



# ATHENS INFORMATION TECHNOLOGY

## BSc in Computer Engineering

# STUDENT POLICIES & PROCEDURES

AIT reserves the right to amend all or parts of AIT's policies without any prior notification. Such amendments will be officially communicated to the students and staff. Students and staff are obliged to adhere to any policy amendment immediately upon its effective date.

If the Student's BSc Students' Secretariat of AIT receives no written objection from the student within **3 days of receipt of the "Students Policy & Procedures" guide**, it is automatically considered that the student has understood and accepted all policies and regulations described in the guide.

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## **A) STUDENTS GENERAL RULES AND REGULATIONS**

**Academic Year 2011 - 2012**

### ***1. ABSENCE POLICY***

An 80% minimum mandatory presence applies to all programs. When the student has two consecutive absences in a course, he/she should consult with the Professor of the course to see how the lost material will be covered. When a student reaches the maximum number of absences, a review board will decide what action should be taken. Unless special or extraordinary circumstances can be proven by the student, this will entail the dismissal of the student from that course. The student will be able to repeat the course with financial obligations on his own.

### ***2. GRADUATION POLICY***

A student is not allowed to graduate if he/she has not fulfilled all the degree conditions. A diploma is issued if all examinations are passed. The final examination is used as the basis for the issuance of a diploma. The graduate must receive the diploma no later than 2 months after the last exam is concluded and the result disclosed. The month of July does not enter into the calculation of the 2-month deadline.

A cover page is issued with the diploma with the following content:

- Identification of the student
- The degree title entitled to in Danish, English and Latin
- The other part of the diploma is issued in two versions: one in English and one in Danish. In this part, the following appears:
  - The specialization, if any
  - The program's prescribed period of study stated in ECTS credits, including introductory instruction, if any
- The program activities that are documented with a statement of the following:
  - Number of credits achieved (in ECTS credits)
  - The examination language, if the exam is given in a foreign language
  - The assessment achieved
- Transferred credit examinations with a statement of the following:
  - Number of credits achieved (in ECTS credits)
  - The assessment achieved
  - The average of the combined exam result (weighted according to ECTS credits)
  - A competence profile describing the program

In general the student is expected to have submitted/completed:

- Written reports for all his projects
- Oral presentations for all of his projects
- Any required associated code, including appropriate documentation
- The student should obtain a release from the respective laboratory in which he/she performed his/her project work, confirming that all lab requirements have been met, no equipment has been damaged, lost or stolen, no code has been damaged and/or removed, and the delivered work has been properly integrated into the lab infrastructure.
- The student should return his/her Access Card
- The student should submit the Clearance Form to the Student's BSc Students' Secretariat. The form for this process may be found at the BSc Students' Secretariat's office and the student is responsible for gathering the necessary signatures

### ***3. EXTENSION OF STAY POLICY***

- A student cannot extend the duration of studies including the submission of the graduate project (thesis) beyond an extra period equal to the half of the nominal duration of the degree. Students who wish to be granted extension must submit a relative petition.
- Students may be granted an extra extension for special/extraordinary circumstances including medical needs, military service, etc.

### ***4. AIT ACCESS and ATTENDANCE CONTROL POLICY***

CARD READERS are installed at the entrance of each laboratory and classroom:

- Entrance Card Readers: Used for controlled areas, such as laboratories or other restricted areas
- Attendance Card Readers: Used for Student attendance for teaching. They are located inside the classrooms, Amphitheatres 2A and 2B, Computing Lab I and Innovation Lab.
- Dormitory (Intracom Gate): To reach AIT through the INTRACOM GATE on Lavriou Ave, Dormitory residents must use the installed inside and outside the Gate READERS. Students' entrance and exit from this gate will be videotaped. Illegal trespassing is strictly prohibited.

The Personnel BSc Students' Secretariat will issue cards for full-time and part-time students, within the first two weeks of studies.

**The student MUST carry on a visible place this card at all times during his/her stay in AIT premises.**

If, throughout the year, a student is obliged to enter rooms to which he/she did not have access, the Personnel BSc Students' Secretariat will adjust this security change accordingly.

Lost or stolen cards must be reported to the Personnel BSc Students' Secretariat within 24 hours or the card holder will be responsible for any violations taking place with the missing card.

During the card replacement period, the student must request the professor to sign an attendance sheet that may be found next to the reader in each classroom, which will in turn be given by the student to the Student BSc Students' Secretariat.

Replacement cost of the card (€25) through loss, theft, or careless maintenance of the card, will be the responsibility of the holder.

### Student Attendance

Students must use only the CARD READER, located inside the respective classroom or laboratory, where teaching is taking place. If the CARD READER shows entry into a room or exit other than the scheduled lesson, the student will be considered absent from that lesson.

At the mid and end of each academic semester, the Personnel BSc Students' Secretariat will provide an attendance report for each student. This will be forwarded to the Student BSc Students' Secretariat to be included in the student's file and provide a copy to the respective professor so that the necessary steps may be taken according to AIT's academic regulations.

## ***5. RULES FOR CALCULATING YOUR PRESENCE IN CLASSES***

1. You have to declare your presence for each course you attend even on the same day.
2. Card readings count towards participation since 10 minutes before the official start of the class; any reading before this, is ignored.
3. Card readings < 15 minutes after the official start of the class count as
  - o 2 presence units for a 2-hour class, and
  - o 3 presence units for a 3-hour class.
4. Card readings  $\geq$  15 minutes and < 75 minutes after the official start of the class count as
  - o 1 presence unit for a 2-hour class, and
  - o 2 presence units for a 3-hour class.
5. Card readings  $\geq$  75 minutes and < 135 minutes after the official start of the class count as a 1 presence unit for a 3-hour class.

**You must also use the access card BEFORE leaving the classroom.**

**In case a student has forgotten his/her card, he/she may use the relative attendance sheets, located next to each card reader. Attendance sheets may be used ONLY 3 times per course/ per semester.**

### Violation of the Access Card

All students and staff will receive an Access Card from the Personnel BSc Students' Secretariat, Ms. Chrysanthi Giannakopoulou. The Access Card is the property of AIT. In the case of breached security, AIT has the right at any time and without warning to cancel this card, forbidding access to any AIT facilities.

It is the student's and staff member's personal responsibility to carry this card with him/her during their entire stay at AIT. It is strictly forbidden for the card to be used by another person for any reason at all.



**The use of the card by a third party, either to enter controlled areas or for attendance purposes is considered a breach of security. Both, the card holder and the improper user will be held equally responsible.**

Violation of these regulations and of the broader safety rules regarding AIT's facilities, electronic installations and services, computer network, safety codes, etc, which may put in danger the staff of the center or its facility, will lead to immediate withdrawal of the student from his/her program and AIT.

## ***6. BEHAVIOR WHILE ON AIT PREMISES***

Students' behavior at AIT should reflect the image of AIT and the smooth functioning of the Center. Respectful maintenance of the public and non-public areas of AIT, equipment and property is expected from all students and staff of AIT.

### **DAMAGE TO AIT EQUIPMENT AND PROPERTY**

Damage to equipment and property of AIT will be punishable to the full extent of AIT's policy and may bring academic and/or administrative disciplinary action.

### **LIBRARY**

The Library is available to all staff and students of AIT. Responsibility for its operation falls to the Librarian under the Library's special Policies & Procedures.

### **PARKING**

Parking is available at the second sub-level (-1) of the building. All students have access to this space and may only use "For Students" designated spaces. Vehicles parked in non-designated spaces, or parked there for more than three consecutive days (unless the owner is traveling or has obtained special permission) will be removed by a tow-truck. Expenses for removing the vehicle will be borne by the vehicle owner. Parking is forbidden in emergency and escape areas, locations of fire-extinguishers, elevators, and special needs access areas.

### **FORGERY, VIOLATION OF ELECTRONIC SYSTEMS, THEFT, CHEATING, PLAGIARIZING**

Forgery, violation of electronic, network, telephone, and safety systems, theft, cheating, and plagiarizing are punishable to the full extent of AIT's policy and may bring strict academic and/or administrative disciplinary action.

## **USE OF EQUIPMENT AND LABORATORIES**

Each year AIT allocates a substantial part of its budget to maintaining and upgrading its equipment and laboratories. All the equipment in AIT is available to the students to support their academic and research endeavors. Designated areas have photocopiers which may be used by the students according to the directions given during the Orientation Day. Each student has a designated code (provided by the IT department) in order to use the photocopying machines. Printers located in the laboratories may be used only for work in conjunction with the student's research project. Violation of these facilities will lead to the withdrawal of the equipment's complementary use, i.e. the student will have to pay for each photocopy or printed page.

## **FACULTY VISITING HOURS**

The faculty is always available to help the students. To facilitate both the faculty and the students, set days and hours on which meetings may take place have been determined. Students may visit the faculty beyond these days and hours following the agreement of the respective professor.

## **HUMAN RESOURCES-STAFF RELATIONS**

All students have access to the Administration for personal or professional reasons. The Dean and General Manager will be happy to meet with the student, should the need arise.

## **EVALUATION OF AIT FACULTY AND SERVICES**

All students are called upon by the respective BSc Program Director to submit an anonymous evaluation of their professor. AIT insists on this process in the spirit of its continual effort to improve its services, education, and research. Requests are always welcome and are seriously considered by the Administration.

## **CLEARANCE**

In order for a student to depart from AIT and beyond his/her academic obligations which are referenced separately under AIT's policies, he/she must receive clearance from the Accounting Department, Library, IT Department, Dormitory, Laboratory Director, BSc Program Director, Graduate Project Supervisor and submit it to the BSc Students' Secretariat. The form for this process may be found at the BSc Students' Secretariat's office and the student is responsible for gathering the necessary signatures. If a student is responsible for any punitive damages, he/she should communicate with the Director of Studies.

## **PAYMENT OF TUITION**

Students are obliged to pay their tuition fees within the specified time at the Bursar's Office. If a student finds himself/ herself unable to meet the payment deadlines, they should communicate with the BSc Program Director to settle the matter. The BSc Students' Secretariat is unable to register a student if tuition has not been settled, or an agreement has not been reached.

## **DORMITORY**

To facilitate international students and students living outside Athens, AIT provides a fully-equipped dormitory which operates under separate Policies & Procedures. These Policies & Procedures should be strictly adhered to.

## **RESTAURANT AND BOOKSTORE**

To facilitate the staff and its students, AIT provides a restaurant and bookstore for their use, and which are managed by external and specific contracts and conditions of service. AIT does not bear any responsibility for issues emerging between the restaurant or bookstore and students. However, it is important that students inform the BSc Program Director of any issues which may arise.

## **DISCIPLINARY ACTION**

For these regulations and AIT's other policies & procedures, a disciplinary committee exists which is headed by the Dean and the General Manager. No decision or action will be taken until the student has presented his/her side of the issue in question.

## ***7. NON-EU STUDENTS***

- **Violation of student visa and resident permit**

Non-EU students studying at AIT, enter not only Greece but the European Union also, for the sole purpose of continuing their studies. Consequently they fall under the responsibility of AIT. If a visa/residence permit violation occurs, AIT is obliged to inform Greece's Immigration Authorities and it is possible that the student will be expelled from the country. AIT does everything in its power to assure a peaceful stay for foreign visitors and to exhaust every possibility to overcome bureaucratic obstacles for violated visas/residence permits. However, the Greek law in this matter is very strict. Should a student have to contact the Immigration Authorities, he/she must immediately inform the BSc Program Director.

- **Always carry legal documents**

All foreign students must carry with them at all times their passport, student identity card, and residence permit, to avoid any complications in the event of a spot check by the authorities. If a student encounters any problems he/she should contact AIT immediately. **ATTENTION: Any alteration or forgery of official documents is considered a criminal offense and is punishable to the full extent of the Greek law, including expulsion.**

- **Departing Greece**

Foreign students desiring to visit another EU country must obtain permission from AIT, otherwise AIT may be obliged to request the termination of the student's stay in Greece.

## ***8. USE OF PBL STUDY GROUP ROOMS***

### **Code of Conduct**

A Student using PBL Study Group Rooms (SGR) must conduct him/herself in a responsible and proper manner at all times, at AIT and in public. Conduct which is judged to be a breach of AIT regulations will result in disciplinary action.

Failure to comply with the following regulations will result in the issuance of a written warning and/or a penalty and/or other disciplinary actions depending on the severity of the infraction:

- Ignoring a request issued by AIT to tidy and clean the room and public area.
- Causing damage to the SGR. Students are responsible for non-return/loss of keys and any deterioration of furniture, fittings, structure, PCs etc of their room not due to natural wear and tear.
- Abusive, threatening or violent behavior towards other students, members of AIT staff, visitors or guests invited into the SGR.
- Causing nuisance or noise affecting the work of others at any time. If a student feels that he/she is being affected, he/she must speak to the offending party in a reasonable manner. If the situation cannot be resolved, the student must contact the Student BSc Students' Secretariat Officer.
- Causing damage, nuisance or noise which adversely affects other students or employees in the building.
- Keeping misappropriated items of private and public property, including street furniture. The costs incurred by AIT for the removal of such items shall be charged to the student responsible.
- Possessing, using or storing on AIT premises any kind of weapons, explosives, fireworks, candles, car batteries or charging equipment, hazardous and flammable chemicals. .
- Deliberately misusing any facility available in the SGR whether brought onto the premises by AIT or by the student.
- Improper or reckless behavior on open spaces. For safety reasons, it is not permitted to sit on window parapets. Do not throw things out of the window.
- Possession, use or supply to other persons of any controlled drug is prohibited. It is an offence for the student, visitor or person responsible for the management of the premises to permit or suffer any activity related to unlawful drugs and other illegal substances. Anyone found using illegal substances will be required to leave the program. Trafficking of illegal substances will be reported to the police immediately.

- Any form of harassment of other students, members of staff or members of the public is deemed wholly unacceptable and offenders will be permanently excluded from the residence. Harassment is any unwanted behavior which is perceived as offensive by the victim or anyone involved in the incident. There is no single definition of harassment and what may be acceptable to one student may be perceived differently by another. However, examples of the sort of behavior which might constitute harassment are:
  - Unacceptable comments, remarks, suggestions, abuse, obscenity, leering, bullying, mocking, threats, intimidation, receipt of verbal or written comments, posters, graffiti, physical contact, coercion, etc.
  - Students may be harassed for many reasons, such as race, color, disability, religion, politics, sexual orientation and sex.

## **B) LIBRARY'S REGULATIONS**

### ***AIT Library:***

- ❑ ...supports and promotes the educational and research activities of the institute by developing tools and electronic services such as web-pages, Web-OPAC, DSpace etc.
- ❑ ...is completely automated and accessible via its webpage [www.ait.gr](http://www.ait.gr)
- ❑ ...organizes and manages the information according to the international library standards (Anglo-American Cataloguing Rules, Dewey Decimal Classification (DDC), Library of Congress Subject Headings,)
- ❑ ...provides services to the academic community members, members of Intracom group of companies and every interested citizen.

### ***Collection:***

AIT's library is a special academic library and its collection covers the fields of Computer Science, Telecommunications, Electronics and Technology Management and is divided into the following sub-collections:

- ❑ ...Selective Bibliography (SB) is the collection of book titles chosen from AIT professors and aims to support the curricula
- ❑ ...Reference Material collection (R) includes journals, dictionaries, encyclopaedias, bibliographies and newspapers
- ❑ ...Grey Bibliography collection (GB) consists of students' theses and scientific work of AIT's faculty
- ❑ ...Special Collection (SP) comprises material written mostly in Greek and covers subjects such as history, literature etc.

### ***AIT Library User Services:***

- ❑ ...On-Line Public Access Catalogue OPAC

OPAC ([www.lib.ait.gr](http://www.lib.ait.gr)) is an on-line database that reflects the holdings of the library. It serves the users of the Library that wish to make a bibliographic research through the Web at any hour of the day, inside the AIT library facilities or not. The user is able to search for books, journals, reference material, encyclopedias, theses, dictionaries etc and make reservations of the material through e-mail.

- ❑ ...DSpace

DSpace (<http://www.aitdspace.gr/xmlui>) is an on-line repository that collects and shares all the research output of AIT in digital form, including preprints, technical reports, working papers, theses, conference papers, and more.

- ❑ ...Circulation

Circulation rights apply to all members of AIT (faculty, researchers, students, and staff) and the INTRACOM Group of companies.

- ❑ ...E-resources

Library staff accepts and processes users' requests regarding access to the full text of resources found in electronic journals and databases.

- ...Bibliographic research

Library provides students with useful guidelines for the exploitation of the in print and digital collection. All the AIT members are free to submit their requests via e-mail and the reply is always prompt, precise and reliable.

- ...Information about the educational material

Library keeps students up to date with any new material acquired and the educational material needed for successful studies.

### ***Library Regulation***

- In the library absolute silence is required. Smoking, mobile phones, drinks and food are forbidden
- Underlining, writing or drawing on the material or the furniture are strictly prohibited
- Use of laptops in the library is allowed
- All the library material can be borrowed except for the reference material and the journals
- AIT students are entitled to borrowing up to 5 books at a time.
- The loan period may vary according the collection for example books from Selective Bibliography collection are loaned for a period of five (5) days, whilst other books are loaned for ten (10) days
- All categories of users have the right to renew the loan period twice as long as the respective material is not requested by other users. After the second renewal the same user cannot borrow the same item before at least one week has elapsed. For the renewal the user has to bring back the item before or at the due day
- There is always one copy of each reference and textbook remaining at the library for internal use. Furthermore, students, using this copy, may photocopy the needed material at BSc Students' Secretariat's photocopying machine
- Since there are available copies for loaning, AIT Library does not accept requests for photocopying. Only in cases that there are no books for loaning, Library serves students by photocopying the chapters that they need (not the whole book).
- AIT Library does not print on behalf of the students their course lectures or any other material uploaded on moodle.
- The user who loses or brings back the material in bad condition is obliged to replace it within a week or, if out of stock, to pay for the item's value
- Students ought to return the loaned material on time. If not, they are not allowed to loan other books.

- Students ought to return any borrowed item to the library before graduation.

*AIT reserves the right to amend all or parts of the Library's regulations without any prior notification. Such amendments will be officially communicated to the students and staff. Students and staff are obliged to adhere to any amendment immediately upon its effective date.*

## **C) REGULATIONS ON SMOKING**

As of July 1<sup>st</sup>, 2009, and according to EU legislation, smoking is prohibited in all enclosed public places and workplaces.

To this end, smoking is prohibited in **ALL** the rooms, classrooms, toilets, stairs, parking, corridors, recreational areas, bookstore, library, restaurant and balconies of the **AIT building**, except from (**and only in**) the verandah at the back side of the building, outside AIT restaurant.

Smoking is also banned in the living room, kitchen, corridors and rooms of **AIT Dormitory**.

Each student is personally responsible of ensuring the adoption of such a regulation, by referring to the Administration of AIT, should an infringement is observed.

Students not abiding by this, face the danger of being expelled from AIT.



## **D) HEALTH INSURANCE AVAILABILITY**

This document aims at informing the students of the Health Insurance Coverage.

All international students are automatically insured, according to the Greek Immigration laws and regulations.

### **Coverage/ Benefits**

- Life Insurance
- Insurance for Permanent Total Disability incurred from disease
- Accident Insurance
- Broad Hospital and outside Hospital Nursing
  - Hospital Nursing  
Includes yearly expenses done causing from disease or accident, in or outside a Hospital, € 9,000  
Reimbursement of Expenses 100%
  - Outside Hospital Nursing  
The following medical examinations are included in the above mentioned €9,000:  
Laboratorial examinations, bacteriologist examinations, actinologic (X- ray) examinations, doctor visits and purchase of medicine with the doctors' prescription
    - Yearly, per person, the amount of €45 is kept by the Insurance company
    - Reimbursement of Expenses 100%

#### **Notes:**

1. The coverage is valid only within Greece
2. The dependent members may be included in the Insurance
3. The coverage expires simultaneously to the completion of studies

#### **Indispensable Supporting Documents for the Reimbursement**

- a. Hospital Nursing
  - Doctors Referring for Nursing Document
  - Hospital ticket of entrance – ticket of leave
  - Original Hospital's Document, where all expenses, nursing duration and reason of hospitalization are indicated
  - Original Receipt from the Surgeon – in case a surgery has taken place
- b. Outside Hospital Nursing
  1. Doctor Visits:  
Original Receipt and the Doctor's expert opinion
  2. Diagnostic Examinations



Doctors Referring for Diagnostic Examinations, indicating the reason these examinations must be done

Original Receipt, in which the kind of the diagnostic examinations, should be stated

3. Purchase of Medicine

Doctor's expert opinion and prescription

Original Receipt of the Pharmacy store, in which it should be indicated the full name of the patient

Original coupons, extracted from the medicine packets

**Exceptions:**

The present contract does not cover all of the above, if they have been caused by the following instances:

- Suicide or attempt to suicide
- War
- Consumption of any kind of drugs, alcohol
- Participation in dangerous sports
- Aircraft Disasters
- Nuclear Weapons



## **E) BSc STUDENT POLICIES AND PROCEDURES GUIDE**

### ***1. Academic Requirements for the BSc Degree***

The following are requirements for earning the joint AIT-AAU BSc in Computer Engineering. It should be noted that even though AIT faculty and staff will try to help AIT students in every way possible to successfully complete the BSc program, it is the student's responsibility to ensure that all of the program requirements have been fulfilled. In particular, failure by the Academic Advisor or any other faculty to notice that a requirement has not been met or even failure to remind students of a deadline is not an acceptable excuse for failing to meet the degree requirements.

#### ***ECTS Unit Requirements***

Each AIT-AAU BSc degree candidate must register for, take, and complete 180 ECTS units of course work for the 3-year degree.

#### ***Other Requirements***

Prior to the last day of classes in a student's final semester in the BSc program, the student must return all material borrowed from AIT (such as software, manuals, books from the libraries, all produced material used to his/her thesis project) or anything else that is the property of AIT.

### ***2. Registration***

Students will attend specific courses as defined by the current BSc curriculum in semesters 1-4. Students must register in advance for each course they take in Semesters 5 and 6, whether it is for credit or not. Any student whose name is not on the class roster on the first day of class for that course will be denied admission to the classroom. The same applies in case the pertinent fees are not settled by the add/drop deadline. The AIT Administration is authorized to automatically register a student for required courses they must take. It is the student's responsibility to let the Students' BSc Students' Secretariat know by the cut-off dates which courses they would like to register for. The student must adhere to the deadlines for adding and dropping courses. These dates can be found in the academic calendar. The AIT office posts these dates at the beginning of every semester.

AIT reserves the right to withdraw any announced course if the enrollment is too small to warrant its continuance. AIT also reserves the right to make changes in the course schedule, units, or instructors when such changes are necessary or advisable. The dates for pre-registration and enrollment are listed in the official AIT academic calendar.

#### ***Pre-Registration and Enrollment***

Pre-registration for Fall semester courses is held in September, for Spring semester, in January.

### ***Adding/Dropping Courses***

Students may add and drop courses using the appropriate registration form at the BSc Students' Secretariat. All requests to add must be completed no later than the "Add" deadline given in the academic calendar and all requests to drop a course must be completed no later than the "Drop" deadline for the academic calendar. Students, who have failed to register on time and according to the announced registration period, will not be allowed to either add or drop any course.

### ***Internships & Semesters in AAU***

Some BSc students may wish to participate in off-campus internships in off-campus research laboratories or companies during the summer months. Such internships are endorsed when the work involved is related to the program's curriculum. The following rules apply to internships:

- The work for the internship must be appropriate to the goals of one of the student's BSc projects.
- The Project Advisor will be an AIT faculty member and the Reader will be the student's internship supervisor.
- The student must have the permission of his or her funding sponsor(s) for the academic year to participate in the internship.

Some BSc students may wish to attend semester 6 in the premises of AAU in Aalborg. This requires the approval of the AIT-AAU Academic council.

## **3. Grades**

AIT shall not release any student records to any party not authorized in the section on Confidentiality and Student Records.

No grades will be released by AIT's Registrar to any student over the telephone or by e-mail. However, individual instructors may choose to inform students of their own grade, in a specific course by any means they choose.

### ***Transcripts***

Requests for official transcripts shall be submitted to the AIT registrar and will be issued accordingly.

### ***Course Grades***

Grades are assigned on the following scale:

<b><i>ECTS</i></b>	<b><i>U.S. Grade</i></b>	<b><i>British Grade</i></b>	<b><i>AAU Scale</i></b>
A	A to A+ (4.0)	70 or over	12
B	B+ to A-	60-69	10
C	B (3.0)	55-59	7
D	C+ to B-	50-54	4
E	C (2.0)	40-49	02
Fx	F	30-39	00
F	F	Below 30	-3

Note: BSc students will comply to the ECTS & the equivalent AAU grading scale.

#### ***4. Holding and Taking Examinations***

AIT and AAU conduct examinations in order to assess, whether and to what extent, the student's qualifications comply with the description of the knowledge, skills and competencies stipulated for the program.

A program activity is completed with an examination that is normally a direct extension of the activity. This is designated as an ordinary examination.

In addition, examinations can be held for a program activity in the time period outside the ordinary examination periods for students who have such requirements according to the provisions described later in this document. These exams are designated as re-examinations, re-examinations following an appeal, and make-up examinations.

Students are expected to keep themselves informed as to the formats of examinations, announcements and other information concerning the holding of examinations, etc.

##### ***Scheduling and announcement of time and place for examinations***

Exams are normally held at the end of each semester within the following examination periods:

Examination period	Ordinary exams	Re- and make-up exams
Winter Exams	November - January	January - February
Summer exams	April - June	August

The study board schedules and announces the date for an exam no later than 4 weeks prior to the exam. The announcement is communicated via email.

The location and starting time of the examination is announced no later than 2 weeks before the examination is to be held and communicated with an email. If students are to be assessed during a course, this is stated in the curriculum for the individual courses.

##### ***Conditions for taking examinations***

A student can take an exam if the student is registered for the exam, is not on leave of absence, and has not had leave of absence during the semester. Taking an exam can also be determined by whether the student fulfils or has fulfilled certain conditions. A number of such conditions can be:

- Participation in instruction, seminars, an internship or the like
- Handing in of written assignments or the like
- Completion of certain – or all – study activities

##### ***Absence from examinations***

If a student is registered for an exam and is absent without a valid reason, that student is registered as absent. This counts as an examination attempt. Documented illness and valid withdrawal of registration, are considered valid reasons for absence.

### ***On time submission of a paper***

The study board, upon application, can grant an exemption from the stipulated deadline if there are special circumstances.

## ***5. Conduct of Examinations***

### ***Oral examinations***

The student must bring a valid student ID and it must be presented on demand.

Students must arrive half an hour before the exam is to begin. In the case of late arrival, the student can be given the option to be examined at a later time if the Director of Studies specifically judges the delay to be reasonable.

### ***Access to the examination room***

Oral exams are public.

If the examination takes place on the basis of a paper produced by several students, these students must not be present in the examination room before they are to be examined. The study board can limit access to the examination room for adequate space reasons or in cases where consideration of the student or any signed agreements on confidentiality call for this. Individual persons, including the student, can be denied access to the examination room or be removed from the room if it is deemed necessary to ensure the necessary quiet and order.

### ***Participants in the examination and the grading process***

The examiner conducts the examination. If there is more than one examiner, the examiners decide jointly who will conduct the exam.

Examiners can all actively contribute during the examination, for example, by participating in any discussion, putting forward comments and posing questions. Only the examinee and the designated examiners may actively participate in an examination.

During the grading process, only the examiners can be present. The BSc Program Director can decide, however, that future examiners may observe the grading procedure.

### ***Audio recording of oral examinations***

Audio and/or video recording is not permitted during an exam unless the recording is part of the exam itself. The recording is then done by the university.

### ***Written examinations under invigilation***

The student must bring a valid student ID and it must be presented upon entry to the exam room. In order to ensure that the exam starts on time, the student must arrive half an hour before the exam is to begin. With regard to the duration of the examination, the clock starts when all the examinees that have arrived on time have been given the exam assignment. The time and place for holding the exam is announced in accordance with previous sections.

A student who has arrived late, has access to the exam room, only if the person responsible for the exam specifically deems the delay to be reasonable and has ruled out that this student has had access to information about the exam. Students will not be allowed entry to the exam room later than half an hour after the exam has begun and extra time for the exam is not normally allowed in the case of late arrival.

Out of consideration for other students, and in order to counteract academic dishonesty, a student may not disturb or address other students during the examination. A student must not leave their place without first checking with an invigilator or leave the exam room to use the washroom, or the like, without being accompanied by an AIT staff member.

If doubt arises about an exam assignment, including that which is due to an error in the assignment, students can have extra time for their paper according to the judgment of the person responsible for the exam. The same applies if a disturbance occurs.

#### ***Aids and special circumstances***

The study board, upon application, can arrange special exam conditions for students with physical or functional disabilities, and for students with comparable difficulties. This presumes that the study board deems, for the specific examination, that this is necessary in order to ensure that such students are on equal footing with others in the exam situation. It is also a condition that this offer does not result in lowering the level of the examination.

If the student documents a relevant, specific, functional disability, and spelling and proficiency in writing are not a significant part of the exam's objective, the study board additionally, upon application, can exempt the student from the curriculum's requirement that an assessment of spelling and proficiency in writing also enters into the assessment of an exam paper.

Unless otherwise indicated in the curriculum, or special circumstances exist, the application for special conditions must be in the hands of the study board no later than 2 weeks before the exam is to be held.

#### ***Academic dishonesty***

Academic dishonesty includes, among other things, cases where the examinee, during an exam:

- obtains or gives another examinee unauthorized help in taking an exam
- uses aids and equipment that are not permitted
- submits another's work as one's own work (plagiarism) or
- uses one's own previously assessed work without reference.

It also constitutes academic dishonesty or attempted academic dishonesty if the examinee's technical equipment communicates or attempts to communicate with equipment not authorized for the exam, without there being explicit permission for this.

In the event that a presumption of academic dishonesty arises, during or after an exam, the situation is reported to the BSc Program Director through the main Administration. The BSc

Program Director will then make a decision in the case and decide on a sanction, if any. If it is proven beyond a doubt that an act of academic dishonesty took place during an exam, the person responsible for the exam makes a decision about immediate expulsion of the examinee from the exam. This decision is communicated to the program secretary, who informs the study board, and the Examinations Office.

### ***Expulsion from an examination***

An examinee can be expelled from an exam as a consequence of academic dishonesty or attempted academic dishonesty, or if it is deemed necessary to ensure the appropriate quiet and order. Expulsion can result in annulment of any grade for the exam in question, and in the student having used an examination attempt.

## ***6. Types of Examinations***

With the determination of the format of the examination, it must be ensured

- 1) that an individual assessment of the student's performance is made,
- 2) that it is possible to assess to what extent the student fulfills the module objectives,
- 3) that the examination's format is in agreement with the course's other didactic variables
- 4) and that the examination's content corresponds with the allotted examination time.

### ***Examinations in courses***

If the format of the examination in a course is not further stipulated in the curriculum, the course holder notifies the students and the study board as to the format and the duration of the examination.

The study board can require the course holder to use a particular format of examination. The selection of an examination format must comply with the guidelines set out below as well as any additional provisions in the curriculum for the individual program.

Examination formats fall within 4 main categories:

#### ***Final written examination***

Under invigilation, the student responds to questions in a specified assignment or material in a similar format.

#### ***Final oral examination***

The examination can be based on guidelines(s) prepared in advance. With final oral exams there are always at least two examiners participating.

### *Week-long assignment or the like*

This examination format entails that the student is given an assignment or material, in the form of a problem posed, a larger assignment, a case, a scientific article or the like. This material is handed out to the student at a specified time before the assessment or the time the examination is to be held.

The time period for preparation is stipulated in connection with the selection of the examination's format. The examination starts when the assignment or material has been handed out to the student.

It can be stipulated that the student, on the basis of the given material, must hand in a paper, for example, in the form of a mini-project. In this case, late submission results in the student having used an examination attempt.

### *Assessment during the course/class participation:*

Assessment of whether and to what extent the student's qualifications comply with the course objectives can occur during the progression of the course and based on class participation and, for example, with handing in notes, working documents and the like.

The assessment can possibly include individual written assignments, oral performance or exercises or tests connected to the course sessions.

Exams based solely on class participation are evaluated as Pass/Fail.

If assessment is to be based on written work, a deadline is stipulated for when the work must be handed in. If the student hands in a paper after the deadline, the student has used an examination attempt.

### *Examinations in projects*

As a basis for the examination, each project group prepares a project report that contains the project work's problem and results, and an exposition of the application of theory and methods. The study board can approve a format of reporting other than a project report, such as a scientific article, through a general rule in the curriculum, or based on prior application.

Final project reports must provide a summary, and rules for this are stipulated in the curriculum for the individual program. It is a condition for taking an exam that the project report is handed in on time to the BSc Program Students' Secretariat.

### *Project closing*

The project is concluded with a project closing. It is a precondition for participation in the examination that students have participated in the project closing. At this closing, the group presents the entire project with equal participation of all the group members. There is no assessment during the project closing. If the project was carried out in individual parts, each student presents his or her own part.

Actively involved in the project closing are:

- the project group members
- the examiner, or if more, all the examiners

- the external examiner, if any

The present Section can be taken as a starting point regarding exams in projects. In these cases, the exam paper must be produced by a maximum of 6 students.

Unless otherwise stipulated in the curriculum for the individual program, examinations in projects will take place in accordance with the regulations in the present section.

If the project report is not submitted on time, the student has used an examination attempt.

If the project group consists of only one person, the project closing is a part of the examination. In such cases, a discussion of the project's quality can also take place in connection with the project closing.

The project closing normally lasts 40-60 minutes per group, which normally corresponds to 10 minutes per student. The project closing and the examination are to take place in different rooms. All students are required to sign their report prior to its submission on the indicated dates.

### ***Examination***

Involved in the examination are:

- the examinee
- the examiner, or if more, all the examiners
- the external examiner, if any

Project group members must not be present in the exam room before they are to be examined. The starting point for the examination is the project report and the project closing presentation. In addition, the examination can also be based on questions that have been prepared and formulated in advance by the internal examiner and/or external examiner. Such questions must be devised based on the project report handed in by the group and must incorporate the central topics within the objectives of the project.

The examination is conducted by one of the examiners, normally the supervisor. The examiners can all actively contribute during the examination, for example, by participating in the discussion, putting forward comments and posing questions.

For project exams, there are always at least two examiners participating.

A student may thus only be present at the examination of the other group members if that student has already been examined.

### ***Assessment***

Only the examiners can be present during the grading process. However, the BSc Program Director can decide that future examiners may observe the grading procedure.

An individual assessment of the student is made. This assessment must evaluate to what degree the student's performance fulfils the objectives of the project.

The assessment is based on a combined evaluation of the report and the oral performance. The report is part of the overall basis for the assessment, but an independent grade is not given for it.

### ***Subsequent discussion of project report***

When all members of a project group have been examined and have been given grades, the group as a whole is offered an evaluation of the project report's fulfillment of the objectives of the project. This is given by one or more of the examiners.

## ***7. Learning objectives, examination assignments and examination papers***

### ***Learning objectives***

Assessment of the student's performance is made on the basis of the knowledge, skills and competencies for the module as defined in the curriculum. Any examination syllabus that forms the basis for the examination is communicated to the students no later than the third to last course session.

### ***Formulation of the examination assignment***

Assignments provided for a written examination under invigilation are formulated in accordance with the instructions of the study board and are submitted to the BSc Students' Secretariat before the examination is to be held.

Along with the examination assignment, the BSc Students' Secretariat will be informed of the name and telephone number of the person designated as responsible for the examination. The person responsible for the exam will be available by telephone during the entire exam so that any questions that arise about the assignment can be quickly resolved.

The text of the assignment must include information about the aids and equipment, permitted and necessary, and precise information about the nature and number of attachments.

### ***Keeping and releasing of examination assignments and examination papers***

The BSc Students' Secretariat keeps examination assignments for at least one year.

Project reports, etc., and assessed examination papers are kept for at least one year, and if necessary, until any appeals case is closed. The keeping of exams is done by the examiner or BSc Students' Secretariat in accordance with the instructions of the study board.

In connection with appeals, students are required to hand in a copy of both the examination assignment and their own paper.

## ***8. Assessment and grading***

The assessment is given following a discussion between the internal and external examiner(s). These are denoted collectively as the examiners.

Each assessor must make notes during the grading process on their evaluation of the performance and on the determination of the grade for use in the handling of any appeal. The notes must be kept for at least one year, and in addition to this, if necessary, until any appeals case is closed.

Once an examination has commenced, an assessment is given unless the exam is interrupted by an expulsion or due to illness, the latter being justification for a make-up exam. In order to pass an examination, it is required that the student achieve a grade of at least 02 or the assessment Pass.

### ***Disagreement over grading according to the 7-point scale***

If the examiners are in disagreement over a grade, the internal and external examiners each give a grade, respectively. If there are several internal and external examiners, then the groups each give one grade. The grade for the examination is an average of these grades rounded off to the closest grade in the grade scale. If the average lies between two grades, the final grade is the closest higher grade—if the external examiner group has given the highest grade; otherwise the final grade is the closest lower grade.

If there is disagreement over a grade within the internal examiner group or within the external examiner group, each internal or external examiner gives a grade. The grade for each group is the average of the grades given within the group rounded off to the closest grade in the grade scale. If the average lies between two grades, it is rounded up to the closest higher grade.

### ***Announcement of the assessment***

The result of the examination must be disclosed, i.e., communicated to the student. Unless the assessment is communicated to the student immediately following the examination, the date for when the assessment will be disclosed must be announced at the same time as the announcement of the date the exam is to be held.

The time period for communication of the assessment must lie within the following time limits:

- 1) For oral exams, the assessment is given immediately after the exam is held
- 2) For written exams, the assessment is given no later than 4 weeks after the exam is held
- 3) For assessments during a course, the assessment is given no later than 4 weeks after the course ends
- 4) In other cases where the assessment is not communicated immediately after the exam is held, the assessment must be given no later than 4 weeks after the exam is held

The assessment is personal and its communication is private. Students thus have the right to receive an assessment of an oral performance privately similar to that of a written performance via student ID number.

## ***9. External examiners: internal and external examinations***

### ***Internal and external examinations***

Exams are either internal or external. An internal exam is understood as an exam that is assessed by an internal examiner, or an internal examiner and a second internal examiner. An external exam is understood as an exam that is assessed by an internal examiner and an external examiner. It can be that several internal and/or external examiners are used during the same examination. With external grading, normally only one external examiner is used.

### ***Designation of second internal examiners and external examiners***

A person can only be used as a second internal examiner by the main academic area if that person is employed as teaching staff within the area concerned and has not lectured or supervised the student in the course or the project concerned.

External examiners must have access to the material that is necessary for them to be able to discharge their duties. The material can be, for example:

- The curriculum, any excerpts of it, including the Framework Provisions, the Examination Policies and Procedures, and possibly the Study Guide
- Syllabi, if any
- Examination assignments for written examinations
- Examinees' papers from written examinations
- Questions prepared in advance for use during an oral examination

External examiners must be informed as to the assignment of the task of external examiner in enough time so that they have the opportunity to become familiar with the material that relates to the exam.

### ***Duties of the external examiner***

The external examiner must ensure,

- 1) that the examination complies with the objectives, competences and requirements stipulated for the program
- 2) that questions prepared in advance are comprehensive
- 3) that the examination is carried out in accordance with the rules currently in force

4) that the students receive uniform and fair treatment and their performances receive a reliable assessment

### ***10.Re-examinations and make-up examinations***

Re-examinations, re-examinations following an appeal and/or make-up examinations in a program activity are held in the time between ordinary exams. Make-up exams are held as a rule at the same time as re-examinations.

If the student has failed a program activity at the ordinary examination, or at the re-examination or the make-up examination immediately following it, the student must re-take the program activity (under normal circumstances for the 3rd attempt).

#### ***Number of examination attempts etc.***

Examinations that have been passed cannot be re-taken.

A student has the right to a total of 3 examination attempts.

The Dean, in exceptional cases, can allow more than 3 examination attempts. In this context, the lack of academic aptitude is not a special circumstance.

This applies especially with an eye toward the student who needs only to pass a single examination in order to have completed the study program. An application for this is submitted to the BSc Program Students' BSc Students' Secretariat.

#### ***Holding and taking re-examinations and make-up examinations***

Students can only take a re-examination if they have taken the ordinary examination in the same semester or with permission from the study board.

Students can only register for a make-up exam if a doctor's certificate has been submitted in accordance with that which is stated in the following section.

Re-examinations or make-up examinations are only held if there are students who, with reference to the above, have the right to take the exam.

The date the re-exam and/or make-up exam is to be held, as well as the location and the starting time for the exam, is announced via an email from the BSc Students' Secretariat. Students who are required to attend the re-exam or make-up exam must have the possibility within the following time periods:

- 1) For ordinary exams held during the spring semester (summer exam): No later than August
- 2) For ordinary exams held during the fall semester (winter exam): No later than February

### ***Documented illness and make-up examinations***

In the case of illness, the BSc Students' Secretariat must be contacted as quickly as possible. For absence due to illness, the student is registered as absent unless a doctor's testimonial, that documents that the student was ill at the time the exam was held, is submitted to the BSc Students' Secretariat. The same applies if it was necessary for the student to leave an examination room due to illness during the exam and is entitled to a make-up exam.

In general, the doctor's certificate can only be accepted as documentation of a valid reason for absence, if the student has consulted the doctor on the actual day of the exam. Any expenses for obtaining the certificate are paid by the student.

The doctor's certificate must be submitted no later than 1 week after the exam is held. With submission of the doctor's certificate on time, the absent student is registered as ill and the absence thus does not count as an examination attempt.

Make-up examinations are held under the conditions that apply for re-examinations.

### ***Re-examination and re-assessment following an appeal***

A re-examination following an appeal is understood as an extraordinary holding of an examination (i.e. outside the ordinary exam periods) in a program activity, where the holding of the exam is due to the student having been offered a re-examination in connection with a complaint or an appeal, or is due to an exam in connection with a complaint or an appeal, or because of an irregularity in an exam, an exam is annulled and a re-examination is arranged.

Re-assessment means a re-evaluation of the case file, including the assignment, the answer to the assignment, the complaint, the statement of the original examiners, the complainant's statement, the complainant's comments and the university's decision by new examiners prompted by the student having been offered re-assessment of a written test in connection with a complaint or an appeal.

If a student wishes to accept the offer of a re-examination or re-assessment following an appeal, s/he must submit an application to the study board before the expiration of the time limit stipulated in connection with the offer being given. The time limit is calculated from the time when the student has received the offer. If the offer is not accepted on time, the offer is annulled.

A re-examination or re-assessment in connection with an exam appeal can result in a lower grade than that which was given for the examination which the appeal concerns.

A re-examination or re-assessment following an appeal must be completed as soon as possible.

### ***Re-examination in projects***

Re-examination in a project can take place in the following ways:

- a) The student is assessed according to the rules corresponding to those of the previous examination on the basis of the original project report.
- b) The student submits a project report that, in relation to the original report, is revised and/or extended. The revised project report is handed in before the expiration of a time limit agreed upon

with the main supervisor. The student is assessed according to the rules corresponding to those of the previous examination, but on the basis of the new project report.

c) The student is assessed on the basis of a new project.

If a re-examination is due to the fact that the student has not passed an exam, a short written statement must be prepared on the initiative of the main supervisor and sent to the student and the study board no later than 8 days after the exam is held. The statement must include information on the reason that the student's performance could not be considered as fulfilling the objectives of the project, and a substantiated recommendation stating in which of the above ways the re-examination should take place. In connection with this, guidance is given to the student as to what improvements will lead to the student being able to fulfill the objectives of the project.

The study board makes a decision on the way the re-examination is to take place. The decision is made on the basis of a recommendation, if any, from the main supervisor and a statement from the student obtained with at least one week's notice.

The time period for holding the exam is stipulated by the study board on recommendation from the main supervisor and the student with 4 weeks' notice. The time limit can be shorter than 4 weeks if this has been accepted by the student.

### ***Re-examination in courses***

A re-examination in a course is normally held no later than 8 work weeks after the ordinary exam. The date the exam is to be held is communicated to the students in accordance with the provisions in previous sections. An individual, written registration is submitted to the program secretary.

The examiner can decide that a re-examination in a course can have a different examination or assessment format than the ordinary exam. If another examination or assessment format is selected, this must be communicated to the students no later than the announcement of the date the exam is to be held.

## ***11. Issuance of special certificates***

### ***Issuance of documentation for partial completion of a program***

If the student leaves the program without completing it, the BSc Program Students' BSc Students' Secretariat, at the request of the student, issues documentation for the parts of the program that have been successfully completed including a statement of the number of ECTS credits achieved.

### ***Issuance of project unit certificates***

The study board issues a project unit certificate to the individual student for each project unit passed. The certificate is signed by the main supervisor and the BSc BSc Program Director. The

project unit certificate is designed as an insert and contains the following information:

- The student's name and ID number
- The topic of the project unit
- Indication of the semester
- A brief description of the project unit
- A statement of the project unit courses (with the course title and number of ECTS credits) included in the project unit
- The date of the completed examination

Issuance of project unit certificates occurs until all courses are covered in the curriculum.

## ***12.Academic Policies***

### ***Academic Advising***

Academic advising is officially provided by the Academic Advisor, and each project team must have one (1) Academic Advisor. No other faculty member is formally assigned as advisor to any BSc candidate. AIT students are expected to seek advice from the faculty on their own. The advising process is monitored by the AIT Faculty Assembly to ensure fair and equal treatment of all students.

### ***Leave of Absence/Returning from Leave***

A "Leave of Absence" means leaving AIT with firm and stated intention to return. The Leave of Absence form may be collected from the Students' BSc Students' Secretariat and must be duly signed by the interested student. Students, who wish to take a Leave for a specific semester, must secure written permission by the Study Board before the beginning of the given semester.

A one-time Leave of Absence for up to one calendar year may be granted.

When a student plans to return to the program after a Leave, he/she must complete an application for Return from a Leave of Absence (available at the BSc Students' Secretariat) and meet any conditions that were set by AIT at the time the Leave was granted. The Return from Leave of Absence form must be submitted to the BSc Students' Secretariat one month before the beginning of the semester when the student is interested in returning. A student can return only in the semester after the last he completed successfully.

### ***Required Withdrawal***

AIT may require a student with serious health problems, including mental health problems, or students whose use of drugs is potentially self-destructive in the psychiatric sense, to withdraw



from the BSc Program, until the problems have been resolved through appropriate treatment. Such a withdrawal will be required only after a thorough case review by the Dean.

### ***Revocation of a Degree***

AIT reserves the right to revoke a degree, even though it has been granted to a student, should it be discovered that the work upon which it was based or the academic records in support of it were falsified. In such a case the degree will be revoked upon the establishment of substantial and credible evidence of falsification or other academic dishonesty.

### ***Academic Actions***

The Study Board of the BSc program reviews the academic performance of each student at the end of each semester. The actions of the Academic Committee of the BSc program are communicated to the students in writing by the BSc Program Head.

### ***Cheating and Plagiarism***

Students at AIT are engaged in preparation for professional activity of the highest standards. Each profession constrains its members with both ethical responsibilities and disciplinary limits. To assure the validity of their learning experience, AIT establishes clear standards for student work. In any presentation, creative, artistic, or research, it is the ethical responsibility of each student to identify the conceptual sources of the work submitted. Failure to do so is dishonest and is the basis for a charge of cheating or plagiarism which is subject to disciplinary action.

Cheating includes but is not necessarily limited to:

1. Plagiarism, explained below.
2. Submission of work that is not the student's own for papers, assignments, or exams.
3. Submission or use of falsified data.
4. Theft or unauthorized access to an exam.
5. Use of an alternate, stand-in, or proxy person during an examination.
6. Use of unauthorized material including textbooks, notes, or computer programs in the preparation of an assignment or during an examination.
7. Supplying or communicating, in any way, unauthorized information to another student for the preparation of an assignment or during an examination.
8. Collaboration in the preparation of an assignment. Unless specifically permitted or required by the instructor, collaboration will usually be viewed by AIT as cheating. Each student, therefore, is responsible for understanding the policies of AIT as they refer to the amount of help and collaboration permitted in preparation of assignments.
9. Submission of the same work for credit in two courses without obtaining the permission of the instructors beforehand.

Plagiarism includes (but is not limited to) failure to indicate the source with quotation marks or footnotes/ endnotes, where appropriate, if any of the following are reproduced in the work submitted by a student:

1. A phrase
2. A graphic, chart, drawing or table
3. A proof

4. Specific language
5. An idea derived from the work, published or unpublished, of another person.
6. A piece of software / programming code.

### ***Penalties***

Regarding disciplinary actions, AIT has a Disciplinary Committee which is headed by the Dean and the General Manager.

In case of cheating or plagiarism, the instructor has the option to automatically dismiss the student from the course. The instructor may consult the Study Board to determine whether to refer the case directly to the Disciplinary Committee.

The ordinary penalty for cheating or plagiarism is failure in the course; lesser penalties may be assigned for minor offenses. In cases referred to Disciplinary Committee, no grade will be recorded until the Committee has come to a decision. Upon the Committee's action, particularly serious offenses may be punished by suspension or dismissal from AIT.

A student found guilty of cheating or plagiarism may also be placed on disciplinary probation for a period to be determined by the Disciplinary Committee.

If a student who is on probation from a prior finding of cheating or plagiarism is again guilty of academic dishonesty (cheating, plagiarism, etc.), the student will be expelled from AIT.

## ***13. Computing and information resources code of ethics***

The ethical principles that apply to everyday community life also apply to computing. Every member of the AIT community has two basic rights; privacy and a fair share of resources. It is unethical for any person to violate these rights.

### ***Privacy***

1. On shared computer systems, every user is assigned an ID. Nobody else should use an ID without explicit permission from the owner. It is strongly recommended that students do not share IDs and passwords except for common ones set up for various courses or projects.
2. A student's electronic files are assumed to be private and confidential unless the owner has explicitly made them available to others.
3. Messages sent to other users should always identify the sender.
4. Network traffic should be considered private.
5. Obscenities should not be sent by computer. All students must be sensitive to sexual harassment (see "Other Policies").
6. Records relating to the use of computing and information resources are confidential.

### ***Resources***

1. Nobody should deliberately attempt to degrade or disrupt system performance or to interfere with the work of others.
2. Loopholes in computer systems or knowledge of a special password should not be used to

- alter computer systems, obtain extra resources, or take resources from another person.
3. Computing equipment owned by departments or individuals should be used only with the owner's permission.
4. AIT resources are provided for AIT purposes. Any use of computing for commercial purposes or personal financial gain must be authorized in advance.
5. Computing and information resources are community resources. Theft, mutilation, and abuse of these resources violate the nature and spirit of community and intellectual inquiry.

### ***Systems Administration***

1. On rare occasions, computing staff may access student files, but only when strictly necessary for the maintenance of a system.
2. If a loophole is found in the security of any computer system, it should be reported to the system administrator and not used for personal gain or to disrupt the work of others.
3. The distribution of programs and databases is controlled by the laws of copyright, licensing agreements, and trade secret laws. These should be observed.
4. This code of ethics lays down general guidelines for the use of computing and information resources. Failure to observe the code may lead to disciplinary action.

## ***14. Other Policies***

### ***Confidentiality of student records at AIT***

Students and former students have the right to inspect and review their educational records. AIT may require that a staff member be present during the inspection and review. Students can inspect and review educational records within a maximum of 45 days after they request to do so. Limitations exist on students' rights to inspect and review their educational records. AIT reserves the right to not permit students to inspect and review the following:

1. Financial information submitted by parents (if applicable);
2. Confidential letters and recommendations associated with admissions, employment or job placement, or honors to which students have waived rights of inspection and review;
3. Educational records containing information about more than one student; however, in such cases AIT must permit access to the part of the record which pertains to the inquiring student only.

AIT may disclose educational records or components thereof without written consent of students to:

- a) personnel within AIT determined by AIT to have a legitimate educational interest;
- b) officials of other institutions in which students seek to enroll, on condition that AIT makes a reasonable attempt to inform students of the disclosure, or makes such transfer of information a stated institutional policy;
- c) persons or organizations providing the student's financial aid, or determining financial aid decisions concerning eligibility, amount, condition, and enforcement of terms of aid;
- d) organizations conducting studies to develop, validate, and administer predictive tests, to administer student aid programs, or to improve instruction. Those organizations may not

- disclose personal identification of students, and information provided to them must be destroyed when no longer needed for their projects;
- e) accrediting organizations carrying out their accrediting functions;
  - f) persons in compliance with a judicial order or a lawfully issued subpoena, provided that AIT first makes a reasonable attempt to notify the student;
  - g) persons in an emergency, if the knowledge of information is necessary to protect the health or safety of students or other persons.

### ***Sexual Harassment***

The free exchange of ideas, the confidence to work, to study, to innovate and to perform, even the standards of communication and performance to which AIT is dedicated, are based upon an environment of open trust and mutual respect - an environment on which the intrusion of personal advantage or harassment, in any of its forms, can only have a chilling effect.

Sexual harassment is prohibited. Any faculty member, staff employee, or student found to have violated AIT's policy against sexual harassment will be subject to immediate and appropriate disciplinary action, including possible suspension, termination or dismissal.

## ***15. Miscellaneous Information***

### ***Change of Personal Information***

All AIT students are responsible for timely notification of all personal data changes to the BSc Program Students' BSc Students' Secretariat. The student will be held responsible for any failure in receiving official AIT notices by reason of not having a correct address on file.

### ***Fee Payments***

The terms and conditions of tuition fee payments are thoroughly described on the Acceptance of Admission form. BSc students may not be able to graduate until all fee payments are settled.

### ***Access to AIT Facilities***

To maintain the functionality and soundness of the AIT premises, and ensure the comfort of use for all occupants, the following policies must be observed by everyone.

1. ID Cards Policy. Building access is restricted to AIT staff, faculty and students. ID Cards are provided to individuals authorized for building access and specific room access, as appropriate.
2. Guest Policy. Guests sign in and out at the front gate.
3. Cleanliness. The student kitchen and appliances provided on the second floor must be kept clean at all times.
4. Unlabeled food or food left in the refrigerator for over a week will be removed.
5. Toilettes (WC) and all common spaces must be kept clean and tidy at all times.
6. Noise. The AIT premises are a professional work place for students, staff and faculty. Noise levels should be kept at a minimum.
7. Personal Mail. Personal mail and packages of any kind will not be accepted for delivery.
8. Personal Phone Calls. Local personal calls may be made and received at the telephone devices in the labs.
9. Long distance calls that are career or class-related may be placed or received from

- designated phones by reservation only.
10. The AIT main phone number may not be given out by students for personal calls.
  11. Offices. Students should not enter an office unless granted permission.
  12. Students should not take items, including chairs, from offices or common spaces.
  13. Off-Limits Areas. Staff Kitchen on the 3rd floor. Kitchen on the 2nd Floor and the cafeteria on Floor 0 to be used instead. Administrative BSc Students' Secretariat Room on the 3rd floor. Control rooms on the 3rd floor. Computer room on floor 0. Staff Offices (Unless otherwise invited by a staff member.)
  14. Smoking. AIT's smoking policy should be observed. See Section C.
  15. Building problems. Report all building problems—leaks, burnt out lights, electrical faults, clogs, etc. at the reception desk.
  16. Failure to adhere to these policies could result in loss of privileges or expulsion from the building completely.

***Intellectual Property***

All Intellectual Property produced in the framework of the BSc program belongs to AIT and / or Aalborg University.