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 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.
1. INTRODUCTION

The information provided in this policy guide is intended to summarize the rules of the MBIT, graduate program. These policies are subject to change and/or modifications and do not constitute a contract.

2. REQUIREMENTS FOR THE MBIT DEGREE

The following are requirements for earning the Master degree in Management of Business, Innovation & Technology. 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 MBIT 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 not meeting the degree requirements.

2.1 Course Unit Requirements

Each AIT MBIT degree candidate must register for, take, and complete 126 units of course work.

These 126 units must be comprised of:

1. 48 units of Core Courses
2. 48 units of Elective Courses
3. 24 units of Graduate Project
4. 6 units of a series of seminars

2.2 Grade Point Average (GPA) Requirements

Each AIT MBIT degree candidate must have a "B or better" grade point average, or equivalently, a GPA of at least 3.0, in
(a) all core courses taken excluding the graduate project and
(b) in all courses taken (worth at least 126 units).

Additional information regarding GPA standing can be found under the section labeled "Probation." The grading scale is given in the “Course Grades” section here in.

2.3 "Good" Standing Requirements
A student, who maintains a GPA of "B or better", is in "good" standing. Students on "academic probation" (as defined in the relevant section here in) are not in "good" standing. Furthermore, AIT faculties expect honesty, integrity, ethical and professional behavior from all students. Any involvement, in any form, in cheating and plagiarism and any other unethical or dishonest behavior or any unauthorized representation of the AIT community or any abuse of AIT faculty, students, staff and resources means the candidate is not in "good" standing.

2.4 Other Requirements
Prior to the last day of classes in a student’s final semester in the MBIT program, the student must return all materials 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.

2.5 Graduation Requirements
In order to graduate, students must complete all course requirements in their approved curriculum and the graduate project and submit the graduation certification to the students’ secretariat. In case a student fails to meet the above requirements of the program, AIT will issue a certificate and no degree will be awarded.

3. REGISTRATION
Students must register in advance for each course they take, 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 that the respective fees are not settled by the add/drop deadline. The AIT Administration is permitted to register you for your required courses. It is the student's responsibility to let the AIT Administrator know by the cut-off dates which courses he or she would like to be registered 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. Any MBIT student may register for one elective course that is available in the MSITT program providing he/she has obtained written permission from their respective course instructor. The same applies to those
who wish to audit a course from any of the available elective courses that are being offered in the MSITT degree. AIT reserves the right to withdraw any announced course if the enrolment is too small to warrant its continuance. AIT also reserves the right to make changes in the schedule of hours, units, or in instructional staff when such changes are necessary or advisable. The dates for pre-registration and enrolment are listed in the official AIT academic calendar.

3.1 Pre-Registration and Enrollment
Pre-registration for Fall semester courses is held in September, for Spring semester, in December, and for the Summer Semester, pre-registration is held in April.

3.2 Adding/Dropping Courses
Students may add and drop courses at the registrar's office. 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 given in 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.

4. COURSE LOAD/COURSE OPTIONS/PROJECT WORK
Course load is defined as those courses for which the student is registered at any time.

4.1 Number of Course Load per Semester for full-time students (fall & spring semesters)

The minimum full-time course load in the MBIT program is three (3) courses per semester. Students taking less than the minimum load must secure written permission from the MBIT Program Coordinator.

The maximum course load in the MBIT program is five (5) courses per semester. Students taking more than the maximum load must secure written permission from the MBIT Program Coordinator.

4.2 Course load per semester for part-time students

The minimum part-time course load in the MBIT program is (1) one course per semester.
The maximum course load in the AIT MBIT program is (3) three courses per semester. Students taking more than the maximum load must secure written permission from the MBIT Program Coordinator.

4.3 Project Assignment and Duration
Every student needs to carry-out a graduate project. Under special circumstances part-time students may replace their graduate project with two additional courses (24 units) after having expressed their reasons in writing and obtained written permission from their Program Coordinator.

Graduate project topics can be selected from the graduate project proposal booklet issued annually by AIT. Students may also have the option to select a topic of their interest following the agreement of the supervising AIT faculty member.

*Full-time MBIT students* are eligible to take their graduate project at the end of spring semester. The duration of the graduate project will be until mid of October of the same academic year.

*Part-time MBIT* students are eligible to take their graduate project at the end of the 2nd spring semester. The duration of the graduate project will be until mid of October of the same academic year.

Under special conditions an extension for the completion of the graduate project can be granted subject to the supervisor and the Academic Committee of MBIT program approval. Further extending the completion of the graduate project, results in a penalty of an additional fee of 300 euro.

Successful completion of the MBIT project includes submission of the required report and accompanying material to the project supervisor and AIT library as well as presentation of the project to the AIT community.

A student has the right to drop his/her initially selected Graduate Project topic within the first 30 days following the registration date and with the written permission of their respective Project Advisor(s).

Any MBIT student that fails to successfully complete their graduate project requirements in the predefined time frame, will fail to successfully complete the program. In case that any student has successfully completed the 8 required courses of the program but has been unable to carry out the graduate project within the required time frame, he/she will be awarded an AIT certificate.
4.4 Total duration of the program
Completion of the program includes successful attendance of 8 courses including a minimum of 4 core and 4 elective courses as well as a graduate project and participation at the seminars.

*Full-time students*: 1 academic year starting mid October finishing mid of October

*Part-time students*: 2 academic years starting mid-October finishing mid of October

4.5 Independent Research
An independent research can be taken as a half elective course. If this option is taken, the independent research will have duration of the corresponding semester. To successfully complete the independent research, students need to carry out the work, submit the report and any additional material required, before the end of the semester. In case the student needs an extension for the submission of the independent research, a formal petition must be submitted to the Students’ Secretariat, signed by the student and the supervising professor, 2 weeks before the end of the respective semester. Failure to submit the extension petition within this time frame, results in a penalty of an additional fee.

4.6 Transfer of Credits
Up to 12 units of courses may be transferred from another university provided
(a) they are graduate-level courses at the university where they were taken
(b) they have not been used to fulfill requirement for any previously-earned degree
(c) the level of the material taught must be comparable to AIT’s level

A grade of “B” or better must be earned for the courses transferred. Transfer of credits is subject to the approval of the MBIT Program Coordinator, and requires an explanatory note by the Program Coordinator to the Registrar.

4.7 Retaking of Courses
No AIT student is allowed to retake for credit a previously taken and successfully completed course. One could, of course, attend the course for the purpose of gaining additional knowledge of the material. The only exception to the above policy is if the student has not received a grade of "C or above" in a course. In such a case, student must retake the courses that they failed.
The grade received when taking the course for the second time, replaces the grade previously received for the purpose of calculating the student’s GPA. However, the original grade will not be deleted from the official transcript. The maximum number of course retakes in the MBIT program is two (2) courses up to one (1) retake each. The maximum extension of studies due to the obligation of retaking a course can only be the Fall Semester of the forthcoming academic year. Retaking a course arises financial obligation that needs to be settled by the add/drop deadline. The cost of each course retake is 300 euros.

4.8 Auditing a Course

"Auditing" a class means presence in the classroom without earning academic credit (i.e., no units earned, no grade points earned, and no requirement to fulfill course work such as homework, projects and exams is set forth). The auditing student may take part in class discussions and take examinations, subject to the agreement of the instructor. To register for auditing a course, a student must first obtain permission from the MSITT Program Coordinator and follow the normal procedure for registration. Students may only audit one course per semester. Audited courses do not count towards the degree requirements. Auditors are expected to attend the class as though they were regular class students. Formal auditors who do not attend regularly or who do not regularly prepare themselves for class will receive a failing grade (i.e., "D" or "R"). Otherwise, the student receives the grade of "O," indicating audit. The cost to Audit a course is 100 euros for the academic year 2012 – 2013.

4.9 Courses with Restricted Enrollment

The faculty member in charge may set a limit on the number of students permitted to enroll in the course. If the number of pre-registered students for a course exceeds the class size, as specified by the instructor of the course, AIT will determine which students are allowed into the course. Students, who cannot be accommodated, will be put on a waiting list.

4.10 Internships

Some MBIT students may wish to participate in off-campus internships in off-campus research laboratories or companies during the summer months. Such internships are permitted when the work involved is related to the student’s graduate project. The following rules apply to internships:

- The work for the internship must be appropriate to the goals of the student’s MBIT graduate project.
- The Graduate Project Advisor will be an AIT faculty member and the Reader will be the student’s internship supervisor. The supervisor at the interning organization
must agree to take on the responsibility for supervising the project and have the appropriate background to carry it out. The AIT Graduate Project Advisor must agree to take on the responsibility of ensuring that the project is academically appropriate and the responsibility of grading the resulting work.

- The student must have the permission of his or her funding sponsor(s) for the academic year to participate in the internship.
- The MBIT Graduate Project proposal must be completed, signed, and accepted by AIT before the student begins the internship.

4.11 Course Descriptions and Pre-requisites
Course descriptions of the MBIT Program, as well as course pre-requisites, are available on AIT’s website.

4.12 Course Materials
All materials obtained for a course that the student chooses to "drop" must be returned promptly to AIT.

4.13 Class Attendance
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 circumstances causing the absence of the student from classes 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 having to cover the relevant financial obligations.

Once a student has satisfied the requirements for registration and enrolment, the student is entitled to attend classes. Students are required to attend all scheduled classes unless the instructor explicitly informs the class that other ways of doing the work are acceptable. The action to be taken in regard to tardiness, absence from class, or making up for late work is the responsibility of the individual instructor. All faculty are expected to be alert to absenteeism that is detrimental to a student’s performance, and to call all such cases to the attention of the Academic Committee of MBIT.

Students, who cannot attend classes because of religious beliefs or other major extenuating circumstances, may arrange to be absent, provided the work missed is made up in a manner satisfactory to the instructor of the class.
4.14 MBIT Project and Graduate Project Presentations
The MBIT Project and Graduate Project presentations to the AIT community represent the culmination of many hours of work, and they are an important component of the educational and research process. In order to ensure that all interested members of the AIT community can attend the presentation, the title and abstract of the project or graduate project, along with the date, time, and place of the presentation must be provided to the Academic Programs Administrative Associate for distribution at least ten (10) working days prior to the date of the presentation.

Normally it is expected that both the advisor and reader of the project or graduate project will attend the entire presentation. In cases where either the advisor or reader is off campus, his or her attendance is optional. In all cases, though, at least one of the two supervising faculty members must be in attendance at the presentation.

5. 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. The public posting of lists of students and grades is prohibited without exception.

5.1 Course Grades
At AIT, grades are assigned on the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>GPA</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>Average</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>Below average</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>Very poor</td>
</tr>
<tr>
<td>R</td>
<td>0.0</td>
<td>Failure</td>
</tr>
</tbody>
</table>

Grades which do not affect the Grade Point Average are as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>GPA</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>None</td>
<td>Incomplete</td>
</tr>
<tr>
<td>W</td>
<td>None</td>
<td>Withdrawal</td>
</tr>
</tbody>
</table>
The highest grade for students is A.

**W (Withdrawal)**
A W grade indicates that the student was failing the course at the time of withdrawal, in the middle of the semester. The student must sign and submit a form to the Student’s Secretariat, stating his/her withdrawal. Credits for a course from which a student withdrew are not computed in the student’s average. The student earns credit for a course only if the course is registered for and completed. If the student fails to drop a course by the "Add/Drop" deadline or withdraw by mid-semester, a grade of "R" will be given. In this event, the student must retake the course and pay the respective penalty. It is the responsibility of the student to make sure that registration for all courses is complete. No course credit can be given and no grades can be processed if the student has not actually registered for the course, even if the course has been completed.

### 5.2 Incompletes
All students must complete the requirements for every course in time (i.e., by the end of the respective semester). Any exceptions are solely determined by the instructor in charge of the course.

All "incomplete" courses, including independent study courses, must be completed within six weeks of the due date of the grades for that semester or at least two weeks before the due date of the grades for the following semester, whichever comes first. If these deadlines are violated, the student will receive an “R” in the course by default.

If there are unusual circumstances (e.g., serious medical problems or death in the family), the Academic Committee of the MBIT program may grant permission to make exceptions to the set of rules pertaining to course incompletes.

### 5.3 Transcripts
Requests for official transcripts shall be submitted to the AIT registrar and will be issued accordingly.
6. ACADEMIC POLICIES

6.1 Academic Advising

Academic advising is officially provided by the Academic Advisor, and each student must have one (1) Academic Advisor. No other faculty member is formally assigned as advisor to any MBIT candidate. AIT students are expected to seek advice from the faculty on their own.

Students on academic probation (see section VI.6 below) must have all of their academic activities approved by the MBIT Academic Program Coordinator. The advising process is monitored by the AIT Faculty Assembly to ensure fair and equal treatment of all students.

6.2 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’ 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 Academic Committee of MBIT program before the respective Add/ Drop deadline.

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 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 Students’ Secretariat one month before the beginning of the semester when the student is interested in returning.

6.3 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 AIT until the problems have been resolved through appropriate treatment. Such a withdrawal will be required only after a thorough case review by the Dean, the A, and such medical, psychological, or psychiatric consultation as is necessary.
6.4 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. The degree will be revoked upon the establishment of substantial and credible evidence of falsification or other academic dishonesty.

6.5 Academic Actions
The Academic Committee of MBIT program reviews the academic performance of each student at the end of each semester. The actions of the Master's Committee are communicated to the students in writing by the MBIT Program Coordinator.

6.6 Probation
Any AIT student with a cumulative GPA of lower than 3.0 who has completed only half of the course work (4 courses), is automatically placed on academic probation. All students on academic probation are required to seek approval from the Academic Committee of MBIT for all academic activities until they are removed from probation. Students on academic probation may be denied admission to certain courses, as determined by the Academic Committee of MBIT Program.

A student on academic probation will automatically be removed from probation during the next academic review if the student's cumulative GPA at that time is 3.0 or better. However, the academic activities of the student may continue to be restricted until further notice from the Academic Committee.

6.7 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, 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.

6.8 Penalties
In case of cheating or plagiarism, the instructor has the option to automatically dismiss the student from the course. The instructor may consult the Academic Committee of the MBIT program to determine whether to refer the case directly to the AIT Student Affairs 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 AIT Student Affairs 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 AIT Student Affairs 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.

6.9 Dismissal and the Appeal Process
If an AIT student has a GPA lower than 3.0 at the end of two consecutive full semesters, the student is automatically dismissed from the MBIT program. Should the student choose to appeal the decision, the appeal process will be explained to the student by the MBIT Program Coordinator.

Students dismissed at any time for unsatisfactory academic standing or infraction of regulations, is not entitled to a refund of tuition or student fees.

6.10 Intellectual Property
All Intellectual Property produced in the framework of the MBIT program belongs to AIT.

6.11 Computing Abuse
Unauthorized use of a computer to copy or use software, text and data; tampering in any way with software, text or data; disruptive or other inappropriate uses of computers; using the computing resources for personal gain (e.g., non AIT related business or resale of software) are against AIT rules and policies. Abuses of computing privileges will be referred to the Academic Program Coordinator of the MBIT Program, and if necessary, to the legal authorities.

7. 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.

7.1 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.

7.2 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.

7.3 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.

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.

8. OTHER POLICIES

8.1 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.

8.2 Sexual Harassment
The free exchange of ideas, the confidence to work, to study, to innovate and to perform, even the standards of discussion 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.

9. MISCELLANEOUS INFORMATION

9.1 Change of Personal Information
All AIT students are responsible for timely notification of all personal data changes to the AIT administration office. The student will be held responsible for any failure in receiving official AIT notices by reason of not having a correct address on file.

10. FEE PAYMENTS: TERMS AND CONDITIONS

The terms and conditions of tuition fee payments are thoroughly described on the Acceptance of Admission form.

MBIT students may not be able to graduate until all fee payments are settled.

11. 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.

11.1. 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.

11.2. Guest Policy. Guests sign in and out at the front gate.

11.3. Cleanliness. The student kitchen and appliances provided on the second floor must be kept clean at all times.
Unlabeled food or food left in the refrigerator for over a week will be removed.
Toilettes (WC) and all common spaces must be kept clean and tidy at all times.

11.4. Noise. The AIT premises are a professional work place for students, staff and faculty. Noise levels should be kept at a minimum.
11.5. Personal Mail. Personal mail and packages of any kind will not be accepted for delivery.

11.6. Personal Phone Calls. Local personal calls may be made and received at the telephone devices in the labs. Long distance calls that are career or class-related may be placed or received from designated phones by reservation only. The AIT main phone number may not be given out by students for personal calls.

11.7. Offices Students should not enter an office unless granted permission. Students should not take items, including chairs, from offices or common spaces.

11.8. 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 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.)

11.9. Smoking. Non smoking signs must be observed.

11.10. Building problems. Report all building problems—leaks, burnt out lights, electrical faults, clogs, etc. at the reception desk.

Failure to adhere to these policies could result in loss of privileges or expulsion from the building completely.
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: is an act of deception by which a person misrepresents his or her mastery of material on a test or other academic exercise.
Examples of cheating include but are not limited to:
• Copying from another person’s work.
• Allowing another person to copy your work.
• Submission of work that is not the student’s own for papers, assignments, or exams.
• Submission of the same work for credit in two courses without obtaining the permission of the instructors beforehand.
• Using unauthorized materials such as a textbook or notebook during an examination or using technology to illicitly access unauthorized materials.
• Use of unauthorized material including textbooks, notes, or computer programs in the preparation of an assignment or during an examination.
• Using specifically prepared materials such as notes written on clothing or other unauthorized notes, formula lists, etc., during an examination.
• Collaborating with another person during an examination by giving or receiving information without permission.
• 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.

Plagiarism: occurs when a person represents someone else’s words, ideas, phrases, sentences, proofs, graphics, charts, tables, or data as one’s own work. When submitting work that includes someone else’s words, ideas, syntax, data or organizational patterns, the source of that information must be acknowledged through complete, accurate and specific references. All verbatim statements must be acknowledged through quotation marks. To avoid a charge of plagiarism, a person should be sure to include an acknowledgment of indebtedness, such as a list of works cited or bibliography.
Examples of plagiarism include but are not limited to:
- Quoting, paraphrasing or even borrowing the syntax of another’s words without acknowledging the source.
- Using another’s ideas, opinions or theories even if they have been completely paraphrased in one’s own words without acknowledging the source.
- Incorporating facts, statistics or other illustrative material taken from a source, without acknowledging the source, unless the information is common knowledge.
- Submitting a computer program as original work that duplicates, in whole or in part, without citation, the work of another.

Fabrication: Fabrication refers to the deliberate use of invented information or the falsification of research or other findings with the intent to deceive.
Examples of fabrication include but are not limited to:
- Submission or use of falsified data.
- Citation of information not taken from the source indicated.
- Listing of sources in a bibliography or other report not used in that project.
- Fabricating data or source information in experiments, research project or other academic exercises.
- Misrepresenting oneself or providing misleading and false information in an attempt to access another user’s computer account.

Academic Misconduct: Academic Misconduct includes the alteration of grades; involvement in the acquisition or distribution of unadministered tests, and the unauthorized submission of student work in more than one class.
Examples of academic misconduct include but are not limited to:
- Theft or unauthorized access (e.g., buying, selling, giving away, otherwise obtaining access) to all or part of any unadministered test/examination or entering any AIT office or building for the purpose of obtaining an unadministered test/examination.
- Changing, altering, falsifying or being accessory to the changing, altering or falsifying of a grade report or form, or entering any AIT office, building or accessing a computer for that purpose.
- Coercing any other person to obtain an unadministered test.
- Substituting for another student or permitting any other person to substitute for oneself to take a test or examination.
- Altering test answers and then claiming instructor inappropriately graded the examination.
- Violating the Network and Computer Use Policy, also known as the “Acceptable Use Policy, Network and System Services” established by IT Support.
o Each user is solely responsible for all functions performed from his/her account(s) on any system.
o No user may violate Federal Copyright Law. This means he/she may not alter, copy, translate, transmit, or receive software, music, images, text, or any other information licensed to or copyrighted by another party unless the license or copyright explicitly permits he/she to do so.
o No user may attempt to monitor another individual's data communications, nor may he/she read, copy, change, or delete another individual's files or software, without the prior permission of the owner.
o No user may send messages that are likely to result in the loss of the recipient's work, system downtime, or otherwise compromise a remote user's system. This includes, but is not limited to, redistribution of computer viruses or Trojan horses.

Classification of Academic Integrity Violations by Offense

Violations of academic integrity are classified into four categories based on the seriousness of the behaviors and the possible sanctions imposed. Brief descriptions are provided below.

Level 1 Violations: may occur because of ignorance or inexperience on the part of the person(s) committing the violation and ordinarily include a minor portion of the course work.
A sanction for a level 1 violation will not exceed a failing grade on the assignment.
Example: Improper footnoting or unauthorized assistance or copying of a small part of academic work by a first-year student. A similar first violation committed by an older student who, otherwise, is in good academic standing.
Recommended Sanction(s): Make-up assignment at a more difficult level or assignment of no credit for work in question, required attendance at a workshop on academic honesty, and/or an assignment that will increase the student’s awareness of academic integrity.
Reporting Mechanisms: Matters involving Level 1 violations are normally adjudicated by the instructor and sanctioned accordingly. A record of this violation will be retained in the Office of the Dean and the Director of Studies.
Student Rights: A meeting between the student and the instructor is necessary to ascertain the violation. The student can appeal the determination and/or the sanction imposed to the Office of the Dean.

Level 2 Violations: involve incidents of a more serious nature and affect a significant aspect or portion of the course. Any violation that involves repeat offenses at level 1 is considered a level 2 violation. A sanction for a level 2 violation will not exceed a failing grade in the course.
Example: Quoting directly or paraphrasing without proper acknowledgment on an assignment or failing to acknowledge all sources of information and contributors who helped with an assignment. Cheating or helping others to cheat during an exam as a first offense or only on a small portion of the exam.

Recommended Sanction(s): A failing grade is assigned to the exam/assignment. Maximum penalty is failing of the course. Academic Probation and/or the imposition of other lesser sanctions as deemed appropriate.

Reporting Mechanisms: Matters involving Level 2 violations are normally adjudicated by the instructor and sanctioned accordingly following a review by the Academic Integrity Review Board. A record of this violation will be retained in the Office of the Dean and the Director of Studies.

Student Rights: A meeting between the student and the instructor is necessary to ascertain the violation. A meeting between the student and the Academic Integrity Review Board will be held to determine the sanctions. The student can appeal the determination and/or the sanction imposed to the Office of the Dean.

Level 3 Violations
Level 3 offenses are even more serious in nature and involve dishonesty on a more significant portion of course work, such as a major paper, a thesis, extensive copying in an hourly or final examination. Any violation that is premeditated or involves repeat offenses below level 3 is considered a level 3 violation. A sanction for a level 3 violation will not exceed suspension from AIT.

Example: Copying from or giving assistance to others on an hourly or final examination for an extensive portion of the exam, plagiarizing major portions of an assignment, using forbidden material on an hourly or final examination, presenting the work of another as one’s own, or altering a graded examination for the purposes of re-grading.

Recommended Sanction(s): A failing grade in the course, Academic Probation, and suspension from AIT for one or more semesters with a notation of “Disciplinary Suspension” placed on a student’s transcript and/or the imposition of other lesser sanctions as deemed appropriate.

Reporting Mechanisms: Matters involving Level 3 violations are adjudicated by the Academic Integrity Review Board and sanctioned accordingly. A record of this violation will be retained in the Office of the Dean and the Director of Studies.

Student Rights: A meeting between the student and the instructor is necessary to ascertain the violation. A meeting between the student and the Academic Integrity Review Board will be held to determine the sanctions. The student can appeal the determination and/or the sanction imposed to the Office of the Dean.
Level 4 Violations: are the most serious breaches of academic integrity. They also include repeat offenses below level 3 violations and violations committed while already on or after returning from Academic Integrity Probation.

Example: Forgery of grade change forms; theft of examinations; having a substitute take an examination; any degree of falsification or plagiarism relating to a senior or graduate thesis; using a purchased term paper; sabotaging another’s work; the violation of the code of a profession.

Recommended sanction: Expulsion from AIT and a permanent dismissal notation on the student’s transcript and/or the imposition of other lesser sanctions as deemed appropriate.

Reporting Mechanisms: Matters involving Level 4 violations are adjudicated by the Academic Integrity Review Board and sanctioned accordingly. A permanent record of this violation will be retained in the Office of the Dean and the Director of Studies and shared with institutions that will request information about the student in the future.

Student Rights: A meeting between the student and the instructor is necessary to ascertain the violation. A meeting between the student and the Academic Integrity Review Board will be held to determine the sanctions. The student can appeal the determination and/or the sanction imposed to the Office of the Dean.

Reporting and Adjudication of Academic Integrity Violations
A student or AIT employee who has witnessed an apparent act of academic misconduct or has information that reasonably leads to the conclusion that such an act has or will occur should inform the instructor or the Office of the Dean.

An instructor who believes that a student has attempted or committed an apparent act of academic misconduct should investigate the matter. Instructors are encouraged to consult with staff in the Office of the Dean.

Role of Instructor
1. The instructor should make reasonable attempts to meet with the student in question as soon as possible. When necessary, such meetings may be conducted by telephone or electronic mail. In this meeting every effort should be made to preserve the basic teacher/student relationship. The student should be given the opportunity to respond to the allegation and to review the material that suggest the violation of academic integrity.
2. The instructor should include his/her determination of the level of violation and the recommended sanction to the Academic Integrity Review Board. This should be provided by completing the reporting form below along with supporting material.
3. At the conclusion of the meeting the instructor must provide the student with a copy of the completed reporting form.
Academic Integrity Review Board Procedures

The Academic Integrity Review Board is composed of five members:

- The Dean or the Associate Dean
- The Academic Program Coordinator
- The Professor who reported the violation
- An AIT administrator, e.g. the Director of Studies
- An AIT student, either as a student representative or a Ph.D. student who will represent in some general form the student body interests in such cases

The Academic Integrity Review Board is chaired by the Dean or the Associate Dean – whoever is present. Voting is conducted by majority rule with equal voting rights to all members.

Appeals

Appeals are handled by the Dean. It is recommended that for serious offences an independent ruling body is convened consisting of the Dean, the managing director, senior faculty and academic program directors, as deemed appropriate by the Dean.

Student Rights in Hearings

The AIT disciplinary system is not a criminal or civil law process and the legal procedures applicable in criminal and civil cases will not apply. This policy is not intended to supercede any existing law or regulation. AIT disciplinary hearings will accord the following specific rights to all students:

a. To receive written notice of the alleged violation.
b. To have reasonable access to the case materials prior to and during any hearing.
c. For Level 4 violations, to have access to advice by an individual of his or her choosing, including parents or trusted third party.
d. To participate in the hearing, present information on his or her own behalf, call witnesses and question information provided at their hearing. This does not include the right to directly question professors or other students.
e. To receive written notification of the decision reached. The notification will also include a list of any sanctions imposed and appeal information.
f. The student has the right to appeal the decision to the Office of the Dean. The decision reached and announced to the student by the Dean after an appeal is final.

Penalties

Determination of Penalties/Sanctions

Level 1 violations: The instructor will make the determination on whether a violation has occurred and on the penalty. The instructor will also fill the reporting form below and submit it to the Office of the Dean. Appeals go directly to the Office of the Dean.
Level 2 violations: The instructor will make the determination of whether a violation occurred and will prepare the reporting form below with a suggestion on the penalty. The Academic Integrity Review Board will convene and meet with the student to decide on the penalty/sanctions. Appeals go to the Office of the Dean.

Level 3 and 4 violations: A reporting form on the violation is submitted to the Office of the Dean either by the instructor or a student or an administrator. The Office of the Dean will refer the matter to the Academic Integrity Review Board for adjudication at a hearing. Appeals go to the Office of the Dean.

Description of Sanctions
A student may receive a single or multiple sanctions for violations of the Academic Integrity Policy. Factors to be considered in deciding sanctions will include present demeanor and past disciplinary record of the student and the nature and severity of the violation. Sanctions which may be imposed upon any student found to have violated the Academic Integrity policy include the following:
Failing Grade: When a student fails a course for reasons of academic dishonesty, a failing grade of will be assigned.
Academic Probation: A defined period of time (minimum of one semester) indicating that a student is no longer in good standing with AIT. Any subsequent violation while in this status will likely result in suspension or expulsion from AIT.
Suspension: Beginning on the date the suspension takes effect, the student is no longer a registered student, may not attend classes, nor receive grades for a specified period of time. In addition, while in this status, the student is not permitted to be present on the campus or at an AIT-sponsored event for any reason whatsoever. The suspension will be noted on the student’s academic transcript as disciplinary suspension. The student is not entitled to any refund of any fees after published refund dates.
Expulsion: Beginning on the date the expulsion takes effect, the student may never again be a registered student, may never attend classes, nor receive grades. In addition, the student may never be present on the campus nor at an AIT-sponsored event for any reason whatsoever. The expulsion will be noted on the student’s academic transcript as Academic Integrity Expulsion. The student is not entitled to any refund of any fees after published refund dates.
Report of an Academic Integrity Violation

This form should be used by the instructor to report alleged academic integrity violations. If an instructor suspects academic misconduct has occurred, he or she should follow these steps in resolving the matter:

☐ Please indicate if you are requesting that the Office of the Dean adjudicate this case with no further participation by you. See Role of Instructor in the Academic Integrity Policy for further information. Fill out the relevant information below, skipping step 1.

Step 1: Meet with the student(s) involved.
Instructor-Student Meeting:
☐ In Person ☐ Phone. If in person or by phone, date of meeting: ____________
☐ Email (attach copy of email) ☐ Unable to meet with/contact student: _________________

Step 2: Provide information concerning alleged incident.
The following student has been charged with violating the Academic Integrity policy:
Name: ____________________________________________
Student ID Number: ____________________________
Program & Course.: ___________________________________
Type of Violation:
☐ Cheating ☐ Plagiarism ☐ Fabrication ☐ Academic misconduct
☐ Other: ______________________________________________________________________
Level of Violation: □ 1 □ 2 □ 3 □ 4

Step 3: Attach a rationale for the violation level, and summary of the incident, including copies of all relevant materials.

Step 4: Recommend sanction(s).
Grade Sanction:
☐ “F” on the assignment, paper, program, test or exam
☐ “F” for the course
☐ Other: ______________________________________________________________________
Additional Recommended Sanctions:
☐ Hearing for consideration of suspension or expulsion in addition to other sanctions
☐ Other: ______________________________________________________________________

Step 5: Student reads and signs the following acknowledgement. Instructor provides student with a copy of this form.
☐ I have been made aware of the alleged violations and understand that the procedures delineating next steps can be found in the Academic Integrity policy.

Step 6: Forward this form to the Office of the Dean.
Student’s Name:_________________________ Signature:___________________________
Instructor’s Name:_______________________
Signature: ______________________________
Dept.: ______________ Email: ______________
Date: ______ Phone: __________