REGULATIONS FOR EF STUDENTS

The following regulations are for all students at Faculty of English Linguistics and Literature.

CLASSROOM STUDENT CONDUCT

All students have the right to learn without interference from others. Students should be in class, in their seats, and ready to participate at the scheduled class start time. Acts of classroom misconduct will not be tolerated, and students guilty of such misconduct may be subject to classroom and institutional disciplinary actions.

Classroom misconduct includes, but is not limited to, the following:

- Entering the wrong class;
- Failing to bring their name card;
- Engaging in behavior disrupts or interferes with the learning experience: talking in class while the faculty member or other students are speaking, using offensive language, creating distractions or disturbances, sleeping, or reading unrelated materials;
- Using cell phones or other electronic devices that disrupt the learning process or teaching environment. The use of personal laptop computers may be acceptable in some classes; however, laptop computers must be used only for note-taking or activities in direct support of the course objectives. Faculty members reserve the right to ask students to shut down any electronic devices.
- Leaving the classroom prior to the end of class is considered a disruption to the learning process and should be avoided unless exceptional circumstances arise.

ACADEMIC HONESTY

The development, understanding and practice of integrity and academic honesty are expected of all students at EF. Academic dishonesty is any form of cheating and/or plagiarism which results in students giving or receiving unauthorized assistance in an academic exercise or receiving credit for work which is not their own.

Cheating includes, but is not limited to, the following:

- Using any sources not authorized by the faculty member (textbooks, notes, websites, the work of other students) to complete examinations or other assignments;
- Giving or receiving content information relating to quizzes/test/examinations to/from other students for the purpose of or having the effect of securing an advantage over other students;
- Submitting academic work previously submitted in another course without authorization;
- Altering or tampering with grades.
Plagiarism

Plagiarism is intentional or unintentional use of the intellectual creations of another source, person or organization without proper attribution. Plagiarism may take two main forms, which are clearly related:

- Stealing or passing off as one's own the ideas or words, images, or other creative works of another;
- Using a creative production without crediting the source.

Other Specific Examples of Academic Dishonesty

- Fabricating information or falsifying information to a faculty member;
- Changing or resubmitting previous academic work without prior permission of the instructor;
- Allowing another student to copy during a test;
- Giving homework, term paper or other academic work to another student to plagiarize;
- Submitting any work that is not one's own;
- Altering a graded work after it has been returned, then submitting the work for re-grading;
- Giving false or misleading information to a faculty member in an effort to receive a postponement or an extension on a test or other assignment;
- Unauthorized recording, reproduction, retransmission or redistribution of course materials (e.g. lectures, handouts, exams, student projects, group work, online material, etc.).

Consequences of Classroom Misconduct and/or Academic Dishonesty

Students who commit any acts of classroom misconduct and/or acts of academic dishonesty may not only receive classroom and/or institutional sanctions, but possibly jeopardize future employment and educational opportunities.

Sanctions that may be imposed by the faculty member/ administration include, but are not limited to, the following:

- Giving a warning – an oral explanation by an institutional official of violation and possible consequences if misconduct continues;
- Dismissal from the remaining class time during which the infraction occurs;
- Reduction in the final grade for the course;
- Failing grade on an assignment, paper, project or exam;
- Referring to institutional officials for disciplinary actions.
- Termination from a program;
- Expulsion from USSH.