



**University**  
**October University for**  
**Modern Sciences and Arts**

**Faculty of Languages**

**Ethics & Rules**

## **Ethics**

The Faculty of Languages at MSA abides by MSA University's Code of Business Conduct and asserts the same core values of:

- Fairness
- Individual Accountability
- Cost Consciousness
- Integrity

In addition, the Faculty of languages encourages: independence, individuality, innovation and community engagement.

The Faculty of Languages will maintain a professional, honest and ethical conduct, as follows:

- No gifts should be accepted.
- Students' confidentiality should be respected.
- Laws and MSA policies should be adhered to.
- University assets should be protected.
- Safe work environments are to be maintained.
- All forms of harassments, prejudices and discrimination are to be avoided.
- No substance use is allowed.

## **Rules**

### **Attendance:**

- Students are expected to satisfy a certain requirement of attendance.
- Students who fail to attend 75% of classes will receive a warning and can be deprived from sitting for the exam based on the decision of the Faculty Council.
- Medical excuses for absences need to be signed by the university's medical doctor and approved by the Faculty Council.

### **Plagiarism:**

- MSA University complies with the regulations of the Ministry of Higher Education of Egypt, as per decree 49 for the year 1972; and the regulations of private universities in Egypt as per decree 101 for the year 1992.
- Any of the following acts are considered plagiarism:
  - To falsify research results.
  - To use other people's words or ideas as one's own.
  - To quote without acknowledging the source.
  - To paraphrase without acknowledging the source.
  - To copy another student's answers.
  - To allow another student to copy one's answers.

- To cheat on exams (and this includes use of cell phones).
- The following actions can be taken against the student in case of plagiarism:
  - If the offence is a first time and is not deliberate, a verbal warning can be given, or a written warning; and the student can be allowed to redo the assignment without exceeding the pass mark.
  - If the offence is repeated for a second time, the dean or program leader will be notified. The student can receive a failing mark on the assignment or coursework.
  - If the offence is repeated, the issue will be raised with the University President and the penalty can be to fail the course or be dismissed from the university.

**Probation:**

- Students who fail to achieve a GPA of 2.0 are considered on probation and are not allowed to graduate from the university unless they improve their grades.