for the duration of his or her time in TAU. The Code of Conduct includes policies based on the premise that students are adults and guests abroad. These policies are intended to facilitate the educational process and to promote a safe, fair, and successful experience for all students.

I. The Code of Student Conduct

Students who participate in TAU Study Abroad Programs are representatives of their home school and their country for the duration of their time on the program. Students are expected to conduct themselves appropriately and respectfully, and will abide by the rules set forth by TAU, TAU International, the on-site program faculty and staff, as well as the Dorms Management. Any student who engages in disrespectful, hostile, or violent behavior that threatens him/herself, another person, or the program will be subject to immediate disciplinary action and may be dismissed from the program, and sent home at his/her own expense, with no refund. Information regarding policy violations and/or program dismissals will be provided to the students' home universities.

Students are expected to abide by this Code of Conduct and the laws and customs that govern their host country of Israel. 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 the student as a foreign citizen in the host country.

The following are prohibited:

- Violence against others in any form, including performing physical harm to another.
- Sexual harassment or misconduct.
- Verbal abuse of faculty, staff or students.
- Bullying conducted in any manner (via social media or otherwise) or purposely embarrassing, harassing, or tormenting another using digital media.
- Willful or malicious maligning to any person not limited to members of the TAU community.
- Obstruction of TAU classes or obstruction of other TAU activities.
- Possession and/or use of firearms, fireworks, incendiary devices, dangerous explosives or other weapons.
- Theft of or vandalism to any university or housing property.





- Harassment or stalking of any person not limited to members of the TAU community.
- Unauthorized entry to or use of TAU facilities or technology.
- Disorderly, disruptive, threatening or intimidating conduct, gestures or actions.
- Violations of residential guidelines and/or rules established by the dorms or the rented apartments, including, but not limited to, unauthorized overnight guests, excessive noise, rowdy conduct, and drunkenness.
- Criminal behavior or violation of local laws.
- Self-endangerment, including involvement in activities or behavior that could result in personal harm, including, but not limited to, frequenting of dangerous places, association with criminals, repeated intoxication, etc.
- Alcohol or drug policy violations. (See Section III below).
- Violation of any policies contained in this document, the *Study Abroad Student Handbook*, and/or the *Academic Handbook*.
- Failure to follow the TAU Study Abroad guidelines, directives, timetables, and instructions of the TAU staff or faculty members.
- Failure to acquire a fully functional mobile phone within the specified time frame and/or, once acquired, failure to keep the phone charged, turned on, and in one's possession at all times.
- Obtaining unauthorized access to, viewing of, copying or distributing confidential TAU academic, administrative, or personal records.
- Falsification 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 a TAU Study Abroad program.
- Permanent or temporary diversion of academic materials needed by other students, including unauthorized removal of library materials, audio-visual materials or technological materials.

Student Discipline Procedures

Should an alleged or apparent violation of the Code of Student Conduct occur, an informal investigation of the circumstances will follow and the student(s) involved will participate in a Disciplinary Committee Meeting in accordance with the Code of Student Conduct and these student disciplinary procedures.

The procedures for conducting Disciplinary Committee Meetings are as follows:

- Students will be notified verbally and/or in writing by a TAU International representative of the incident or alleged violation, and of the time and place of the Review procedure.
- In the Disciplinary Committee Meeting, the involved student(s) will meet with a committee and be informed of the allegation(s) and pertinent information reported to TAU International regarding the incident and alleged violation in question. The involved





student(s) will also be provided with an opportunity to be heard concerning the incident and alleged violation(s) in the Disciplinary Committee Meeting

- In the Disciplinary Committee Meeting, the involved student(s) may present relevant information, including written and/or verbal statements from witnesses, as well as relevant documents and materials. The head of the disciplinary hearing determines which statements, documents and other materials are relevant in an administrative review proceeding.
- In the Disciplinary Committee Meeting, students may be accompanied by a third party support person of their choice, but the support person may not be the student's legal counsel, as administrative review proceedings are not legal proceedings before a court of law, but rather informal student disciplinary hearings where formal rules of evidence and civil procedure do not apply.
- The head of the disciplinary hearing will offer the student against whom a violation of the Code of Student Conduct is alleged an opportunity to explain and discuss his/her involvement in the incident(s) and alleged violation(s) in question. If the student admits the alleged violation, then the circumstances, causes, and any mitigating factors may be discussed, and appropriate sanctions will be determined by the head of the disciplinary hearing.
- If the student against whom a violation of the Code of Student Conduct is alleged denies the alleged violation, the discussion will focus on the available reports, witness statements (verbal and written), as well as other relevant information, including documents and/or materials gathered prior to the hearing or offered during the hearing and deemed relevant by the head of the disciplinary hearing. Following the hearing, the head of the disciplinary hearing will make a determination as to whether or not the alleged violation(s) of the Code of Student Conduct occurred based upon the relevant information gathered and presented, applying a preponderance of the evidence standard (i.e., "is it more likely than not that the alleged violation occurred?").
- The head of the disciplinary hearing has up to five working days following the administrative review proceeding to render his or her decision, unless the Hearing Officer determines there is a need for further investigation. In such circumstances, the student will be notified within five working days that a delay will occur for further investigation, with the investigation to be conducted in a timely fashion.
- Student(s) found responsible for violating the Code of Student Conduct will be promptly notified in writing once a decision has been made. Sanctions for violations become effective as soon as the student has been notified of them, either verbally or in writing, whichever comes first.
- The home school of a student found responsible for a violation of the TAU International Study Abroad Code of Student Responsibility will be promptly notified of any student disciplinary sanctions or proceedings involving their student(s) occurring during the Study Abroad program.

If a violation which occurred during the Study Abroad program is discovered at the end of the program, or after a student has left the program, TAU International reserves the right to notify the student(s) home school of the incident violation so that the home school can decide





whether or not it wants to follow up on the allegation following the student's return to campus. In this situation, documentation and information pertinent to the case may be conveyed to the accused student's home institution by TAU International for appropriate action and/or follow up. In the case of egregious behavior, or for the sake of the health or safety of the student or others, the TAU International Director, Associate Director and/or Study Abroad Director has the authority to immediately and summarily suspend a student from his/her student housing and/or the Study Abroad program until a Disciplinary Committee Meeting can occur.

Appeals

Students who have been found responsible for violating TAU International policies have the right to request an appeal, in writing, of a decision made by the TAU International Director (or his/her designee). Student appeals should be directed to the TAU International. In order for an appeal to take place, the student pursuing an appeal must demonstrate that at least one of the two reasons for appeal exist:

- There were procedural errors that substantially and adversely impacted the student and resulted from a failure by TAU International to follow its policies and procedures.
- New information has been discovered since the administrative review proceeding occurred that was not known, could not have been presented at the original hearing, and is of a character directly affecting the decision.

If one of the above requirements for an appeal is satisfied, then the student pursuing an appeal may submit a written appeal to the TAU International Office within five days of being notified of a decision. All sanctions shall remain in effect until any appeals have been considered, responded to in writing and decided.

Initial review of the merits of an appeal is based on the content of the written request and the written record and may or may not (in the TAU International discretion) include consultations by the TAU International Office with faculty and staff, the involved student(s) and/or other individuals involved. An appeal may or may not include a second hearing, which shall be in the discretion of the TAU International Office handling the appeal. If an appeal is granted, the student pursuing the appeal will be afforded an opportunity to present the basis for the appeal via a meeting (in addition to the student's written submission). The student may be accompanied by a third party support person to the meeting, provided that party is not the student's legal counsel. TAU International will review the record and consult with individuals deemed relevant regarding pertinent information to the extent necessary to decide the appeal. It should be noted that the student appealing a decision bears the burden of proof on appeal. An appeal is not a rehearing of the case.

Sanctions

All sanctions under these procedures are designed to be educational in nature, with student development primarily in mind. Sanctions can take a variety of forms, and can be issued alone or in combination, depending on the violation in question and the circumstances surrounding it. Sanctions may include the following:

- **Written Warning:** This is a written reprimand for a specific violation.





- Home School Notification
- Parent/Guardian/Emergency Contact Notification
- Restitution/Fine: This involves charges to be paid for damages, theft, or penalty, as well as resulting holds on Study Abroad grades and/or student transcripts until the same are paid in full.
- Loss of Privileges: This means that a student's privileges to use facilities or to participate in activities or events will be withdrawn for a specified period of time.
- Housing Change or Termination: This means that a student maybe required to leave his or her housing and move to alternate housing or obtain housing accommodations independently. No refunds will be provided.
- Disciplinary Probation: This is a notification that any further violation within a stated period of time will result in dismissal from the program.
- Dismissal: This means permanent termination of student status from the program.

II. The Academic Code of Honor (Found also in the TAU International Academic Handbook)

Students are expected to abide strictly by the Tel Aviv University and Tel Aviv University International Code of Honor:

Students in the program are expected to act with integrity and honesty and hold their fellow students to the same standard. As such the school and university administration will not under any circumstance tolerate cheating, plagiarism, fabrication, aiding and abetting dishonesty, falsification of records and official documents or any other act which could compromise a student's academic integrity.

Plagiarism: Submitting material that in part or whole is not entirely your work without attributing those same portions to their correct source.

Cheating: Using unauthorized notes, study aids or information from another student, student's paper, or student's electronic equipment (including but not limited to: phones, computers, and blackberry's) on an examination; altering a graded work after it has been returned, then re-submitting the work; allowing another person to do your work and submitting that work under your name; or submitting identical or similar papers for credit in more than one course without getting prior permission from the course instructors.

Fabrication: Presenting data in a piece of work that was not gathered in accordance with guidelines defining the appropriate methods of collecting or generating data and failing to include a substantially accurate account of the method by which the data was gathered or collected.

Aiding and Abetting Dishonesty: Providing material or information to another person with knowledge that this material or information would be used improperly.

Falsification of Records and Official Documents: Altering documents affecting academic records; forging signature of authorization or falsifying information on an official academic





document, grade report, or any other document designed to ensure that a student meets or gains exemption from a program or university regulation.

Unauthorized access to computerized academic or administrative records or systems: Viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access, or interfering with the use or availability of computer systems or information.

Any violation of the Code of Honor and/or the policies and procedures as outlined in the TAU International Academic Handbook: Any violation of the Academic Code of Honor and/or the policies and procedures as outlined in the TAU International Academic Handbook will result in the same Student Discipline Procedures as outlined above in this Code of Conduct.

III. Alcohol and Drug Policies

Alcohol may be consumed, within reasonable limits, by students who are of legal age – above 18 in Israel. 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. It is prohibited to illegally distribute alcohol to students who are not of legal drinking age. Further, excessive and irresponsible drinking leading to intoxication and behavior that interferes with the program or the rights of others is subject to immediate disciplinary action, and may result in dismissal from the program.

Students are prohibited from selling, using, or possessing any drugs that are considered by host country law to be illicit or illegal. Any drug infraction will be considered a grave violation of policy and will result in immediate disciplinary action, including possible dismissal from the program. In addition, students are cautioned that the possession of drugs is often dealt with harshly by host country law enforcement.

Further rules and regulations regarding drugs and alcohol which students must abide by are outlined in the [TAU International Safety, Security, Health and Wellness Guidelines](#).

IV. Sexual Harassment

Sexual harassment and/or misconduct is prohibited at all times. Students are required to abide by the [TAU Prohibition of Intimate Relationships](#) and the [TAU Policy for Prevention of Sexual Harassment](#) at all times.

V. Independent Travel

Prior to embarking on any independent travel (e.g., on free weekends or official program vacations), a student must inform the Student Life Team of the travel destination(s) and the dates of independent travel by completing this [form](#). Students are required to follow the independent travel guidelines as set for in the [TAU International Safety, Security, Health and Wellness Guidelines](#).

VI. Student Signature





I have carefully read each of the statements and conditions set forth above **in the Code of Conduct for TAU International Study Abroad Programs and in the Code of Conduct for TAU International Programs.** My signature below confirms that I understand and agree to **each** of these statements and conditions.

Signature: _____ **Date:** ____/____/____

Printed Name: _____ **DOB:** _____

