



Student Code of Conduct

Kennedy University of Leadership (KUL) expects its students to conduct themselves in a manner that does not bring the reputation of KUL into disrepute. Where a student's conduct does not meet the expectations outlined in the Student Code of Conduct, the Non-Academic Dismissal policy may be applied. KUL seeks to provide a safe and inclusive environment for all students, and therefore it takes breaches of this code of conduct seriously. If you are experiencing behavior that contradicts this code of conduct, (e.g. harassment, sexual misconduct, bullying through social media), please report the allegations to KUL staff immediately. KUL will look to provide support to you as appropriate through its procedures (this may include offers of mental health support and/or referral to external support). Due to the online nature of its programs of study, KUL pays particular attention to netiquette describing the rules of conduct for respectful and effective communication in online settings.

Professionalism

- It is expected that you act in an honest way and that you will abide by the law.
- You should familiarize yourself with and adhere to approved KUL policies and procedures.
- Attend and engage with your program of study and proactively seek support when needed.
- Where applicable, adhere to relevant professional standards relating to personal and professional conduct.
- You are an ambassador for KUL at all times.
- KUL expects that you will act responsibly and respectfully online.
- You should behave in a manner which upholds the good reputation of KUL, whether online or face-to-face.

Make yourself look good online

One of the best things about the virtual world is the lack of judgment associated with your physical appearance, sound of your voice, or the clothes you wear (unless you post a video of yourself singing Karaoke in a clown outfit.) You will, however, be judged by the quality of your writing, so keep the following tips in mind:

- Always check for spelling and grammar errors
- Know what you're talking about and state it clearly
- Be pleasant and polite

Know where you are in cyberspace

"Netiquette varies from domain to domain." (Shea, 1994) Depending on where you are in the virtual world, the same written communication can be acceptable in one area, where it might be considered inappropriate in another. What you text to a friend may not be appropriate in an email to a classmate or colleague.



Share expert knowledge and back it up

The Internet offers its users many benefits; one is the ease in which information can be shared or accessed and in fact, this "information sharing" capability is one of the reasons the Internet was founded. So in the spirit of the Internet's "founding fathers," share what you know! When you post a question and receive intelligent answers, share the results with others. Are you an expert at something? Post resources and references about your subject matter.

Do your video meetings justice

Check your device's audio and video before the meeting to ensure that they work. Create a background that is uncluttered so it isn't disruptive, or selecting a background offered by the video meeting platform. Choose a professional screen name (your first and last name is a good option; avoid nicknames or any screen name that could be offensive or unprofessional). Join the meeting on time. Mute yourself when you're not speaking. Do not talk over other meeting participants.

Kindness

- You should recognize everyone is an equal member of the community whether faculty, student, administrator, learning experience team member, IT support or any other staff.
- Everyone should be extended the same respect and support.
- It is expected that you should not be judgmental about others – not blame or stigmatize groups or individuals, for example, if they should become unwell with Covid-19 or are not able to follow all protective behaviors due to reasons of disability or medical exemption.
- You are expected to help your fellow students whether in person or online, without posing a risk to yourself, especially if they are in difficulties or don't understand procedures. For example, you can offer help by directing your fellow student to the appropriate support service (e.g. Coaches).

Remember the Human

When communicating electronically, whether through email, instant message, discussion post, text, or some other method, during your study, practice the Golden Rule: Do unto others as you would have others do unto you. Remember, your written words are read by real people, all deserving of respectful communication. Before you press "send" or "submit," ask yourself, "Would I be okay with this if someone else had written it?"

Adhere to the same standards of behavior online that you follow in real life

While it can be argued that standards of behavior may be different in the virtual world, they certainly should not be lower. You should do your best to act within the laws and ethical manners of society whenever you inhabit "cyberspace." Would you behave rudely to someone face-to-face? On most occasions, no. Neither should you behave this way in the virtual world.



Don't abuse your power

Just like in face-to-face situations, there are people in cyberspace who have more "power" than others. They have more expertise in technology or they have years of experience in a particular skill or subject matter. Maybe it's you who possesses all of this knowledge and power! Just remember: knowing more than others do or having more power than others may have does not give you the right to take advantage of anyone.

Be forgiving of other people's mistakes

Not everyone has the same amount of experience working in the virtual world. And not everyone knows the rules of netiquette. At some point, you will see a stupid question, read an unnecessarily long response, or encounter misspelled words; when this happens, practice kindness and forgiveness as you would hope someone would do if you had committed the same offense. If it's a minor "offense," you might want to let it slide. If you feel compelled to respond to a mistake, do so in a private email rather than a public forum.

Respect

- You should recognize the importance and value of equality and diversity in KUL community by treating all members of KUL with dignity and respect both in person and through alternative means so that they do not feel as though they are being harassed or bullied.
- You should conduct yourself in a manner that does not harm or does not have the potential to harm others. This includes refraining from:
 - » Abusive or unreasonable conduct e.g. acts of bullying or harassment; including harassment related to the protected characteristics
 - » Physical misconduct e.g. punching, kicking, slapping, biting, pushing or shoving;
 - » Sexual misconduct (see Non-Academic Misconduct Policy);
 - » Threats of injury or violence upon others;
 - » Activities which may constitute a hate crime;
 - » Activities related to the incitement of, or participation in, acts of terrorism;
 - » Activities that willfully and deliberately spread misinformation;
 - » Activities which foster blame narratives (i.e. apportioning blame without factual basis).
- Respecting the right of others to hold opinions that are different to your own. KUL encourages respectful discourse and discussion. Where there are disagreements or debate, it is expected that students use appropriate language at all times including respecting protected characteristics.



Respect other people's time and bandwidth

Electronic communication takes time: time to read and time in which to respond. Most people today lead busy lives, just like you do, and may not be able to engage with learning platform with the same frequency as you. As a virtual world communicator, it is your responsibility to make sure that the time spent reading your words isn't wasted. Make your written communication meaningful and to the point, without extraneous text or superfluous graphics or attachments that may take forever to download.

Help keep flame wars under control

While "flaming" is not necessarily forbidden in virtual communication, "flame wars," when two or three people exchange angry posts between one another, must be controlled or the camaraderie of the group could be compromised. Don't feed the flames; extinguish them by guiding the discussion back to a more productive direction.

Respect other people's privacy

Depending on what you are reading in the virtual world, be it an online class discussion forum, cohort WhatsApp group chat or elsewhere, you may be exposed to some private or personal information that needs to be handled with care. Perhaps someone is sharing a sensitive situation at work relevant to an assignment? What do you think would happen if this information "got into the wrong hands?" Embarrassment? Hurt feelings? Loss of a job? Just as you expect others to respect your privacy, so should you respect the privacy of others. Be sure to err on the side of caution when deciding to discuss or not to discuss virtual communication.

Non-Academic Dismissal

Individuals who violate the University's stated Student Code of Conduct will be disciplined and potentially subjected to further corrective action up to and including termination or expulsion. Therefore, Kennedy University of Leadership expects that all relationships among students, staff, faculty and other members of the University community will be free of discrimination and harassment.

If a student is subject to non-academic dismissal, they have a right to appeal the decision. Appeals must be submitted in writing and must substantively address all the University-stated grounds for dismissal. This appeal will be reviewed within 30 days of receipt by the Registrar and all decisions are final.



Date of Application

Full Name

Email

Course Name

Grounds for Request:

See guidance notes for definitions.

Health/Medical

Maternity, paternity or adoption leave

Compassionate (including bereavement)

Financial

Exceptional professional commitments

Opportunities which contribute to academic development

Exceptional personal circumstances

Concisely explain why it is necessary to request an interruption:

Planned last day of attendance:

Proposed start date for interruption:

Intended return date:

If there has been a previous interruption of studies, provide dates and the reason:



Supporting evidence, continued

List and describe the documentation which you have attached in support, e.g. birth certificate, Medical note...

Notes:

*No printing is required. All communications relating to this claim during its process must be emailed to: **studentsupport@KennedyU.education**. KUL will acknowledge receipt of your claim and provide you with any updates and an outcome by email, therefore, it is important that you check your University and personal email accounts regularly.*

OFFICE USE ONLY

Approved: YES NO

Name of member or staff

Date of approval:

Approved start date of interruption:

Approved return date:



GUIDANCE NOTES

This form must be completed when a student wishes to request an interruption of studies in accordance with KUL Interruption of Studies Policy.

An interruption of studies is defined as an approved, temporary break in a student's study, during which the student is not required to engage with their studies.

The minimum is usually 3 months. Normally the maximum period of time that you may interrupt in total for any course is 12 months for full-time students and 24 months for part-time students. If you require a period of interruption of greater than this in total, you should withdraw from your studies and reapply when you are able to commit to study again.

Students should have completed at least 2 modules to be eligible for an interruption of study.

The Learning Experience Team will inform you of the final official decision on your request via email.

Funding Issues

You should consult Student Services as well as your funding provider to obtain a clear understanding of the funding implications before interrupting studies; the Kennedy University of Leadership is not able to guarantee the resumption of any external grant or loan. It is advised that interruptions of study are commenced at the end of a module, and before starting the next one. If you interrupt studies mid-way through a module, and then return to repeat a period of study you will be charged the appropriate tuition fee for the repeated period of study.

Benefits

Your student status may affect benefits for which you can apply. If you live in the UK, you may not be entitled to Council Tax exemption whilst you are on an interruption of studies.

Implications for the immigration status of overseas students

If you are an overseas student and have student leave to remain in the UK, an interruption of studies may have serious implications for your immigration status and you may not be permitted to remain in the UK for the duration of the interruption of studies. You should seek advice about the potential impact on your visa prior to submitting your application.