

General University Policy

Academic Honesty

As an educational institution, one of the primary goals of the University is to foster the highest standards of academic integrity. In order to achieve them, faculty, administrators and students share the responsibility. The Administration is responsible for establishing procedures to support and enforce the academic standards of the University. Students are responsible for maintaining standards of academic performance and classroom behavior. Faculty is responsible for fostering an honest behavior, preventing and identifying any breach of IUM policy. It is important for all students to understand that IUM views any violation of these standards very seriously. Students who are unwilling or unable to support these standards will not be allowed to remain at the University.

IUM views any form of academic dishonesty, be it cheating, plagiarism, unauthorized collaboration or falsification, as an unacceptable mode of conduct subject to disciplinary action that can lead to dismissal from the university. Academic dishonesty includes, but is not limited to the following:

- Using unauthorized notes, texts, or other aids during any type of quiz or examination
- Reading and/or copying from someone else's examination, test, quiz, research paper, homework, computer disk, etc.
- Sharing individual homework or research projects with another student
- Taking an examination or writing a paper for someone else
- Communicating with other students during an examination
- Knowingly permitting another student to copy an examination
- Violating any clearly stipulated instructions for homework, test, examination, or project
- Leaving the room during an examination without authorization
- Looking through an examination before it is given
- Stealing an examination
- Hiding notes in a calculator or other device
- Representing ideas of another or imitating the language, ideas, thoughts of another author and the representation of them as one's original work without providing the sources used
- Making up data and citations for a research project or homework
- Knowingly making a false statement to any faculty or administrative member

Academic Freedom and Responsibility

Institutions of higher education exist for the common good. The common good depends upon an uninhibited search for truth and its open expression.

Each member of the University community is entitled to full academic freedom. Academic freedom is the freedom to engage in research, scholarship, or other creative work in order to expand knowledge, to publish research findings, to teach and learn in an environment of unfettered free enquiry and exposition.

The concept of academic freedom must be accompanied by an equally demanding concept of academic responsibility. The university community has a responsibility to the whole: to students, to professors and society at large. They have a duty to preserve an academic climate that encourages humane, fair and responsible behavior. This behavior should be consistent and without regard to citizenship, age, color, disability, marital status, national origin, sex or sexual orientation, race or religion. Their conduct should in no way interfere with the rights of another or create an atmosphere of disrespect or intimidation.

Hence, the university community should at all times strive to be accurate in their statements, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that they are not speaking or acting for the component when they are speaking or acting for themselves.

Code of Conduct

As an institution of higher education, IUM is committed to creating an environment that facilitates not only academic development, but also the personal development of its members. This commitment of the University encourages the greatest possible degree of freedom for individual choice and expression with the expectation that all students attending the University are in all of their actions to reflect integrity, honesty and respect for others.

All the members of the University are expected to conduct themselves in an orderly manner on campus and in the surrounding community, to respect and observe the personal rights and property of others, and to meet in full all financial obligations to both the University and the community. They are also expected to comply with all the laws of the Principality of Monaco.

More specifically, IUM community members' responsibility includes an obligation to:

- Respect the integrity and property of others by avoiding all forms of violence, intimidation or conduct that in any way interferes with the rights of another, both on campus and in the surrounding community;
- Avoid derogatory comments;
- Respect and preserve the quality of the academic facilities, computer facilities and public space. This responsibility extends to such things as removing and disposing of one's food and trash, to reporting problems to the maintenance personnel;
- Use the schools computer facilities in an ethical and legal manner;
- Treat everyone, regardless of level or circumstance, with dignity and respect;
- Avoid inappropriate sexual advances, verbal or physical;
- Value individual differences in style, perspective, and background;
- Participate in setting and communicating goals, objectives, and standards.

Failure to comply with these standards of conduct may subject an individual to disciplinary action and/or dismissal from the University. The laws of the Principality of Monaco apply to all students in case of misconduct.

Damage to University Property

Individuals damaging University property will be charged for the repair. Intentional damage to University property may be subject to disciplinary action and dismissal from the University.

Appropriate Use of Computer Facilities and Responsibility of Users

Computers and accounts are owned by the University and are reserved in priority for students, faculty and administrative staff who are working on university-related matters. Anything that threatens the University computer system, such as viruses, must be reported to the Head of Information Systems. Account holders are not allowed to use someone else's account.

Access to a personal account is subject to accepting the conditions of the IUM Chart for the Appropriate Use of Computer Facilities. Violation of any restriction stated in the IUM Charter for the Appropriate Use of Computer Facilities will be sanctioned.

Class Attendance and Behavior

Class attendance and active participation are essential for succeeding in IUM courses, and it is also part of a student's responsibility toward the instructor and his classmates. To tailor their classes to the students' needs and aspirations, professors need to establish a high level of interaction and provide continuous feedback. Class discussions benefit from the variety of perspectives and experiences of all the participants: therefore, students contribute to each class in a unique way.

Students are therefore requested to attend class on a regular basis. Attendance is taken at the beginning of each class by the instructor using IUM's Presence On Line system (POL). Each class starts at the posted hour. The

professor has the right to refuse entry to students who arrive more than five minutes after the start of the class. The professor also has the right to request students who are disruptive to leave the class.

IUM encourages and enforces active participation to all classes, not just mere attendance. In particular, students should refrain from disruptive behavior and focus their undivided attention on the class matter. Cell phones, laptop computers and other devices must be switched off during classes unless the use of computers is explicitly requested by the professor. Food and drinks (except water) are not allowed. Attendance and participation affect class grades: for a detailed policy we refer the reader to the specific program sections of this Handbook and Catalog.

The policy for assignments (e.g. a quiz, class project, class presentation or homework submission) missed because of absence is decided by each individual professor and is stated in the class syllabus. The professor is free to give a zero, arrange a make-up, give a different or additional assignment, or modify the weight given to other work.

Attendance is compulsory for all exams. No special arrangements can be made to sit these exams either before or after the set date. A student who does not attend an exam will receive an F (0%).

Only mitigating circumstances of a very serious and exceptional nature will be reviewed by the Academic Committee. The Academic Committee may give permission to take a make up exam or to replace the missed exam by another type of assignment and will decide whether a grade penalty is applicable. The Academic Committee's decision is final and may not be appealed.

Learning Difficulties

Students with learning difficulties (e.g. dyslexia) are often of higher than average intelligence, but do not process and express knowledge in a traditional way. This is why IUM accords students with a documented learning difficulty an additional 20% of time to complete in-class examinations. They are also allowed to use a laptop to write exams. The University will provide the laptop computer (numbers are limited); students are not allowed to use their own laptop for examination purposes. In order to benefit from this policy, students should provide the Director of the Program with an original document, not less than two years old, from a professional (psychologist, speech therapist...) which indicates the diagnosis.

Equal Opportunity

It is the policy of the University to provide equal opportunities to all prospective and current members of the student body, faculty and staff on the basis of qualifications and merit without regard to race, color, national origin, religion, sex, physical or mental disability, medical condition, ancestry, marital status, age, sexual orientation, or citizenship. This nondiscrimination policy covers admission and access to treatment and employment in the University's programs and activities.

Disclosure of Student Information

Students who do not wish that their academic, financial or personal records be disclosed to parents or tutors should inform in writing the IUM Registrar. If no such written notification is provided, it is understood that the University can disclose information to parents and tutors upon their request.

Grievance Policy

The objective of the grievance policy is to provide a fair and efficient method of resolution to violations of the University policy. A formal grievance should be used when all informal means have been exhausted. All administration members maintain an open door policy.

1. Anyone with a grievance or complaint (students, faculty or employees) may request an individual meeting with the instructor or staff member with whom the incident occurred to discuss the matter[†].
2. If a satisfactory resolution to the problem is not reached, the aggrieved party should seek guidance from his supervisor or the Director of the Program.
3. If the previous steps have not solved the grievance within 5 working days of the incident, the aggrieved party must present to the relevant Vice Dean, in writing, all the facts of the grievance. Within 5 working days, upon receipt of the written information, the Vice Dean will schedule a Grievance Committee hearing. The time of the meeting will be communicated in writing to all parties. The Committee will consist of the Director or supervisor, the Vice Dean, and one staff or faculty member not involved with the incident in question. All persons or their representatives involved with the incident must be present at the time of hearing. All parties involved will have the opportunity to discuss the grievance. The Grievance Committee will immediately review and conclude the case. The decision of the Committee will be communicated to those involved in the incident within 48 hours. The Committee's decision will be final.
4. The aggrieved party has one calendar year from the date of the incident to initiate the grievance procedure[‡].

Complaints can be made to the Accrediting Council for Independent Colleges and Schools (ACICS), 750 First Street, NE, Suite 980, Washington, D.C. 20002-4241, U.S.A. or to the Association of MBAs, 25 Hosier Lane, London, EC1A 9LQ, United Kingdom. Tel: + 44 (0) 20 7246 2686.

Eating and Drinking

Eating and drinking, with the exception of water, are not allowed in the University outside of the Cafeteria area. It is a shared responsibility of students, faculty and staff to maintain a clean and pleasant environment at the university.

Smoking

Smoking is not allowed anywhere in the university.

Alcohol Policy

Alcohol abuse has been shown to have serious negative effects on the body and on the ability to work. Alcohol consumption, possession, purchase, and delivery are strictly forbidden in and around the University. An exception to this rule can be made for Student Association-sponsored events for which prior authorization has been given by the President. Students must also comply with the laws of the Principality of Monaco.

Drug Policy

The use, sale, or distribution of drugs is strictly prohibited, is subject to disciplinary action, and can result in dismissal from the University. Students must also comply with the laws of the Principality of Monaco.

[†] For complaints regarding grades, please refer to the section *Grade Review Procedure* in the Undergraduate and in the Graduate Chapters of this Handbook.

[‡] No complaints can be made after a student has graduated and has received his/her degree.

Fire Regulations

Many fires are preventable and each member of the University community is responsible for keeping the rooms and University area free of fire hazards and becoming familiar with fire equipment and fire exits.

In case of fire:

- Sound the nearest fire alarm
- Whenever a fire alarm is sounded, evacuate the University immediately
- Whenever possible, shut the windows and close the doors
- Walk quickly, do not run
- Take the stairs and do not use the elevators
- If possible, inform a staff member and/or call the fire department. The fire department's emergency telephone number is 18 (first dial "0" from a staff telephone). This number can be dialed free of charge from any telephone without the use of a telephone card.

