

# MSITT GRADUATE STUDENT POLICIES AND PROCEDURES GUIDE

ACADEMIC YEAR 2011 - 2012

## ***1. INTRODUCTION***

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

## ***2. REQUIREMENTS FOR THE MSITT DEGREE***

The following are requirements for earning the Master of Science degree in Information and Telecommunications Technologies. 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 MSITT 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.

### **2.1 Course Unit Requirements**

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

These 126 units must comprise:

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

### **2.2 Grade Point Average (GPA) Requirements**

Each AIT MSITT degree candidate must maintain a "B or better" grade point average, or equivalently, a GPA of at least 3.0,

- a. in 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 must be in *good standing* status throughout its studies in the MSITT program. Good standing status is defined in the following paragraphs.

A student who maintains a GPA of B or better is in *good standing*. Students on *academic probation* (defined in the relevant section here in) are *not* in good standing.

Moreover, 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 immediately makes the student be in *non good standing* status.

### **2.4 Other Requirements**

Prior to the last day of classes in a student's final semester in the MSITT 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.

### **2.5 Graduation Requirements**

In order to graduate, a student must maintain a "good standing" status, complete all course requirements in their approved curriculum, successfully complete and defend the graduate project, and submit the graduation clearance form 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 the pertinent fees are not settled by the add/drop deadline. The AIT Administration is permitted to automatically register a student for required courses they must take. It is the student's responsibility to let the AIT Administrator 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. Any MSITT student may register for one elective course that is offered by the MBIT and MsWINME program provided he/she has obtained written permission from the respective course instructor(s). The same applies to those who wish to audit a course from any of the available elective courses that are offered in the MsWINME and MBIT 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 course schedule, units, or instructors 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 in April.

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

Students may add and drop courses at the administration'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 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.

## ***4. COURSE LOAD/COURSE OPTIONS/PROJECT WORK***

Course load for a given semester is defined as the number of courses for which the student has registered in that semester.

### **4.1 Course Load Requirements per Semester for full-time students (fall & spring semesters)**

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

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

### **4.2 Course load Requirements per semester for part-time students**

The minimum part-time course load in the MSITT program is (1) one course per semester.

The maximum course load in the AIT MSITT program is (3) three courses per semester. Students taking more than the maximum load must secure written permission from the MSITT Program Coordinator.



Attendance to Research Seminars is *obligatory*. Full-time students must attend a minimum of 70% of the scheduled seminars and Part time students a minimum of 50%.

### **4.3 Project Assignment and Duration**

Every student needs to carry-out a graduate project.

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 MSITT students* can register for their graduate project at the end of spring semester. The duration of the graduate project spans until the end of September of the same academic year.

*Part-time MSITT students* can register for their graduate project at the end of the 2nd spring semester. The duration of the graduate project spans until the end of September of the same academic year.

Under special conditions an extension for the completion of the graduate project can be granted to the approval of the supervisor and the Academic Committee of the MSITT program. Extending the completion of the graduate project past the specified duration, results in a penalty of an additional 300 euros.

Successful completion of the MSITT project includes submission of the required report and accompanying material to the project supervisor and AIT library as well as presentation and defending of the project work 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 MSITT student that fails to successfully complete their graduate project requirements in the predefined time frame fails to successfully complete the program. If student has successfully completed the 8 required courses of the program but has failed the graduate project (either due to poor performance or failure to complete it within the required time frame), he/she will get 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.

For Full-time students the program duration is 12 months starting mid September and finishing end of September next year.

For Part-time students the program duration is 24 months starting mid September and finishing end of September two years after.

#### **4.5 Independent Study**

An independent study can be taken as an elective course. If this option is taken, the independent study has the duration of the corresponding semester in which it is taken. To successfully complete an independent study, students need to carry out the work, submit the report and any additional material required to the supervising faculty member before the end of the semester. In case the student needs an extension for the submission of the independent study, a formal petition must be submitted to the Students' Secretariat, signed by the student and supervising faculty, *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 of 300 euros.

#### **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 requirements for any previously-earned degree
- c. the level of the material taught is 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 MSITT 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 MSITT 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 2011 – 2012.

#### **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 they teach. If the number of pre-registered students for a course exceeds the class size, as specified by the instructor of the course, first-come-first-served policy will be followed based on the time of preregistration for the course at hand. Students, who cannot be accommodated, will be put on a waiting list.

#### **4.10 Internships**

Some MSITT 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 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 MSITT 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 the responsibility for supervising the project and have the appropriate background to carry it out. The AIT Graduate Project Advisor must agree to take 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 MSITT 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 MSITT Program, as well as course pre-requisites, are available on AIT's website at:

[http://www.ait.edu.gr/ait\\_web\\_site/MSITT.jsp](http://www.ait.edu.gr/ait_web_site/MSITT.jsp)

#### **4.12 Course Material**

All material 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 determine how the lost material will be covered.

When a student reaches the maximum number of absences, a review board will decide what action to take. 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 retake the course while having the obligation 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 otherwise the instructor has the authority and responsibility for the action to take in regard of tardiness, absence from class, or making up for late work. 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 MSITT program.

Students, who cannot attend classes because of religious reasons 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 MSITT Graduate Project Presentations**

The MSITT Graduate Project presentations and defense to the AIT community represents the culmination of many hours of work, and it is an important part 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 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.

The thesis supervisor has the authority and responsibility for clearing the supervised student for presenting their thesis. Normally it is expected that the advisor of the graduate project will physically attend the presentation. In exceptional cases where the advisor has to be off campus, it may be possible to arrange the presentation with his / her remote attendance.

## **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.

### **5.1 Course Grades**

Grades are assigned on the following scale:

<u>Grade</u>	<u>Points</u>	<u>Meaning</u>
A	4.0	Excellent
B	3.0	Average
C	2.0	Below average
D	1.0	Very poor
R	0.0	Failure

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

I	None	Incomplete
W	None	Withdrawal
P	None	Pass (Pass no credits earned)
F	None	Fail (Fail Course)
O	None	Satisfactory (Audits)
WF	None	Withdrawal failing
S	None	Pass
TC	None	Pass (Transfer Credits)

### **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 studies, 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.

In case of unusual circumstances (e.g., serious medical problems), the Academic Committee of the MSITT program will review the case.

## **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 MSITT 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 MSITT 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 MSITT program before the respective Add/ Drop deadline.

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

When Leaving from AIT for a semester (only during the fall and spring semesters) tuition is adjusted accordingly:

- Full Time students: 50% refund of the 50% of the installment of the respective semester
- Part Time students: 50% refund of the 30% of the installment of the respective semester

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.

### **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. In such a case 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 the MSITT program reviews the academic performance of each student at the end of each semester. The actions of the Academic Committee of the MSITT program are communicated to the students in writing by the MSITT 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 the MSITT program 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 the MSITT 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 of the MSITT.

### **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/ 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.

### **6.8 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 MSITT 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 MSITT program. Should the student choose to appeal the decision, the case will be decided by the Academic Committee of MSITT program.

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

### **6.10 Intellectual Property**

All Intellectual Property produced in the framework of the MSITT 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 MSITT Academic Program Coordinator, 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.

MSITT 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.