

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.

(Signed and Dated)

(Please submit the signed form to Ms. Laila Khalil, Human Resources Office, Room 161 Main Building, Mail Code 110.)