The American University in Cairo
Student Union

The Students’ Bill of Rights
And Responsibilities

The SBR Work Group
Seif Abou Zaid, Student Union President
Donia El-Khouli, Student Union Academic Committee Chairperson
Kareem Omara, “Student Bill of Rights and Responsibilities” Head
Academic Committee Member
Mina Iskander, Academic Committee Member
Amr Salem, Academic Committee Member
Sylvia Ghattas, Academic Committee Member
Norhan Ezzat, Academic Committee Member
Ayman Momeh, Academic Committee Member
Somaya Ismail, Academic Committee Member
Mahitab Tarek, Academic Committee Member

This document should be read in conjunction with, and does not replace, policies set at all times by AUC, such as the Student Handbook, the University Catalogue, and the Constitution of the General Assembly of Students.
1. **General Student Rights and Responsibilities:**

1.1. *The university's commitment to liberal education applies to all University activities.*

1.1.1. Students have the right to voice their position on any topic of general interest that does not affect the safety of students, staff or faculty or the security or responsibility of the University or the country.

1.1.2. Students have the right to free inquiry and free speech within the academic community and freedom of expression of opposing views on all subjects by all individuals. This includes the freedom to express opposing views on all subjects discussed in course content.

1.1.3. Students must be treated equally.

1.1.4. Students have the responsibility to respect the religious beliefs, cultures, political affiliations, and heritage of others.

1.1.5. Students must respect the rights of all, and they must refrain from behaviour that violates or adversely affects the rights of other members of the AUC community.

1.2. *Students' personal security and physical safety while on campus, attending classes or engaged in authorized university activities.*

1.2.1. Students who are harassed or assaulted have the right and responsibility to report wrong-doing to AUC Security, identify those responsible when possible, and alert the Office of Equal Opportunities and Affirmative Action of such incidents.

1.3. The quality of university provided services.

1.3.1. *Students have the right to be provided with quality service in academic advising and in career and employment advising.*

1.3.2. *Students have the right to emergency medical care, if necessary, while on campus, attending classes or engaged in a University-related on-campus activity.*

1.3.3. *Students have the right to expect that they will find on campus food and beverages that have been produced in a hygienic environment.*

1.3.4. *Students have the right to expect that the places on campus where food and beverages are produced, stored or consumed are clean and hygienic, and that food and beverages are served by staff whose hygiene and level of service is continuously monitored.*

1.4. *Student participation in formulation of university policies and decisions.*

1.4.1. Student representatives have the right to be invited to participate in all formal University bodies that set new policies, amend existing policies, or exercise policies affecting students’ academic and non-academic pursuits. Such bodies include, but are not limited to, the University Senate and its sub-committees, the Admissions and Readmissions Committees, the Undergraduate Late- Drop ad Withdrawal Committee, and relevant University Reaccredidation Task Forces.

1.4.2. Students who are members of such bodies must be treated as equal and active voting members and they must be given equal access to all relevant information.

1.4.3. Students who are members of such bodies must meet the full responsibilities of membership, including attending all meetings and completing all assignments.

1.4.4. Students have the responsibility to objectively judge on all matters discussed in such committees.

1.5. Students have the right to expect that the regulation of student conduct is carried out through the university bodies designated for dealing with such violations.

1.6. **Student petitioning**

1.6.1. Students have the right, collectively or individually, to petition regarding any aspect of their education and general university-provided services, and to present petitions against actions or
decisions taken by members of the University’s faculty, staff or administration, and have these petitions treated seriously and given due consideration.

1.6.2. Students have the responsibility to present such petitions to department chairs, deans, the Provost or the Vice President of Student Affairs, as appropriate.

1.6.3. Students have the responsibility to provide, along with their petitions, any supporting legal documents/medical reports when appropriate.

1.7. Student protests for or against any matter that concerns them directly, or that they deem important to them.

1.7.1. Students have the responsibility of keeping such protests peaceful and respects established University policy.

1.7.2. Students engaged in protest of any kind have the responsibility to ensure that the orderly and daily routine of the University community and its members is not hindered, and that the rights of those not protesting are respected.

2. Academic Rights and Responsibilities

2.1. Course objectives, content, grading system, attendance policies and other requirements of the courses in which students register.

2.1.1. Students have the right to receive course syllabi or outlines in which all course requirements are clearly specified. Students have the right to expect that the course syllabi will conform to the university policies.

2.1.2. Students have the responsibility to adhere to and meet the course requirements identified in the syllabus and the right to have the instructor of the course abide by the course syllabus during the period of the course in question.

2.1.3. Students have the responsibility to respect class time and abide by each instructor’s policies concerning attendance and late admission as specified in the course syllabus.

2.1.4. Students who are late to class may only enter if their doing so will not disturb the class.

2.2. Student pursuit of education in an environment that promotes academic integrity.

2.2.1. Students have the responsibility to uphold the highest standards of academic integrity in their own work at AUC. Students need to be very familiar with and to implement AUC’s policy which can be reviewed at www.aucegypt.edu/resources/acadintegrity.

2.2.2. Students are obligated to understand and comply with the University’s Code of Academic Ethics, which they must read and sign upon admission to AUC. Compliance with this code means, among other things, you must not share your AUC username and password to allow offsite use of AUC's licensed databases by anyone who is not a current degree student or employee of the AUC. That is a violation of legal contracts with the database owners, and can result in the termination of AUC's access.

2.2.3. Students also need to adhere to and strictly observe the International Copyright Law pertinent to photocopies and to electronic copies and any material protected by copyright.

2.2.4. Students have both the right and the responsibility to report any suspected violation of the Code to an appropriate faculty member, administrator, student judicial board member, and/or the Academic Integrity Committee.

2.2.5. A good citizen is expected to respect the rights of others and abide by the rules of conduct established by the university. These include, but are not limited to, observing non-smoking
policy, preserving the environment, not damaging university property, and following safety guidelines.

2.3. Student tests and assignments.
2.3.1. Students have the right to be informed of the basis on which their instructors assign them grades.
2.3.2. Students have the responsibility to complete all tests and assignments in the manner and at the times required by their instructors.
2.3.3. Students have the right to have their papers, tests and exams returned to them by their instructors within a reasonable period of time; to meet with their instructors to discuss their grade within a reasonable period of time; and to be advised by their instructors concerning how individual grades were determined.

2.4. Student evaluation of faculty members and courses at the end of every semester.
2.4.1. Students have the right and responsibility to evaluate faculty members and courses at the end of every semester.
2.4.2. Students have the responsibility of submitting these evaluations in the most objective and well-considered manner possible, with a view of improving the quality of education at AUC.

2.5. Student registration in courses prior to every semester
2.5.1. Students have the right to enroll in the sections of the course they wish to attend, subject to the availability of both space and faculty.
2.5.2. Students have the right to attend classes in which they have registered.
2.5.3. Students have the right to pursue their intended studies in the sections of courses in which they have enrolled during the University’s formal registration periods, subject to the availability of appropriate space and faculty.
2.5.4. Students may not be transferred to other sections of the courses in which they have registered or to other courses without their knowledge and approval. In cases of schedule change, affected students should be accommodated in other sections or courses that fit the needs and timing of their individual schedules, and that meet the needs of their academic course requirements. This will be done subject to the availability of appropriate space and faculty.

2.6. Course instructors’ revision and approval of all examinations, assignments, and grades given to students.
2.6.1. Students have the right to have final grades determined only by the designated instructor of a course.
2.6.2. Students will not be required to take examinations, quizzes or tests or to complete assignments that have not been reviewed and approved by the designated instructor of a course.

2.7. Faculty member availability for consultation
2.7.1. Students have the right to expect that all faculty members maintain and keep regular office hours, and that faculty will make every effort to assist them in answering questions and advising them in the academic problems.

2.8. Student absence
2.8.1. Students have the right to be excused by instructors for absences from class for reasons that the University has formally authorized and approved.
2.8.2. Faculty members and instructors have the responsibility to advise and assess the academic standing of any student with a considerable number of university-authorized class excuses regarding their completion of the course.

3. **Student Activities, Rights and Responsibilities**

3.1. **Student participation in, and association with, extra-curricular activities**

3.1.1. Students have the right to participate in student activities only when they maintain an overall Grade Point Average above 2.0.

3.1.2. Student organizations have the responsibility to ensure that all participating students are not under academic or social probation.

3.1.3. Students have the responsibility to respect the rights of individuals who do not desire to associate themselves or sympathize with student organizations.

3.1.4. Students have the right to receive University certification of their participation in University-approved and -sponsored activities.

3.1.5. Such certification should take the form of certificates issued and stamped by the Office of Student Development.

3.2. **Invitation of public speaker by student organizations to campus**

3.2.1. Students have the right to expect that the various clubs and organizations of AUC which are formally supervised by the Student Affairs Office and/or by AUC academic departments and programs be able to invite speakers to campus without interference, subject to the University’s established policies.

3.2.2. Students have the responsibility to recognize that the presentation of a balanced political, economic, social, and cultural program of speakers and topics is essential for a true and exhaustive analysis of critical issues.

3.2.3. Students and student organizations must recognize that they are responsible for the safe and orderly conduct of speakers and the audience.

3.2.4. Such organizations must comply with the legal mandates of Egypt, the U.S whenever applicable and AUC in order to gain recognition by University officials.

4. **Amendment**

4.1. **All amendments to this document must be student-initiated and advocated by the Student Union through the proper administrative channels.**