

# Student Code of Conduct

## **A. Aim**

Maastricht University hosts a large number of students, both Dutch and international. The Maastricht University School of Business and Economics (SBE) regards behaviour in compliance with its core values as being of great importance. Some people view the rules of behaviour at the School as self-evident. Others may find them less clear.

The aim of this Code of Conduct is to clarify these rules and to make them transparent to all students who attend the SBE. These regulatory requirements and measures apply with respect to the procedure in all UM buildings and domains.

By complying with these rules, we avoid undesirable and unwanted behaviour and aim to ensure a good and productive study environment.

## **B. Core values**

### **1. Respect**

First of all, we should be able to count on each other: among staff, among students, and in cooperation with each other. Respect, reliability, taking responsibility and self-reflection are the core concepts here. This includes, but is not limited to, the use of appropriate language in both written and spoken communication.

### **2. Commitment**

We are part of a community of motivated students and staff. We expect students and staff to express their intellectual passion through ambition, initiative and commitment. Staff and students must encourage each other in this process.

### **3. Professionalism**

Staff and students contribute to an inspiring work and academic climate from their various fields of expertise, knowledge and experience. We value each other's contribution in word and gesture. Students and employees have many rights as well as obligations and we acknowledge these and apply them appropriately and professionally at all times.

### **4. Inclusivity**

Our School is dedicated to creating an inclusive environment for everyone, regardless of race, ethnicity, religion, colour, nationality, sexual orientation, gender etc. The inclusion of all students and staff members is fundamental to our School's diverse and international character. English is used as the lingua franca at all times within our School.

## **5. Integrity**

We are committed to protecting and guaranteeing academic integrity. This means taking exams independently and honestly, indicating sources when writing a paper, essay or thesis and always being truthful when filling out forms and other documentation.

## **C. Rules of conduct**

### **1. General**

This code of conduct starts by stating general rules of behaviour. These rules apply to all SBE students.

- Respect for one another should be shown at all times. Behaviour such as hostility, violence, sexual harassment and discrimination on any grounds is never acceptable.
- Respect for the properties and facilities of the SBE and Maastricht University should be shown at all times. Items on loan should always be handled with the greatest care.
- The SBE states clear rules on generally unacceptable behaviour, which should be complied with. For example smoking inside faculty buildings, eating and drinking in places where this is prohibited, and parking outside designated areas is not allowed.
- The passing on of personal data to third parties without permission, for example through e-mail or other distribution lists, is prohibited. The SBE aims to prevent students or staff from being inconvenienced by unwanted solicitations.
- Educational activities that take place outside the SBE should be carried out in a professional manner. All staff and students should be presentable when dealing with outside parties and accurate when using information received. False impressions should not be given and external parties should not be put under pressure.
- Under no circumstance is the consumption of alcohol allowed without formal permission in or around the facilities of the SBE or Maastricht University.
- Under no circumstance is the consumption of drugs allowed in or around the facilities of the SBE or Maastricht University.
- The use of the name, logo or formal records of the SBE without formal permission is prohibited.

### **2. Obligations for students**

Below is a list of obligations that apply to all students.

- You should treat all students, school and staff members with respect.

- Study progress is your own responsibility. Social activities are never a legitimate reason for neglecting educational activities such as preparation for and participation in tutorials, completion of assignments and exams, and attendance at lectures.
- All information relevant to students will be disseminated via the Student Portal, your Webmail account or other means of communication. You should check these sources regularly. You cannot claim to be unaware of information if it was disseminated via these online sources in a correct and timely manner.
- During tutorials, lectures and outside class on the School's premises, English is the common language.
- If your work is published, you should place a disclaimer on the second page, stating that you are responsible for the contents of the work.
- Unless stated otherwise, you should also permission when using SBE properties, such as phones, faxes, computers and offices.

### **3. Tutorial meetings and lectures**

- You should always be on time for lectures and tutorials. The lecturer or tutor may refuse admittance to the lecture hall or classroom if you arrive after the start of the lecture or tutorial.
- You are expected to have studied and prepared the material that is the subject of discussion during lectures and tutorials.
- Problem-Based Learning (PBL) during tutorials is a group process. You are expected to have an open and productive attitude during these meetings. This means taking an active part in discussions and not distracting other students, for example by sending text messages, listening to your MP3 player, talking to fellow students or reading the newspaper. This applies equally to lectures.
- You are responsible for fulfilling your attendance requirements. In every course there is a built-in margin for absence due to personal circumstances like illness and the like. If you exceed this margin, you must contact your course coordinator or student adviser. Absence without a legitimate reason is subject to sanctions, for example course assignments.
- When working in teams or subgroups, each member should contribute equally and take responsibility for the final result of the work.
- Lectures are essential elements of the education offered during course periods, and form part of the examination material to be studied. Lecturers spend a lot of time preparing for these lectures and therefore count on your presence and attention.

### **4. Examinations**

- You may only take part in an exam when properly registered to do so.
- Students who take part in an exam are considered to be aware of the regulations for taking exams established by the SBE Board and Board of Examiners.
- You must arrive on time for exams. You will be allowed to enter the exam venue 15 minutes prior to the start of the exam.
- As a general rule, the only items allowed on your table are a pencil, pen and eraser (other items that are allowed are mentioned on the first page of the exam). Candy bars, fruit and beverages are also allowed. Mobile phones, MP3 players, PDAs and any other electronic devices must be turned off and put in your bag.

- For identification purposes, you must always carry your UM student ID card or passport/ID card during exams.
- You must always ask a supervisor's/invigilator's permission before leaving your seat to go to the restroom. Mobile phones or similar devices and study materials are not allowed in the restroom.
- Any form of communication between students during written exams is strictly forbidden and will be considered fraud.
- When you have finished your written exam, a supervisor/invigilator will collect your material. You will not be allowed to leave before your work has been collected. You should leave the exam hall in silence so as not to distract your fellow students.
- Study results are always based on your personal effort and performance. Bribing course coordinators, tutors, supervisors or any other staff member or influencing them in any way is strictly forbidden by law.
- If there are irregularities in a subject examination or part thereof, which prevent the Board of Examiners from assessing your knowledge, or if you have committed fraud or created the opportunity to commit fraud, the Board of Examiners is authorised to impose sanctions upon you. However, it may only decide to do so after having given you the opportunity to put forward your views on the matter.
- The Board of Examiners is subsequently entitled to make further enquiries and to apply sanctions in accordance with the provisions of the Education and Examination Regulations (EER).

## **5. References to sources in papers, essays and theses**

- Including text from other authors in your work is only allowed when appropriate reference is made to the source. Copying existing text in your work without giving a source reference is prohibited and considered fraud.
- Any form of cooperation or exchange of information in the preparation and writing of assignments is forbidden, unless explicitly stated otherwise in the description of the assignment. If any such cooperation or exchange of information is detected, this shall be considered fraud.
- If the examiner has doubts as to whether the assignment was completed independently and individually and/or whether there is a case of fraud, s/he is authorised to institute an investigation. The Board of Examiners is entitled to take action if the results of the investigation give cause to do so.
- The examiner should inform the Board of Examiners in case of irregularities. The Board of Examiners is entitled to make further enquiries and to apply sanctions in accordance with the provisions of the Education and Examination Regulations (EER).

## **6. Communication**

- An agreement or promise made between students or between students and any staff member must be kept by all parties. If you are unable to fulfil your promise, you should always let the other party know in good time.
- Communication between students or between students and any staff member should always be conducted properly, politely and respectfully.
- You should also consider e-mail to be a formal means of communication: always state your name and ID number and formulate your questions as specifically and clearly as possible.

- Problems between students or between students and tutors/lecturers should be resolved in a civil manner. If a resolution cannot be reached through consultation, you should contact your course coordinator or student adviser. They are able to help you in resolving your differences.

## **7. Computer use, internet and e-mail**

- In general, staff members will only send e-mails to your student Webmail account as provided by Maastricht University. When e-mailing a staff member you should always use your Maastricht University account.
- It is important that you stay up to date by checking your university e-mail account. Vital information may be passed on to you through this e-mail account.
- You may not visit inappropriate websites or introduce viruses to the Maastricht University network, whether intentionally or through negligence. Hacking into the Maastricht University network, its servers and workstations is strictly forbidden and subject to sanctions.
- Using your Maastricht University account to send spam or other undesired messages to your fellow students or staff members is strictly forbidden. Passing on the personal data of other students/staff members or distribution lists containing Maastricht University e-mail addresses to third parties is also prohibited.
- You should always handle Maastricht University computer equipment with care, and comply with the specific rules for its computer facilities. Damage or misuse is not allowed. Theft of School properties will be reported to the local authorities and consequently be sanctioned.
- The foregoing is laid down in the “MAASnet UM Acceptable Use Policy” of the Information, Communication and Technology Service centre (ICTS).

## **8. Study/internship abroad**

- SBE students have an excellent reputation abroad, not just as exchange students at our partner institutes but also when involved in internships at companies abroad. As an SBE student you are expected to uphold the standards of the host country and host institute or company.
- While abroad, you will be subject to the laws and customs of the host country. This means that it is your responsibility to thoroughly familiarise yourself with issues pertaining to your personal safety abroad, to health insurance and care, as well as to the specific political, cultural and religious conditions in the host country. Needless to say, you are expected to treat everyone with respect, dignity, impartiality, courtesy and sensitivity, regardless of religion, race, gender or age.
- As an SBE student you will be viewed as a representative of our institute. We therefore expect you to act as a goodwill ambassador and to behave in a professional and responsible manner. Always remember that if you act in violation of the laws or standards in your host country or institute, this could seriously harm not only your personal safety and health, but also the SBE's relationship with the host university.

Examples of academic misconduct include, but are not limited to, the following:

- Unauthorised access to other people's e-mails or e-mail accounts
- Plagiarism
- False claims of performance

- Grade alteration
- Deliberate falsification
- Forgery
- Extortion.

Examples of non-academic misconduct include, but are not limited to, the following:

- Underage possession/consumption of alcohol
- Endangering behaviour
- Disorderly conduct while intoxicated
- Possession/use/manufacturing of illegal drugs or other illegal substances
- Assault
- Harassment
- Sexual misconduct.

## **9. Disciplinary measures and references**

- In cases where the “MAASnet UM Acceptable Use Policy” of the Information, Communication and Technology Service centre (ICTS) has been violated, the Dean of the SBE can apply sanctions. These may include denying the student in question access entirely or partially to UM buildings and domains for a maximum of one year. In cases where the Dean decides to apply a sanction for more than six months, this must be in consultation with the Executive Board (CvB).
- In cases where the house regulations in the UM buildings and domains has been violated, the Dean of the SBE can entirely or partially deny the student access to UM buildings and domains for a maximum of one year, in view of Article 7.57 of the Universities and Higher Education Act. The duration of the sanction must be in proportion to the seriousness of the behaviour, with a maximum of one year.
- According to the regulations adopted by the Executive Board on 1 October 2000 for reporting and handling complaints of undesirable behaviour (sexual harassment, aggression, violence and discrimination), disciplinary measures can be taken in accordance with Article 7.57h of the Universities and Higher Education Act. For more information we refer to the aforementioned regulations.
- The definition of fraud and the sanctions that can be enforced by the Board of Examiners are stated in the Education and Examination Regulations (EER).
- More information on disciplinary measures, sanctions, policies, regulations and appeal procedures can be found via the [Complaint Service Point](#).