



ATENEO DE MANILA UNIVERSITY

LOYOLA SCHOOLS Student Discipline

Memo for: Undergraduate and Graduate Students and Faculty of the
School of Humanities (SOH)
School of Social Sciences (SOSS)
School of Science and Engineering (SOSE)
John Gokongwei School of Management (JGSOM)
Gokongwei Brothers School of Education and Learning Design (GBSEALD)
Administrators, Professionals and Staff

Memo from: [Sgd.] Carolyn Soledad P. Natividad, Ph.D. (Cand)
Director, Office of Student Discipline

Date: 7 August 2023

Subject: **2023 STUDENT CODE OF CONDUCT**

At its meeting on May 26, 2023, the School Council approved changes to the Student *Code of Conduct* (CoC). This 2023 Revision takes effect in the First Semester of SY 2023-2024. The community is advised to update any references made to the Student Code (e.g. in syllabi, orientation manuals, reminders, etc.) to this link on the Ateneo website: <http://ateneo.edu/higher-education/current-students/policies/code-conduct>

Some highlights of the 2023 Revision are the following:

1. **Updates to Student Responsibilities**, particularly as regards:
 - a. Mindfulness regarding intellectual property law, norms of privacy, and similar guidelines, especially given digital class materials, recordings and personal data
 - b. Ethical use of external/artificial aid (e.g. apps, editors, any form of Artificial Intelligence), and responsibility for disclosing their use even in the absence of official protocols for the class, to preserve the integrity of the academic exercise
 - c. Prohibited use of tobacco and non-tobacco cigarette products, as well as electronic nicotine and non-nicotine delivery systems throughout all of the University's campuses
2. **Updates to Offenses**, as with:
 - a. The inclusion of "Unauthorized disclosure of personal/sensitive information as defined by data privacy regulations (as with the Data Privacy Act), and/or private/confidential information protected by University Policy", under Offenses Against Order
 - b. The addition of "Unauthorized or unethical use of external aid/artificial intelligence, especially when resulting in undue academic advantage" as an example of acts of Academic Dishonesty
3. **Updates to Procedures**, where:
 - a. Processes under the Office of Student Discipline are clarified
 - b. The steps for the referral of a complaint to "Preliminary Conflict Management" are articulated

All members of the community are expected to read and familiarize themselves with the 2023 Revision before the start of the First Semester, SY 2023-2024. The 2023 *Code of Conduct* will be integrated in the Undergraduate and Graduate Student Handbooks of SOH, SOSS, SOSE, JGSOM and GBSEALD.

For any inquiries, please write to the Office of Student Discipline at studentdiscipline.ls@ateneo.edu.