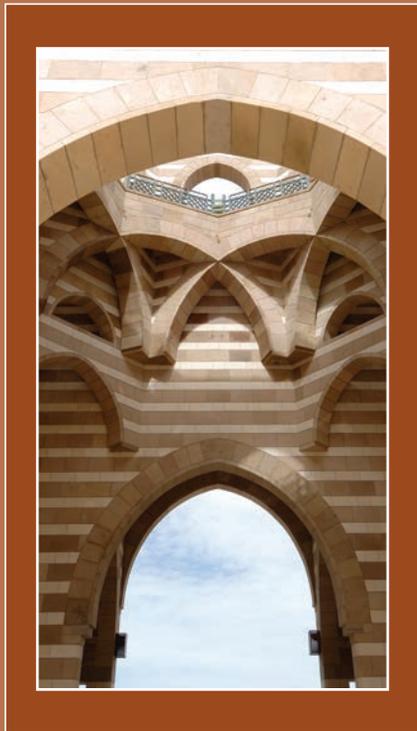




THE AMERICAN UNIVERSITY IN CAIRO

ACADEMIC INTEGRITY
MATTERS

HONESTY ♦ TRUST ♦ FAIRNESS ♦ RESPECT ♦ RESPONSIBILITY



Code of Academic Ethics

Approved by the AUC Council on Academic Integrity

Where is there dignity unless there is honesty?

Cicero (106BC - 43BC)

Here at The American University in Cairo, we take academic integrity very seriously. We set a high standard for ourselves and for each other to conduct ourselves with honesty and responsibility. Fostering such behavior is both an individual obligation of each member of the University to himself and his community, and a collective undertaking of the institution.

To that end, the University has developed the Code of Academic Ethics described in this booklet. We invite you to read the code, take time to understand and reflect on it, and to sign the pledge to uphold its principles.



*Interim President
Thomas E. Thomason*



*Provost
Sherif Sedky*

***Welcome to The American University in Cairo,
where academic integrity matters.***

Academic Integrity

Academic integrity is a commitment, even in the face of adversity, to five fundamental values: **honesty, trust, fairness, respect** and **responsibility**. From these values flow principles of behavior that enable academic communities to translate ideals into action.

All activities at The American University in Cairo, from teaching to administrative and support functions, serve the process of learning. Together, the University's faculty, staff and students form a cohesive academic community that shares the Code of Academic Ethics outlined in this document.

Statement of Intent

The American University in Cairo affirms its commitment to the guiding principles of academic integrity.

Academic integrity **matters**. It is important not just for an institution of higher education and the members of that community, but has an impact on how the institution is perceived by society and how it trains its future citizens and leaders of society, as well as the global community. The American University in Cairo's faculty, students, administrators and staff are committed to the highest standards of academic integrity throughout the University.

Statement of Values

The American University in Cairo encompasses a community of scholars and students who are engaged in the enterprise of learning and are supported in this process by administrators and staff. The process of learning requires an open exchange of ideas between scholars and students, and can only be based on trust





in each other. This trust does not necessarily come naturally to everyone engaged in the learning process, and faculty, students and staff need to constantly re-establish and confirm it. It allows participants in the academic community to feel that their ideas will be respected, discussed and evaluated in an atmosphere free of prejudice and bias. It also makes a moral demand on every participant in the academic community: that the ideas which they have expressed verbally, in writing, in papers, books and lectures are their own, or that if they are someone else's, they be honestly and clearly acknowledged.

By committing ourselves to the highest standards of academic integrity at AUC, we also reaffirm our commitment to the larger communities of Egypt and the world so that it can be said that the entire AUC community is respected for its honesty and integrity.

In order to cultivate such a community founded on trust, academic integrity and social responsibility, AUC needs to:

- Promote an atmosphere of academic integrity by constantly reaffirming its value in all the forums of interaction at the University, involving students, faculty, administrators, staff and parents.
- Clarify the responsibilities of each member of that community.
- Promote an understanding of the seriousness of violating the principles of academic integrity as a violation of the AUC community.
- Make it clear that violations of academic integrity will not be tolerated, and that the punishment for such infractions will be appropriate to the act committed.
- Clarify exactly what constitutes a violation of academic integrity.



The sacredness of a community based on trust and social responsibility is reflected in cultures and religions:

“من غشنا فليس منا”

“Whoever cheats us is not one of us.”

(Saying of the Prophet Muhammad)

“Whoever can be trusted with very little can also be trusted with much, and whoever is dishonest with very little will also be dishonest with much.”

(From the Bible - Luke 16:10).

The Ethics of Academic Integrity

Academic integrity is a part of our ethical stance in life. Our conduct in an academic setting at AUC can foster an atmosphere of truthfulness and trust; or foster doubt and suspicion, and a desire for success at any cost, even personal integrity. The AUC Code of Academic Ethics reminds members of AUC of their commitment not only to their own personal integrity, but to that of the entire University community, their countries and the world. The implications of that commitment are:

Personal Ethics

We learn early in life that ethical people tell the truth and keep promises, and that lying, cheating or stealing are

dishonorable. We know, however, that everyone can be tempted, and that the fear of failure and the prospect of comfort or future success can lead us to betray principles of truth, honesty and integrity. We also know that social pressures, pleasures or personal problems can compromise our values. Thoughtless acts can cost us our integrity.

Codes and promises cannot change who we are, but adherence to them can help to ensure every decision we make is one that upholds those values. Conscience and character are shaped and maintained by decisions and actions. Clear commitments regularly reaffirmed keep the need for ethical behavior present in our minds. Honesty, integrity and truth are not just values; they are decisions that we make and must continue to make despite temptation and the lure of the “easy way out.”

Social Responsibility

The Code of Academic Ethics emphasizes that students, faculty, administrators and staff are citizens at AUC, and that civic responsibility here, as anywhere, means going beyond a purely personal concern for ethical behavior. The commitment to ethical conduct at AUC is not just an individual matter, but a social contract; a consensus in support of academic honesty is the minimum requirement for accomplishing the aims we share.

So the Code of Academic Ethics requires opposing what we know is wrong. This



may mean, for example, speaking out against plagiarized papers or prohibited cooperation, advising an instructor not to reuse an earlier year's exam, or advising a colleague not to take advantage of the University's resources for personal use. It surely means considering dishonesty openly and talking about it with others, informally or in class.

Awareness

There are instructors unaware of cheating in their classes, and there are courses so oversubscribed and understaffed that adequate evaluation is difficult and the resultant temptation to cheat is high. It could be that University policies, procedures and services are not applied consistently by certain administrative officers. Better information about such incidents will help faculty, deans, students and administrative officers reduce the opportunities for dishonesty, and will identify patterns that urgently require corrective action.

The community as a whole needs to be more alert to whatever problems exist. If members of the AUC community tell the appropriate person responsible when cheating or a policy infringement is occurring, then all of us can know how widespread the problems are and whether they are getting worse or better. This knowledge is essential if we are serious about trying to achieve a more honest community.

Directness

The Code of Academic Ethics charges members of the AUC community to rely on their conscience to communicate directly with anyone they have strong reason to believe has acted dishonestly. This is the most demanding requirement of the code; yet it also holds the greatest promise of promoting academic integrity across the whole University.

What one should say to dishonest friends, classmates or colleagues is not prescribed by the code. When improper conduct is identified in this way, violators will know that they have been observed and that to continue will result in serious repercussions — knowledge that, by itself, could effect immediate constructive change.

The requirement to confront others about their acts of dishonesty may trigger violators to re-evaluate their decisions. Not every person will feel comfortable with confronting a fellow member of AUC, whether he or she is a student, administrator, or faculty or staff member, about academic and professional misconduct. However, consider that corporations, government agencies and small businesses all depend on the willingness of their people to recognize and take a stand against all breaches in ethical conduct. Employees who do not confront wrongdoing within their organizations tacitly condone behavior that could ultimately compromise their own positions and security.

Choice

The Code of Academic Ethics emphasizes the choice that witnesses to violations always face — whether to inform the appropriate authorities. To weigh that choice means to think about the costs of dishonesty both to individuals and to the morale of the community. It means, as well, to think about individuals who lie, cheat or steal, and whether facing disciplinary action might help them come to terms with what they are doing.

There are never good reasons for ignoring dishonest acts and the harm they do to an educational institution. Communicating directly to those who act dishonorably will sometimes be sufficient. But there will be times when conscience requires you to do more.

(The preceding section on “The Ethics of Academic Integrity” has been adapted with the permission of Duke University)

Definition of Standards for Academic Integrity

Generally, academic fraud and dishonesty include, but are not limited to, the following categories: cheating, plagiarism, fabrication, multiple submissions, obtaining unfair advantage, unauthorized access to academic or administrative systems, aiding and abetting, impersonation, threatening harm, misconduct and copyright infringement.

1. **Cheating:** using unauthorized notes, aids or information on an examination; altering a graded work prior to its return to a faculty member; allowing another person to do one’s own work and submitting it for grading
2. **Plagiarism:** submitting material that in part or whole is not one’s own work; submitting one’s own work without properly attributing the correct sources of its content





3. **Fabrication:** inventing or falsifying information, data or citation; presenting data gathered outside of acceptable professorial guidelines; failing to provide an accurate account of how information, data or citations were gathered; altering documents affecting academic records; forging signatures or authorizing false information on an official academic document, grade, letter, form, ID card or any other University document; submitting false excuses for absence, delay or illness
4. **Multiple submissions:** submitting identical papers or course work for credit in more than one course without prior permission of the instructor
5. **Obtaining unfair advantage:**
 - a. Gaining or providing access to examination materials prior to the time authorized by an instructor;
 - b. Stealing, defacing or destroying library or research materials, which can deprive others of their use;
 - c. Unauthorized collaboration on an academic assignment;
 - d. Retaining, possessing or circulating previously used examination materials without the instructor's permission;
 - e. Obstructing or interfering with another student's academic work;
 - f. Engaging in any activity designed to obtain an unfair advantage over another student in the same course;
 - g. Offering bribery to staff or any University employee to effect a grade change or gain unfair advantage over other students
6. **Unauthorized access:** viewing or altering in any way computer records, modifying computer programs or systems, releasing or distributing information gathered via unauthorized access, or in any way interfering with the use or availability of computer systems/information
7. **Aiding and abetting:** providing material, information or other assistance, which violates academic integrity; providing false information in connection with any inquiry regarding academic integrity
8. **Impersonation:** impersonating or allowing to be impersonated by another individual during classes, examination or other University activities
9. **Threatening harm:** threatening, effecting or encouraging bodily, professional or financial harm to any faculty, staff, administrator or student who has witnessed or reported a violation of the Code of Academic Ethics
10. **Misconduct:** behaving in a manner that violates or adversely affects the rights of other members of the AUC community (disrupting meetings or activities, unruly behavior, etc)
11. **Copyright infringement:** using copyrighted materials (print, electronic or multimedia) in a manner that violates international copyright laws

(The preceding section on "Definition of Standards" has been reproduced and adapted with the permission of Belmont University)

Violations of Academic Integrity in the Workplace

Generally, professional fraud and dishonesty include, but are not limited to, the following categories: disclosure of confidential and private information, improper exercise of authority and conflict of interest, improper use of organizational assets, inconsistent application of the policies, nepotism, impersonation, fabrication, unauthorized access, aiding and abetting, threatening harm, misconduct and copyright infringement.

1. **Disclosure of confidential and private information:** leaking out information of a confidential nature in one's custody or using it for personal advantage; violating the privacy of information pertaining to others
2. **Improper exercise of authority and conflict of interest:** taking decisions on the basis of private interests; using one's position for personal advantage; accepting or offering bribes or gratuities in exchange for service; providing paid or unpaid service in conflict with the best interests of the University
3. **Improper use of organizational assets:** using the University's physical resources (buildings, equipment and supplies) or human resources and office hours for one's personal advantage
4. **Inconsistent application of the policies:** obtaining or providing unfair advantage in terms of services, benefits or information to certain colleagues or relatives on a preferable basis
5. **Nepotism:** giving unfair advantage to a relative to obtain a job, maintain a job even when performing below standards, or assist in obtaining a promotion unfairly





6. **Impersonation:** impersonating or allowing to be impersonated by another individual at the University clinic, hospitals, pharmacies or at any other University office
7. **Fabrication:** inventing or falsifying information, data or certificates; altering documents affecting records; forging signatures or authorizing false information on an official document, letter, form, ID card or any other University document; submitting false excuses for absence, delay or illness.
8. **Unauthorized access:** viewing or altering in any way computer records, modifying computer programs or systems, releasing or distributing information gathered via unauthorized access, or in any way interfering with the use or availability of computer systems/information
9. **Aiding and abetting:** providing material, information or other assistance, which violates academic integrity; providing false information in connection with any inquiry regarding academic integrity
10. **Threatening harm:** threatening, affecting or encouraging bodily, professional or financial harm to any faculty, staff, administrator or student
11. **Misconduct:** behaving in a manner that violates or adversely affects the rights of other members of the AUC community (disrupting meetings or activities, unruly behavior, etc)
12. **Copyright infringement:** using copyrighted materials (print, electronic or multimedia) in a manner that violates international copyright laws



Responsibilities

In academic matters, mutual responsibility between students, faculty, administrators and staff requires cooperation and trust in maintaining the details and spirit of the AUC Code of Academic Ethics. This ensures that a high level of integrity and honesty will be maintained within the academic programs.

Students at AUC will be responsible for:

1. Knowing and complying with the AUC Code of Academic Ethics.
2. Signing the AUC Code of Academic Ethics Agreement upon admission to AUC.
3. Upholding the highest standards of academic integrity in all of the student's own work at AUC.
4. Upholding the highest standards of academic integrity by refusing to

tolerate violations of the AUC Code of Academic Ethics.

5. Reporting any suspected violation of the code to an appropriate faculty, administrator or student judicial board member.
6. Respecting the rights of others, which includes the obligation to refrain from behavior that violates or adversely affects the rights of other members of the AUC community.

Full-time and part-time faculty at AUC will be responsible for:

1. Knowing and complying with the AUC Code of Academic Ethics.
2. Pledging their commitment by signing the AUC Code of Academic Ethics Agreement.
3. Upholding the highest standards of academic integrity in all of the faculty member's own work.
4. Upholding the highest standards of





- academic integrity by refusing to tolerate violations of the AUC Code of Academic Ethics.
5. Reporting any suspected violation of the code to an appropriate faculty, administrator or student judicial board member.
 6. Fostering an atmosphere of academic integrity among colleagues, students and staff.
 7. Respecting the rights of others, which includes the obligation to refrain from behavior that violates or adversely affects the rights of other members of the AUC community.
 8. Taking the necessary steps to apply the Code of Academic Ethics to the circumstances of their courses. These might include (but are not limited to):
 - a. Specifying conditions for collaborative course work including working in groups, with lab partners, doing homework and any other submitted work.
 - b. Giving clear guidelines or instructions concerning course requirements and policy.
 - c. Maintaining the security and integrity of exams, including proctoring examinations and quizzes properly.
 - d. Giving students a reasonable time to finish exams or course work.
 - e. Making students aware of academic integrity and creating an atmosphere of trust during exams.
 - f. Making fair and adequate evaluations of all work submitted by students.

- g. Varying course materials sufficiently and regularly to discourage dishonest academic behavior.
- h. Securing electronic materials from unauthorized access.
- i. Acting as a role model by citing sources properly in lectures and talking about how citation shows respect for other scholars.

Deans and department chairs will be responsible for:

1. Knowing and complying with the AUC Code of Academic Ethics.
2. Pledging their commitment by signing the AUC Code of Academic Ethics Agreement.
3. Upholding the highest standards of academic integrity in all of the department's work.
4. Upholding the highest standards of academic integrity by refusing to tolerate violations of the AUC Code of Academic Ethics.
5. Reporting any suspected violation of the code to an appropriate faculty, administrator or student judicial board member.
6. Fostering an atmosphere of academic integrity among colleagues, students and staff.
7. Respecting the rights of others, which includes the obligation to refrain from behavior that violates or adversely affects the rights of other members of the AUC community.

The Student Union and the Graduate Student Association will be responsible for:

1. Knowing and complying with the AUC Code of Academic Ethics.
2. Upholding the highest standards of academic integrity in all of the Student Union and Graduate Student Association's work.
3. Upholding the highest standards of academic integrity by refusing to tolerate violations of the AUC Code of Academic Ethics.
4. Reporting any suspected violation of the code to an appropriate faculty, administrator or student judicial board member.
5. Fostering an atmosphere of academic integrity among students by regular activities relevant to this issue.
6. Respecting the rights of others, which includes the obligation to refrain from behavior that violates or adversely affects the rights of other members of the AUC community.
4. Upholding the highest standards of academic integrity by refusing to tolerate violations of the AUC Code of Academic Ethics.
5. Reporting any suspected violations of the code to the appropriate faculty, administrator or student judicial board member.
6. Fostering an atmosphere of academic integrity among colleagues, students and staff.
7. Respecting the rights of others, which includes the obligation to refrain from behavior that violates or adversely affects the rights of other members of the AUC community.
8. Taking the necessary steps to apply the AUC Code of Academic Ethics to the circumstances of work at AUC. These might include (but are not limited to):
 - a. Respecting conditions for collaborative course work as specified by faculty, including working in groups, with lab partners, doing homework and any other work submitted.
 - b. Enforcing guidelines or instructions concerning course requirements and policy.
 - c. Maintaining the security and integrity of exams, including proctoring.
 - d. Taking practical measures during any academic activity a TA or RA is responsible for, to create an atmosphere of mutual trust.

Teaching and research assistants (TAs and RAs) will be responsible for:

1. Knowing and complying with the AUC Code of Academic and Professional Ethics.
2. Signing the AUC Code of Academic Ethics Agreement.
3. Upholding the highest standards of academic integrity in all of their work at AUC.



AUC staff, administrators and managers will be responsible for:

1. Knowing and complying with the AUC Code of Academic and Professional Ethics.
2. Signing the AUC Code of Academic Ethics Agreement.
3. Upholding the highest standards of academic integrity in all of the staff member's own work at AUC.
4. Upholding the highest standards of academic integrity by refusing to tolerate violations of the AUC Code of Academic Ethics.
6. Reporting any suspected violations of the code to the appropriate faculty, administrator or student judicial board member.
6. Fostering an atmosphere of academic integrity among colleagues, students and staff.
7. Respecting the rights of others, which includes the obligation to refrain from behavior that violates or adversely affects the rights of other members of the AUC community.
8. Taking the necessary steps to apply the AUC Code of Academic Ethics to the circumstances of work at the University. These might include (but are not limited to):
 - a. Understanding one's role at AUC and holding oneself fully accountable for it.
 - b. Ensuring that all decisions are made in the University's interest.
 - c. Using the University facilities, resources, time and services appropriately, and only for the University's purposes.
 - d. Applying the University policies, procedures and services consistently at all times.
 - e. Maintaining the security, confidentiality and privacy of records for information under one's disposal.
 - f. Reporting accurately and transparently.
 - g. Taking practical measures during any activity the staff member is responsible for to create an atmosphere of mutual trust.

Integrity without knowledge is weak and useless, and knowledge without integrity is dangerous and dreadful.

Samuel Johnson

Student Agreement to Abide by the Code of Academic Ethics

AUC is committed to academic integrity and ethical conduct. The AUC Code of Academic Ethics allows members of the academic community to feel that their ideas will be respected, discussed and evaluated in an atmosphere free of prejudice and bias. By committing ourselves to the highest standards of academic integrity at AUC, we also reaffirm our commitment to the larger communities of Egypt and the world, so that it can be said that graduates of AUC are respected for their honesty and integrity, in addition to excelling in their fields of work and activity.

As a student and citizen of the AUC community:

1. I have understood and will comply with the AUC Code of Academic Ethics.
2. I will uphold the highest standards of academic integrity in all of my work at AUC.
3. I will uphold the highest standards of academic integrity by refusing to tolerate violations of the AUC Code of Academic Ethics as specified in the Definition of Standards. When any violation of the code is suspected, I will let my conscience guide my decision about whether I will speak to, or report, anyone I believe to have committed a violation of this code.
4. I will respect the rights of others, which includes the obligation to refrain from conduct that violates or adversely affects the rights of other members of the AUC community.
5. I understand that I will be subject to penalties should I commit any violations of the AUC Code of Academic Ethics.
6. I will foster an atmosphere of academic integrity among my fellow students.

As a member of the student body at The American University in Cairo, I am committed to this AUC Code of Academic Ethics.

Name _____ ID Number _____

Signature _____ Date _____

Please submit the signed form to the Office of Student Development, Campus Center, room 1056.

The time is always right to do the right thing.

Martin Luther King, Jr.

Teaching and/or Research Assistant Agreement to Abide by the Code of Academic Ethics

AUC is committed to academic integrity and ethical conduct. The AUC Code of Academic and Professional Ethics allows members of the academic community to feel that their ideas will be respected, discussed and evaluated in an atmosphere free of prejudice and bias. By committing ourselves to the highest standards of academic integrity at AUC, we also reaffirm our commitment to the larger communities of Egypt and the world, so that it can be said that graduates of AUC are respected for their honesty and integrity, in addition to excelling in their fields of work and activity.

As a staff member and citizen of the AUC community:

1. I have understood and will comply with the AUC Code of Academic Ethics.
2. I will uphold the highest standards of academic integrity in all of my work at AUC.
3. I will uphold the highest standards of academic integrity by refusing to tolerate violations of the AUC Code of Academic Ethics.
4. I will report any suspected violation of the code to the appropriate faculty, administration or student judicial board member.
5. I will foster an atmosphere of academic integrity among my colleagues, faculty and students.
6. I will respect the rights of others, which includes the obligation to refrain from conduct that violates or adversely affects the rights of other members of the AUC community.
7. I understand that I will be subject to penalties should I commit any violations of the AUC Code of Academic Ethics.
8. I will take the necessary steps to apply the AUC Code of Academic Ethics to the circumstances of my work at AUC. These might include (but are not limited to):
 - a. Respecting conditions for collaborative course work as specified by faculty, including working in groups, with lab partners, doing homework and any other work submitted.
 - b. Enforcing guidelines or instructions concerning course requirements and policy.
 - c. Maintaining the security and integrity of exams.
 - d. Taking practical measures during any academic activity I am responsible for to create an atmosphere of mutual trust.

As a member of the staff of The American University in Cairo, I am committed to this AUC Code of Academic Ethics.

Name _____ Department _____

Signature _____ Date _____

Please submit the signed form to the Office of the Provost, Administration Building, room 1079.

It is truly said that a corporation has no conscience; but a corporation of conscientious men is a corporation with a conscience.

Henry David Thoreau (U.S. writer, 1817 - 1862)

Faculty Agreement to Abide by the Code of Academic Ethics

AUC is committed to academic integrity and ethical conduct. The AUC Code of Academic Ethics allows members of the academic community to feel that their ideas will be respected, discussed and evaluated in an atmosphere free of prejudice and bias. By committing ourselves to the highest standards of academic integrity at AUC, we also reaffirm our commitment to the larger communities of Egypt and the world, so that it can be said that graduates of AUC are respected for their honesty and integrity, in addition to excelling in their fields of work and activity.

As a faculty member and citizen of the AUC community:

1. I have understood and will comply with the AUC Code of Academic Ethics.
2. I will uphold the highest standards of academic integrity in all of my work at AUC.
3. I will uphold the highest standards of academic integrity by refusing to tolerate violations of the AUC Code of Academic Ethics. When any violation of the code is suspected, I will report it to the appropriate faculty, administrator or student judicial board member.
4. I will foster an atmosphere of academic integrity among my colleagues, students and staff.
5. I will respect the rights of others, which includes the obligation to refrain from conduct that violates or adversely affects the rights of other members of the AUC community.
6. I understand that I will be subject to penalties should I commit any violation of the AUC Code of Academic Ethics.
7. I will take the necessary steps to apply the Code of Academic Ethics to the circumstances of my courses. These might include (but are not limited to):
 - a. Giving clear guidelines or instructions concerning course requirements and policy.
 - b. Specifying conditions for collaborative course work including working in groups, with lab partners, doing homework and any other work submitted.
 - c. Taking precautions to safeguard the security of exams.
 - d. Giving students a reasonable enough time to do exams or course work.
 - e. Making students aware of the issue of academic integrity and creating an atmosphere of trust during exams.
 - f. Making fair and adequate evaluations of all work submitted by students.
 - g. Varying course materials sufficiently and often to discourage the temptations to dishonest academic behavior.

As a faculty member at The American University in Cairo, I am committed to this AUC Code of Academic Ethics.

Name _____ Department _____

Signature _____ Date _____

Please submit the signed form to the Office of the Provost, Administration Building, room 1079.

To know what is right and not to do the right thing is the worst cowardice.

Confucius

AUC Staff, Administrators and Managers Agreement to Abide by the Code of Academic Ethics

AUC is committed to academic integrity and ethical conduct. The AUC Code of Academic and Professional Ethics allows members of the academic community to feel that their ideas will be respected, discussed and evaluated in an atmosphere free of prejudice and bias. By committing ourselves to the highest standards of academic integrity at AUC, we also reaffirm our commitment to the larger communities of Egypt and the world, so that it can be said that graduates of AUC are respected for their honesty and integrity, in addition to excelling in their fields of work and activity.

As a staff member and citizen of the AUC community:

1. I have understood and will comply with the AUC Code of Academic Ethics.
2. I will uphold the highest standards of academic integrity in all of my work at AUC.
3. I will uphold the highest standards of academic integrity by refusing to tolerate violations of the AUC Code of Academic Ethics.
4. I will report any suspected violation of the code to the appropriate faculty, administrator or student judicial board member.
5. I will foster an atmosphere of academic integrity among my colleagues, faculty and students.
6. I will respect the rights of others, which includes the obligation to refrain from conduct that violates or adversely affects the rights of other members of the AUC community.
7. I understand that I will be subject to penalties should I commit any violations of the AUC Code of Academic Ethics.
8. I will take the necessary steps to apply the AUC Code of Academic Ethics to the circumstances of my work at AUC. These might include (but are not limited to):
 - a. Understanding one's role in AUC and holding oneself fully accountable for it.
 - b. Ensuring that all decisions are made in the University's interest.
 - c. Using the University facilities, resources, time and services appropriately, and only for the University's purposes.
 - d. Applying the University policies, procedures and services consistently at all times.
 - e. Maintaining the security, confidentiality and privacy of records for information under one's disposal.
 - f. Reporting accurately and transparently.
 - g. Taking practical measures during any activity the staff member is responsible for to create an atmosphere of mutual trust.

As a member of the staff of The American University in Cairo, I am committed to this AUC Code of Academic Ethics.

Name _____ ID Number _____

Signature _____ Date _____

Please submit the signed form to the Staff Affairs Unit, Office of Human Resources, Administration Building, room P062.

Integrity is the essence of everything successful.

R. Buckminster Fuller



The soul is dyed the color of its thoughts. Think only those things that are in line with your principles and can bear the full light of day. The content of your character is your choice. Day by day, what you choose, what you think, and what you do is who you become. Your integrity is your destiny . . . It is the light that guides your way.

Heraclitus

States are not moral agents, people are, and can impose moral standards on powerful institutions.

Noam Chomsky

Try not to become a man of success, but rather a man of value.

Albert Einstein

On matters of style, swim with the current; on matters of principle, stand like a rock.

Thomas Jefferson

Visit AUC's website on

ACADEMIC INTEGRITY

WWW.AUCEGYPT.EDU/ACADEMICS/INTEGRITY/CODE/PAGES/STATEMENTOFVALUES.ASPX