



Duke Kunshan University Student Handbook

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SECTION 1: INTRODUCTION TO THE DUKE KUNSHAN UNIVERSITY STUDENT HANDBOOK

1.01 Duke Kunshan University Student Handbook

Welcome to DKU! This Student Handbook will help you get your university experience started. To fully engage, it is important to be familiar with the DKU Community Standard and University Policies and Procedures, which are written in, defined with, and interpreted through American English. The handbook can be found electronically [online](#).

1.02 Duke Kunshan University Community Standard

DKU is a community comprised of individuals from diverse cultures and backgrounds. We are dedicated to scholarship, diversity, inclusivity, cultural competence, leadership, service, and the principles of honesty, fairness, respect, and accountability. Members of this community commit to reflecting upon and upholding these principles in all academic and non-academic endeavors, and to protecting and promoting a culture of integrity and trust. To uphold the DKU Community Standard:

- I will hold myself to the highest standards for honesty, integrity, fairness, and responsibility in my academic and non-academic endeavors
- I will respect other cultures and embrace all forms of diversity
- I will uphold the standards if they are compromised

1.03 Duke Kunshan University Statement on Diversity and Inclusion

DKU welcomes passionate, creative and intellectually driven students, faculty and staff from all walks of life, from all over the world. We affirm the diverse histories, perspectives, experiences, identities, languages and cultures that enhance our community, and we aim to create an environment where all members of our community are accepted, appreciated and celebrated. Our commitment to inclusivity is grounded in the university's mission. DKU is a community where those who study, live and work see a difference as an opportunity for meaningful dialogue, creative expression and innovative thinking. The university aspires to foster mutual respect and understanding among and for all people, regardless of differing cultures, ethnicities, races, religions, genders, sexual orientations, ages, national origins, socioeconomic backgrounds, capabilities, or any other category that can be used to divide people. Our uniquely rich cultural community is designed to cultivate informed and engaged citizens of the world.

1.04 Duke Kunshan University Policies and Procedures

Each student is expected to be familiar with the entire set of University policies and procedures, which can be found on the website. The policies and procedures explain policy introductions, rights of students, responsibilities of students, rights of University members, and the use of University facilities. It also explains that a student has the right to file a complaint with the Dean of Student Affairs Office for non-academic/co-curricular concerns. We welcome all students to submit complaints to the Student Affairs website. Students who allegedly violate policy will be investigated and referred to the Student Conduct Process. Students are responsible to adhere to expectations within the handbook whether on campus (including on facilities that are owned, operated, or leased by DKU) or off campus. Members of the DKU community who must abide by and are protected by this handbook and its policies and procedures include, but are not limited to, (1) all DKU students including full and part-time students, undergraduate students, graduate students, or any other students enrolled at DKU; (2) all student applicants for admission to DKU, all student participants in DKU sponsored or affiliated activities; and (3) visiting students.

The University reserves the right to amend or update information, policies, or procedures when necessary and will communicate changes to students in a timely manner.

SECTION 2: RESIDENTIAL EXPERIENCE & POLICIES

2.01 Campus

The term campus includes all spaces owned, operated, or leased by the University.

2.02 Residency Requirement

All undergraduate students are required to reside on campus, all four years. Graduate students are encouraged, but neither required nor guaranteed to reside on campus.

2.03 Two Important Departments, One Important System

Residence Life is the department within the Office of Student Affairs, responsible for the community building aspects of living on campus, overseeing the professional staff and student workers in developing a sense of belonging through community events and programs, and the room application, assignment, and billing processes. Housing is another department, responsible for the facility aspects of living on campus, overseeing housekeeping, maintenance, work requests, room inspections, indoor air quality, and water drinkability. Mercury is the online system used by both the Residence Life department and the Housing department. Residence Life primarily uses it to create room assignments and Housing primarily uses it for maintenance requests. To log into Mercury:

- 1) Visit <https://student.rms.dukekunshan.edu.cn/page/homepage>
- 2) Log in with your NetID credentials
- 3) (Depending on your physical location, you may need to be on a DKU Wi-Fi network or logged into the DKU portal through the [Cisco AnyConnect VPN, provided by DKU IT](#))

2.04 Residence Halls

Many use the word “dorm” to describe the places students live on university campuses since “dormitory” is a word derived from the Latin for “sleep”. However, since DKU provides something far more impactful and meaningful than sleep alone, we use the term residence hall to describe the residence halls. Each hall is supervised by a full-time Residence Life Coordinator (RLC), who also lives in the building. Further, each RLC supervises a team of student workers in various positions to help students develop a sense of community in a safe and vibrant environment. Information about each residence hall can be found [online](#).

2.05 Room Assignments

Room assignments are made by Residence Life, before the school year begins, through the Mercury system. More information is available [online](#).

2.06 Facilities

Facilities are maintained by Housing and the buildings are cleaned regularly. If there is an issue with any of the facilities in your room, you can complete a student maintenance request in Mercury.

2.07 Residence Life Policies & Procedures

The DKU residence hall environments value mutual respect and personal responsibility. To establish and maintain such a community, all students are held accountable for their actions. A brief overview of some policies and procedures can be accessed online. In the event of a discrepancy between the Residence Life website and what’s written below, the information below will be considered the official version.

2.07.01 Bulletin Board Posting

The bulletin boards and whiteboards in residence halls are used for posting information about student activities, programs, and announcements. Postings anywhere other than the bulletin boards and whiteboards will be removed and discarded. The bulletin boards are not to be used for advertising, personal services, or commercial notices.

2.07.02 Guests

Residents are allowed to have visitors in their room with the approval of their roommate(s). All visitors (defined as anyone not assigned to the room or suite) must abide by all University and Room Assignment Agreement policies, and they are the responsibility of the hosting resident. Residents can have no more than four visitors at a time. DKU student visitors can spend the night in the host resident’s room a maximum of 4 consecutive nights, if and only if the roommate(s) allows. People who are not DKU students are not allowed in the residence halls between 11:00 PM – 8:00 AM and are required to sign in at the entrance of the residence hall. Residence Life staff may require a guest to leave a room.

2.07.03 Kitchen

Any student can use the first floor kitchen in their residence hall. Safety and mutual respect are top priorities for this space. All students who use the kitchen are expected to return the space to a ready state by cleaning and putting

away everything that was used. Students found to abuse the space or equipment or cause the fire alarm to activate may be charged for relevant damages, may be referred to the student conduct process, and may have their use privileges revoked.

2.07.04 Lockouts

Every time a student is locked out, they are required to prove their identity and their room assignment to the security guard at the first floor desk of their residence hall.

2.07.05 Quiet Hours

Quiet Hours are in effect nightly Sun night – Fri morning from 11:00 PM – 8:00 AM, and Sat and Sun mornings from 1:00 AM – 10:00 AM. Reasonable levels of noise can occur outside Quiet Hours. Excessive or intrusive noise at any time is prohibited. 24-Hour Quiet Hours are in effect from the last day of class through the end of the session.

2.07.06 Residence Hall Opening & Closing Dates

For the current academic year, the dates of residence hall opening and closings can be found in your Room Assignment Agreement or [online](#).

2.07.07 Room Assignment Agreement

The Room Assignment Agreement, available in Mercury, is legally binding, and all policies and procedures outlined therein apply. In the event of a policy or procedural discrepancy between this Handbook and the Room Assignment Agreement, the Room Assignment Agreement will be considered the official version.

2.07.08 Room Charge, Payment, and Deposit

Residence Life charges student Bursar accounts each semester for their room and the Bursar communicates the bills and collects the payment. The official policy is listed in the Room Assignment Agreement.

2.07.09 Room Consolidation

In an effort to create more room options for incoming and existing residents, ensure payment and experience equity, and maximize the use of available space, Residence Life will enact a consolidation process each semester. The official policy is listed in the Room Assignment Agreement.

2.07.10 Roommate Mediation Process

Interpersonal misunderstandings, tension, and conflicts seem to be inevitable for the engaged citizen. Sometimes, these things happen right at home, in our own rooms. Therefore, Residence Life sets forward this roommate-driven process to help students learn through the situation at hand, giving them tools for success in the future. The process of harmonious relationship restoration or coping can be slow, time-consuming, and frustrating. The first step is to attempt to work things out directly between roommates, using the Roommate Agreement and whatever explicit and implicit agreements were made. In situations where residents are unable to pleasantly resolve disputes on their own in this manner, Residence Life may intervene to work towards a resolution. The next step is to involve the Resident Assistant for a mediated conversation. The decision-making authority on how to move forward rests solely with the residents and the conversation will conclude with the next steps on how to live together.

If residents continue to be unable to come to a resolution on their own, Residence Life will become more involved and take some of the resolution decision-making authority from the residents and give it to the building's Residence Life Coordinator. The Residence Life Coordinator will arrange another mediated conversation and work with residents to dictate the next steps on how to live together.

Roommates who continue to be unable to come to a resolution on their own may be referred to an arbitration hearing. In an arbitration hearing, the head of Residence Life will review written statements about the case from each involved resident, the Resident Assistant who mediated, and the Residence Life Coordinator who mediated. They will then make a final resolution for the case. Possible outcomes include, but are not limited to, all residents receiving a mandatory administrative re-assignment.

Refusal to engage in any step of this process will result in re-assignments requests not being reviewed, or their case will move directly to an arbitration hearing, subjecting them to the possibility of a mandatory administrative re-assignment.

2.07.11 Sports

Sports activities are to be enjoyed in sports venues, not inside the residence halls. Sports activities (including but is not limited to roller-blading, skateboarding, having water fights, bike riding, roughhousing, and playing pranks which may affect the safety and security of community members and/or damage property) are prohibited inside any space within the residence halls.

2.07.12 Team Room Usage

These spaces are available to all residents of the residence hall, any time, without reservation. As these are community spaces, we expect you to share the space and not treat a room as if it were your own personal study location. Food and drinks are prohibited in the team rooms, as is leaving personal belongings. Items left in these spaces may be thrown away or confiscated.

2.08 Amenities

Information about amenities and services in the residence halls can be found [online](#).

2.09 Housing Procedures

Policies and procedures regarding Housing facilities are below.

2.09.01 Abandoned Property

Storage of personal items in common areas (hallways, team rooms, lobbies, etc.) is prohibited and such items are subject to disposal by residence hall staff. Property left in bedrooms and suites at the end of a resident's contract period (or when they are reassigned) will be deemed abandoned and become the sole property of the University, who may retain or dispose of the same without claim by the resident.

2.09.02 Damage Billing

Students are responsible for the upkeep of their space, including private and common areas in the hall, and for taking out the garbage, washing their own laundry, and cleaning regularly. Consistent with check out and room condition and usage policies outlined in the Room Assignment Agreement, students will be billed for damages by Housing.

2.09.03 Electrical Overload

The electric voltage at DKU is 220V. Some appliances from outside China may not work even with an adapter. Plugging in such appliances can cause blown fuses, power outages, and damage to appliances. Students will be billed for damages resulting from using such appliances. Most laptops and cell phone chargers allow for 110V-240V and have internal converters.

2.09.04 Fire Safety in the Residence Halls

This policy is an extension of the University Fire Safety policy. The following are prohibited in the residence halls:

- **Flammable Items:** Candles and incense with evidence of burn history, fireworks, hoverboards
- **Electronic Appliances:** Electric blankets, heaters, flat irons, washing machines, drying machines
- **Cooking Appliances:** Grills, toasters, microwaves, ovens, rice cookers, blenders
- **Any appliance over 220V or 1500W**

2.09.05 Flier Posting

Posting fliers on walls in the hallways and common spaces of residence halls is prohibited. Residents may post things on their door using painters' tape, to prevent damaging the finish on the door. Whiteboards are provided for students to post any information needed. Proper decorating in residence halls is allowed under the condition that no damages or safety issues will be caused and all the decorations will be cleaned after.

2.09.06 Health and Safety

Health and safety is a shared responsibility among students, faculty, staff, and campus security personnel. Appropriate levels of personal and environmental hygiene are expected to be maintained by all residents. Perishable food must be properly stored, refrigerated, and disposed of as necessary. Both recycling and trash receptacles are provided in each bedroom and near each room. Failure to keep a space in an environmentally

healthy condition will result in referral to the student conduct process. Security staff is present in each campus building. If there's any suspicious activity, be sure to report to Campus Security personnel immediately. Do not prop your room or suite doors, or any other public area doors open.

2.09.07 Inspections

A weekly residence hall inspection will be coordinated by Housing to ensure cleanliness, functional facilities, and to check for health and safety concerns. Students will be notified in advance and are recommended to be present at the inspection. If a DKU staff member suspects a student to be in violation of a University and/or Housing policy, the University reserves the right to perform a spontaneous inspection without the prior notification to students.

2.09.08 Laundry

Designated laundry rooms are the only place approved to hang clothes for drying. Students may also use the dryers in the laundry room.

2.09.09 Refrigerators

Shared refrigerators are provided throughout the residence halls. For fire safety reasons, personally owned refrigerators are prohibited in student rooms.

SECTION 3: RIGHTS AND RESPONSIBILITIES

The Wuhan University – Duke University Cooperative Education Agreement (CEA) states “Duke Kunshan University aspires to the quality of the best international research universities. It must, therefore, operate in a manner consistent with the principles characteristic of those institutions of higher education throughout the globe. Freedom of inquiry, instruction, and expression are essential commitments in the pursuit of this aspiration and must, therefore, be animating features of Duke Kunshan University.”

The following provides a summary of the general policy concerning the rights and responsibilities of any members of the University community. Members of the University community includes students, faculty, staff, and administrators. Visitors include friends, guests, parents, alumni, 3rd party vendors and contractors, and any other individuals who are invited to campus. The responsibilities outlined below are not to be interpreted as the sole responsibilities of students. DKU is a not-for-profit, joint-venture University as a partnership between Duke University in the United States and Wuhan University in China that promotes the free expression of ideas. Our University carries a special obligation to serve as an example of respect for individuals and their ideas. It is the policy of the University to create and maintain an environment that values inter-cultural diversity, respects human dignity, and is hospitable, equitable, and tolerant of differing opinions. The University environment must be free from all forms of discrimination, harassment, and assaults, symbolic or otherwise.

3.01 Rights of Students

All DKU students will enjoy rights specified below:

- 1) All students will be active learners guaranteed the right to pursue academic topics of interest, the freedom to express their opinions and conclusions with full access to information and relevant scholarship
- 2) All students are entitled to select courses and programs of academic study according to their interests and to freely express their ideas and conclusions
- 3) All students have the right to pursue further study, with equal access to scientific research and academic and cultural exchange opportunities. They may apply for scholarships in accordance with regulations and have an equal chance to enjoy the rewards and honors of a DKU education
- 4) All students shall be awarded credit, diplomas, or degrees, as appropriate, upon satisfaction of the relevant requirements
- 5) The students and their property shall be respected, and their private information obtained through work, study, and personal exchange shall be protected according to U.S. educational practices involving student rights and privacy. Students shall enjoy health insurance in accordance with the law and the University's rules
- 6) All students shall have the right to organize or participate in a self-governing student organization and a students' association in accordance with the law and the University's rules

- 7) All students shall have the right to be informed of the developments of the University and other material issues related to their personal interest and to provide comments and suggestions to the affairs of the University
- 8) All students shall have the right to raise objections or file a grievance in relation to matters such as academic awards, discipline, and other matters that significantly affect their interests. Academic grievances should be submitted to the Dean of Undergraduate Studies. Non-Academic grievances should be submitted to the Dean of Students
- 9) Once a student is enrolled in a degree program, the University guarantees that the courses necessary to satisfy degree requirements will be offered within the period during the time ordinarily required to complete the degree
- 10) The sponsoring entities will work to ensure that the students enrolled by and registered with the University will have continuity of their education in the event of the termination of the University
- 11) **Confidentiality**
 - A) Student Health Services: Students have the right to privacy concerning their health care. All care and counseling received at Student Health Services will be kept strictly confidential, except as required by law. Students also have the right to access their medical records. In accordance with Student Health Services procedural guidelines, students may review their medical record in the presence of an authorized staff member, may receive a copy of their record, or may designate a Health Care Provider to receive a copy of their record on the student's behalf
 - B) Counseling and Psychological Services: Counseling and Psychological Services (CAPS) respects your privacy and provides confidential counseling service. Except in life-threatening emergencies, or unless required by applicable laws, your information will not be disclosed to people outside of CAPS without your permission. If you would like CAPS to share relevant information with another party, you must sign a "Release of Information" (ROI). CAPS may share information with an outside party without a signed ROI ONLY if you are at imminent risk of hurting yourself or someone else, or if you state that someone specific is in danger. Occasionally, CAPS receives telephone calls from parents about your mental health care. If you are 18 years of age or older, CAPS will not release any information to your parents (even if they know you receive services at CAPS) without your signed ROI

3.02 Responsibilities of Students

Students will be subject to a code of conduct that demands academic honesty and respectful treatment of fellow community members and visitors. Violations of these standards may be subject to sanctions. Students have the responsibilities listed below:

- 1) Students are responsible for and obligated to observe and uphold the DKU Community Standard
- 2) Students shall abide by the University's academic rules and regulations to remain in good academic standing. Failure to meet these requirements may result in referral to the Academic Review Board for hearing and sanctions, which may lead to dismissal by the appropriate administrator
- 3) Students shall adhere to academic integrity and respect all other students and the faculty. Violation of these standards may subject the student to sanctions according to the relevant rules adopted by the Board of Trustees of the University
- 4) Students are obligated to comply with Chinese laws and regulations
- 5) Students are responsible to meet all financial obligations
- 6) Students must observe non-academic rules and regulations, including accepting responsibility for behavior that is disruptive or threatening to the safety of themselves and/or others. Failure to meet these requirements may result in referral to the Student Conduct Process, which may lead to sanctions up to and including dismissal by the appropriate administrator

3.03 The Right to Free Expression

The right to free expression must be fiercely guarded and genuinely embraced. Those who exercise these rights must serve the University community by accepting the responsibilities to uphold the right of free expression. Any member of the University community who wishes to express their ideas may distribute printed material, offer petitions for signature, and make speeches, bearing in mind the following responsibilities:

- 1) All such activities on campus must be lawful and peaceful, avoiding acts or credible threats of violence and preserving the normal operation/academic mission of the University
- 2) No event will infringe upon the rights or privileges of anyone, not in sympathy or agreement with it, and no one will be permitted to harm others, damage or deface property, block access to University buildings, or

disrupt classes. The enforcement of these conditions will not depend in any way on the message/sponsorship of the act/event

- 3) The University and campus organizations that sponsor guests to the campus are expected to uphold the University's educational mission by planning carefully to create safe and thoughtful experiences for those involved. Hosts are responsible for the behavior of their guests and should exercise due care to ensure that all participants abide by relevant Chinese laws and University policies
- 4) When guests are invited by a recognized campus organization, they may express their ideas not only because they have a right to do so, but also because members of the campus community have a right to hear, see, and experience diverse intellectual and creative inquiry. Defending that right is a fundamental obligation of the University
- 5) The disruption or unreasonable interference with the workings of the University's regular processes of education, administration, or service will not be tolerated. The orderly and respectful presentation of concerns is encouraged, and dialogue is the University's preferred means of consideration and the exchange of ideas
- 6) No individual, group or organization has the right to disrupt or interfere with the functioning of the University or the rights of other members of the community, no matter how sincere their moral intention or how strong their conviction
- 7) Consistent with the laws of the People's Republic of China, organized protests and demonstrations may be allowed in off-campus public areas only with a valid governmental permit having been obtained in advance. If permitted, all such activities must also be lawful and peaceful, avoiding acts or credible threats of violence and preserving the peace of the off-campus community at large

3.04 Student Complaint Process

3.04.01 Introduction

A student complaint is defined as a grievance against staff, faculty, administrator, or entity (food services, operations, etc.) for which a student seeks resolution. The complaint process is divided into an informal and formal process. DKU asks that, when possible, you make every effort to resolve a complaint informally before seeking to address it formally. This process is initiated by the student who will receive support and information during each of the steps that may be involved throughout the process. Complaints should be filed as soon as possible and no more than 90 days after the incident occurs. Please see the information below for further details. If you have any questions, please contact Student Conduct. Examples of this process can be found in the Appendices.

3.04.02 Informal Complaint

DKU asks that you first make every effort to informally resolve a complaint or concern. It is important that you talk directly with the staff, faculty, or administrator with whom you have a complaint in order for them to have an opportunity to hear your concerns and work with you to resolve the issue. As a professional courtesy, you are advised to:

- Contact DKU employees by phone or email to schedule an appointment
- Be clear about what your concern is and how you would like the issue resolved

If your complaint or concern has not been resolved to your satisfaction or you are uncomfortable doing so on your own, you may move into the Formal Complaint process listed below. If you have questions or would like assistance with this process, please contact Student Conduct.

3.04.03 Formal Complaint

To submit a formal complaint, you must use the DKU Community Student Incident Report [online](#) and submit as a "General Complaint" under the "Nature of Incident/Policy Violation" section. If you would like to discuss your complaint before submitting it, please contact Student Conduct.

After your complaint has been submitted online, it will be received and reviewed by Student Conduct staff, who will review it and forward it to the correct faculty or staff member's direct supervisor or manager within five business days. At that point, the corresponding direct supervisor or manager should reach out to you within two business days to have a conversation about your complaint or concern and/or provide information regarding the next steps of the process. You may be asked for additional information, if necessary. Please allow for a minimum of fifteen days for the resolution of the complaint or concern to take effect.

3.04.04 Appeal

If your complaint or concern has not been resolved to your satisfaction after the minimum 15 days, you may appeal to staff or faculty's direct supervisor or manager through the complaint process explained below. To appeal a decision made by the staff or faculty direct supervisor or manager with whom you worked to resolve your complaint or concern, please contact Student Conduct, stating your desire to appeal the current decision and providing the following information:

- Brief outline of the steps you have taken toward resolving the issue
- Decision given by the staff or faculty direct supervisor or manager
- Reason for appealing this decision
- Possible solution(s) you see to the issue
- Contact information (phone, email, etc.)

After your email request, an appeal has been submitted, you will receive a notification via your DKU email account that it has been received within three business days. You will be notified of the next steps in the process and be given information as to who will contact you in the near future. The Formal Process and Appeal process will then be repeated with the next level of the staff or faculty member's direct line supervisors or managers. Depending on the levels of supervision within the staff or faculty member's direct line manager, complaint appeals will involve upper-level University leadership. Decisions made by the upper-level University leadership are final and cannot be appealed. If you have any questions or would like assistance with any portion of this process, please contact Student Conduct.

SECTION 4: UNIVERSITY POLICIES

All University policies listed here—in addition to others listed on official DKU publications and/or the university's official website—apply to the gated main campus at No. 8 Duke Avenue and any other buildings or areas owned, rented, leased, or operated by the University.

4.01 Advertisements

4.01.01 Banners

Banners on the exterior or interior of buildings must be approved in advance by Athletics for sports venues or Campus Services for all other spaces.

4.01.02 Chalking

Chalking is prohibited on any surface.

4.01.03 Posters, Announcements, and Bulletin Boards

The following is a checklist of the designated procedures to post notices on the University's bulletin boards, building doors, containers, light posts, trees, and sidewalks:

- 1) Posters/flyers must provide information regarding student activities, give information of an academic nature, make announcements pertaining to the business of the University, or supply information to members of the University community regarding available campus services or products
- 2) Posters/flyers must state the name of the sponsoring organization, business, department, or person responsible
- 3) As appropriate for the surface, staples, thumbtacks, magnets, masking tape, or transparent tape may be used to attach posters/flyers to approved bulletin boards or posting areas. The use of glue, nails, duct tape, or any other heavy-duty tape is prohibited
- 4) Posters/flyers must never be attached to doors, windows, trashcans, entryways, exteriors of buildings, interior walls, stairway railings, floors, benches, or ceilings nor may they be placed on the windshields of parked automobiles or sidewalks
- 5) Posters/flyers may NOT be attached or affixed to any tree or utility pole
- 6) Posters/flyers (and the fasteners used to attach them) must be removed within three days after the advertised event
- 7) All posters/flyers may be periodically removed from bulletin boards as part of routine maintenance

4.02 Alcohol

4.02.01 Philosophy

DKU respects the choices of those who consume alcohol within reasonable and legal bounds and those who avoid it altogether. But, because the consumption of alcohol can impair an individual's judgment and lead to behavior that compromises the security and comfort of one's self and others, this policy aims to limit those negative consequences to sustain a positive, livable, learning environment on campus. In order to sustain that environment, students remain accountable to all University policies even when drinking. Intoxication does not serve as an excuse for violating any University policies or any laws or regulations of China. Respect is the foundation upon which the University bases its General Alcohol Policy as outlined in the following areas:

- **Respect for Oneself:** Those who choose to drink must never do so in a manner that leads to personal harm, injury, risk, and/or danger to themselves
- **Respect for Others:** Intoxication may cause inappropriate behavior and does not excuse an individual from personal responsibility. Anyone choosing to consume alcohol must refrain from drinking to a level where the rights, safety, and well-being of others might be endangered
- **Respect for Property:** Each individual will be held responsible for any damage done to University property and the property of other students, staff and faculty members while under the influence of alcohol

It shall be a violation of this Alcohol Policy and/or the laws and regulations of China to engage in actions as a result of the consumption of alcohol that are disruptive to the community on campus and/or at University sanctioned events, activities, and/or trips off-campus. Such behavior includes, but is not limited to:

- Verbal or physical harassment of another person(s), or sexual misconduct
- Exhibiting disorderly conduct, damaging property, and/or fighting
- Noise disturbance(s)
- Littering
- Running away or hiding from University or public officials, including law enforcement
- Vomiting and/or urinating in public
- Operating vehicles, bikes, e-bikes, skateboards, or any other form of transportation under the influence of alcohol

It must be noted that the laws and regulations of China will not exonerate a person's misconduct only due to his or her alcohol intoxication state.

In addition to student conduct sanctions, as the circumstances warrant, the University may elect to:

- 1) Implement educational, administrative, medical, counseling, or a combination of interventions. It may also choose to contact the emergency contacts of students who have violated the University Alcohol Policy or may elect to involve local law enforcement agencies
- 2) Conduct a confidential, anonymous campus-wide survey of use and/or abuse of drugs, other illegal substances and alcohol
- 3) The University may also choose to refer to local law enforcement authority for criminal investigation and/or administrative penalty for public security
- 4) The University may take reasonable and legal protective measures to restrain an intoxicated student who may cause danger to himself or herself and/or threatens another person's personal safety or property or public safety until the student sobers up

4.02.02 General Student Alcohol Policy

It is the policy of DKU to recognize the importance of the health and safety of the University community, including its students, especially as it relates to the use, possession, distribution, or consumption of alcohol (or other intoxicating substances). DKU expects its students will abide by policies and laws with respect to the use, possession and consumption of alcohol. With this purpose in mind, students must act responsibly and in accordance with this Alcohol Policy.

- 1) Students who are under 18 years old are NOT allowed to possess or consume alcohol
- 2) Students, who are at least 18 years of age, are permitted to possess only alcohol with a 12% Alcohol by Volume (ABV) level or less in DKU buildings and designated residence halls. Any alcohol above 12% ABV is prohibited regardless of the student's age. It is the responsibility of the students to ensure any alcohol they possess, consume, or distribute is allowable and University officials reserve the right to check containers and

confiscate unallowable alcohol, and the students must fully cooperate with such inspection. Alcohol must be stored in the original containers that clearly list the ABV

- 3) Alcohol may not be consumed in any public areas of the University except on approved sponsored events
- 4) Guests of residents, regardless of age, may not bring alcoholic beverages into university residence halls
- 5) **Residence Life:** Alcohol is prohibited in first-year areas of residence halls. Alcohol is permitted, at a limit of 6 per resident, in upperclassmen and graduate areas of residence halls
- 6) **Sponsored Events:** DKU administrative and academic departments/personnel may host events where alcohol is served to students
- 7) **Formal and Informal Settings:** Faculty and staff members are expected to use sound judgment, which includes compliance with laws and regulations of China, in formal and informal settings with students involving alcohol. The General Student Alcohol Policy applies to on and off campus locations, including faculty and staff homes when hosting or participating in DKU affiliated functions. Faculty and staff who serve alcohol to students have the obligation to ensure that all students who are served alcohol are at least 18 years of age. The students must cooperate with the faculty and staff to provide valid proof of their ages. DKU strongly recommends that faculty and staff that serve alcohol to students do so in the presence of another faculty/staff member
- 8) **DKU Outings:** When students are participating in University-related outings (for example, retreats, outdoor recreation activities, field trips, symposiums, conferences, dinners, athletic trips, etc.) only those students 18 years or older who have the express and prior approval of their University sponsor may purchase, possess, be served, or consume alcohol, and only at dining establishments that are approved vendors to sell alcoholic beverages. During such an outing, under no circumstances is alcohol allowed in vehicles, lodging, or other locations. Binge drinking and/or disruptive behavior due to intoxication is strictly prohibited and will be referred to the student conduct process
- 9) Students or organizations that furnish alcoholic beverages to underage students or visitors will be subject to the student conduct process and potentially legal proceedings
- 10) Any act that causes others to involuntarily or unknowingly consume alcohol is prohibited
- 11) Public intoxication is prohibited. Generally, a person is considered intoxicated if that person has consumed alcohol and is disrupting or disrespecting others, or potentially poses harm to himself or herself or others
- 12) University clubs and organizations must abide by club/organizational policies and procedures regarding catering and event management
- 13) **Good Samaritan Policy** – When a student contacts University officials or other helping professionals out of concern for the health and safety of another student, staff or faculty member, none of the students present (including the intoxicated student) will be considered for Alcohol Policy violations for a specific incident. However, repeat offenders and abusers of the policy may be referred to the student conduct process

To report any incidents related to alcohol and/or understand how to support fellow students in need, please refer to the [Good Samaritan Policy](#).

4.03 Animals

Absolutely no animals of any kind are allowed in any university building. Service animals are permitted for people with disabilities as long as they have been registered with the Student Accessibility Services Office.

4.04 Bikes and Motorized Vehicles

Bicycles and motorized (electrical or fuel-propelled) vehicles are not permitted to be stored anywhere inside University buildings. Enclosed storage spaces are available on campus to store bicycles and electrical bikes. There is a charging station for electrical bikes. Cycling and vehicle use on the walkways over the pond is prohibited. Bicycles and motorized (electrical or fuel-propelled) vehicles may only be on used on proper roadways on campus.

4.05 Campus Communication

Email is the official university method for correspondence and communication at DKU regarding academic, student, and administrative affairs. While WeChat or any other messaging systems may be used to distribute information, these do not serve as official methods of communication at the University. All members of the DKU community must read their email regularly.

4.06 Campus Safety

In the event of a campus emergency, keeping students safe, protecting the safety of other community members, and maintaining essential operations and information are the University's top priorities. In the event of a healthy/safety situation or a campus emergency, members of the University will be sent information and/or alerts via, but not limited to, e-mail, outdoor warning systems, and text messages. All university constituents are required to keep their contact information up to date and comply with any requests or requirements set forth by university leadership. Please note, every building in the school is equipped with AED defibrillator. If a person is found to be in shock, the person that finds them should shout for help and dial 120 to ask for the first aid kit and AED. Turn on the AED and follow the voice prompt for defibrillation first aid. Please note, delivery workers are not allowed to enter the campus. Please fill in the takeout address of the north or west gate of the school and pick up the take-out from the take-out rack of the north at the respective gate. The school is not responsible for investigating lost or wrongly taken take-out. Please pick up the express at "jinlinbao" work point which is at the east side of the Student Residence Hall. Please dispose of take-out boxes and packages appropriately. Please note, it is not allowed to use the elevator when the elevator is in maintenance. It is forbidden to use the elevator across the notice board. It is not allowed to overload, pull the door, rely on the door, and open the safety window and other behaviors. It is forbidden to use the elevator in case of fire. In case of emergency, press the emergency button to get in touch with the central control room, and the personnel in the central control room will arrange for rescue. If the emergency button is broken, you can call 0512-36657083 to contact the central control. Please note, students studying or working in the laboratory should follow the relevant laboratory safety regulations. The volatile inflammables should be handled using the fume hood. When turning on/off electrical equipment, the switch must be fastened or pulled properly to prevent the situation that it seems to be connected but not connected. Before using any instruments and equipment, students should have read and understood the user manual. If the electrical equipment overheats, the power supply should be cut off immediately. Residual wastes should be properly disposed according to relevant regulations. Ensure that the safe passage is unblocked, and do not store articles to hinder the safe passage. Please note, DKU Phase 1 campus has three gates: North Gate (Chuanshi Road), South Gate (Duke Avenue), and West Gate (Wuhan University Road) for students to enter and leave. Doing so elsewhere is prohibited.

4.07 Computing Resources

The misuse of computer facilities and/or resources such as unauthorized entry into and/or transfer of a file for any purpose, use of another person's identification or password, use of computing facilities, campus network, or other resources to interfere with the work of another member of the University community, interference with the normal operations of the University, and violations of copyright laws are violations of the computing resources policy.

4.08 Disorderly Conduct

Disorderly conduct is contrary to the mission of the University and will not be tolerated throughout and beyond the DKU campus. Disorderly conduct is defined as:

- Any unreasonable or reckless conduct by an individual or group that is inherently or potentially unsafe to other persons or their real or personal property and/or
- Any behavior by an individual or group that disrupts the peace or interferes with the normal operation of the University or University-sponsored activities and/or
- Any lewd, disruptive, indecent, aggressive, or obscene behavior (verbal or gesture) at a University-related event/activity or directed toward or interfering with regular University operations or the general comfort, safety, security, health or welfare of members of the University

Disorderly conduct includes, but is not limited to reckless car/skateboarding/rollerblading/bike/e-bike driving, interrupting, impeding, and/or interfering with the carrying out of the duties of a University or public official, including law enforcement, vomiting and/or urinating in public, and indecent exposure.

4.09 Drugs

Possession, consumption, manufacture, distribution, sale and/or being under the influence of illicit drugs is strictly prohibited on the entire campus of the University and other University-related activities and occasions. Students using or otherwise involved with drugs in violation of University policies are subject to disciplinary actions and sanctions, in addition to any action taken by the local law enforcement authority. Any prescription medical drugs being taken should have a doctor's prescription reference to be allowed on campus. Any over the counter medication is allowed when taken as prescribed. To report any incidents related to drugs and/or understand how to support fellow students in need, please refer to the [Good Samaritan Policy](#).

4.10 Emergency Payment on Student's Behalf

A student in a medical or mental health emergency/crisis assumes all personal costs associated with the incident. It is conceivable that the University may incur a financial cost responding to a student in a medical or mental health emergency. A student who receives temporary financial assistance during a medical or psychological emergency or crisis is expected to pay back the University immediately. The amount related to assisting and/or triaging the incident will be billed to the student's Bursar account. Unpaid balances may prohibit class registration and lead to being administratively withdrawn from the University.

4.11 Failure to Comply

A student or group may be held accountable for failure to comply with:

- Directions, requests, or orders of any university representative or body acting in an official capacity, or impeding with the carrying out of such directives; including, but not limited to, an official summons to the office of a university official at a designated time
- Not communicating with or responding to a university official acting in an official capacity; including, but not limited to, email, in person, or other official means of communication
- Billing due dates and maintaining a balance on your Bursar bill
- Instructions of law enforcement officials acting in an official capacity
- Not presenting a valid ID card or properly identify oneself when entering campus, a residence hall, or when requested to do so by any authorized staff member
- Specified protocols and policies for protected research data
- Sanctions rendered during the disciplinary process

4.12 Falsification/Fraud

Any fabricated or fraudulent act that interrupts or interferes with the academic, co-curricular, or enrollment functions of DKU. This includes, but is not limited to, providing false information, using distortions, misrepresenting of information, forgery, alteration or misuse of University documents such as an ID card, access card key, an unauthorized duplicate of a key, or identification instrument and misrepresenting oneself to be an authorized official of the University or its auxiliary services.

4.13 Fire Safety

4.13.01 Fire Alarms

Failing to evacuate if the fire alarm system is activated, including routine fire drills (each semester) is prohibited. Causing a fire or triggering a false alarm is prohibited.

4.13.02 Fire Safety Equipment

Misuse of and tampering with fire safety equipment (e.g., extinguishers, sprinklers, detectors, etc.) is a serious offense and is strictly prohibited. Inspections are conducted periodically by University Operations staff in the residence halls, classrooms, offices, suites, and public areas.

4.13.03 Impeding Egress

Leaving items in the hallway in a manner that impedes egress is prohibited.

4.13.04 Open Fires

Open fires, including bonfires and/or BBQ cookers, are generally prohibited on the DKU campus. Events that may involve open fires must be approved by the Senior Director of Operations and Environmental Health & Safety. Students, faculty, and/or staff who either provide or contribute materials to burn or who ignite or attempt to ignite flammable materials will be considered in violation of this policy. Such actions may violate the law and may result in a citation for unlawful burning. Students can store cooking appliances in the Student Residence Hall kitchen, which is available for public use by DKU community members.

4.14 Gambling

Gambling is strictly prohibited. A person is gambling if they operate, play, or bet at any game of chance at which any money, property, or other items of value are bet. Poker nights and casino games are permitted only if no admission is charged, no buy-in is required, and no real money is wagered. Raffles of any kind, including those sponsored by student groups are also prohibited unless they meet the poker nights and casino games permitted conditions above.

4.15 Good Samaritan Policy & Reporting Incidents Related to Alcohol and/or other Drugs

4.15.01 Good Samaritan Policy

In cases of a medical emergency or crisis, DKU students are expected to care for others in the DKU community by seeking help from appropriate University staff members or other helping professionals. The Good Samaritan Policy is in place to ease concerns and eliminate any reason for hesitation that DKU students may have in seeking help for others should an emergency or crisis arise.

In any situation involving danger to the health or safety of others who are part of the DKU community, students are expected to take appropriate actions to protect life and health, regardless of the potential for being found responsible for violations of policy involving alcohol or drug use. This means that no formal University disciplinary actions or sanctions will be assigned for violations of University standards of conduct involving alcohol or drug use by the reporting and intoxicated student(s) that occurred at or immediately before the time of the incident. The incident will still be documented, and educational outcomes may still be required. Other violations of handbook policies do not fall within the scope of this policy. Student Affairs staff reserves the right to forgo this policy when cases are considered extreme. The University also reserves the right to refer the incident to local law enforcement authority for criminal investigation and/or administrative penalty for public security, if there is any violation of PRC laws and/or regulations in such incident.

Students who abuse the protections of this policy will not be able to claim the benefits of the policy. Students who fail to take appropriate action in situations involving danger to the health or safety of others who are part of the DKU community remain liable for violations of handbook policies.

4.15.02 Good Samaritan Policy FAQs

Q. How do I help a friend who I feel requires medical attention?

The best option when you feel someone requires medical attention is to seek help. Remember the three steps to comply with the policy:

- 1) **Get Help:** Contact the Campus Emergency Hotline at (0512) 3665-7110, the Local Police at 110, or an Ambulance at 120. You can also call Student Affairs staff during the day, Residence Life any time (to get a full time staff member during business hours or instructions for contacting the Resident Assistant on Duty outside business hours), or other University staff to report the incident
- 2) **Stay With the Individual:** Until emergency help arrives, do not leave the individual alone
- 3) **Follow Up Afterward:** You are expected to meet with appropriate University officials after the incident and cooperate with any University investigation

Q. Will I still get in trouble if I have been drinking if I call for somebody else?

No formal University disciplinary actions or sanctions will be assigned to the reporting student(s) for alcohol violations relating to the incident. The incident will still be documented, and educational outcomes may be required as a condition of there being no disciplinary sanctions. This policy does not prevent action by police, legal authorities nor does it protect a reporting student from potential criminal or civil liability. Student Affairs staff reserves the right to forgo this policy when cases are considered extreme.

Q. Do I have to reveal my own identity if I call on behalf of another student?

Yes, reporting students are expected to provide identity (name, contact info, etc.) to assist in avoiding false reporting of incidents.

Q. Will the University protect me from retaliation by the students who are caught as a result of my reporting?

Yes, students will be protected against retaliation as per our policy.

Q. Can the policy be used for multiple people?

Yes, it can be applied to multiple people in one incident. It is intended to encourage students to make the right call for all individuals who need medical attention.

Q. Is there a limit to the number of times the policy can be utilized?

Students are encouraged to look after their friends and peers and are expected to take responsible actions at any time they are necessary. Seeking help for others in order to obtain the protections of the policy, when there is no

good-faith basis for doing so, is not permitted. This means that repeat offenders will not be protected under the benefits of the policy.

4.15.03 Reporting Incidents

Students who have concerns about their personal possession, consumption, distribution, or being under the influence of alcohol, drugs and/or other illegal substances, or students who are concerned about a friend's possession, consumption, distribution, or being under the influence of alcohol, drugs and/or other illegal substances are encouraged to seek guidance through Student Health Services and/or Counseling and Psychological Services.

Any member of the University community who feels that a student's possession, use, or distribution of alcohol, drugs and/or other illegal substances places that student or the University community at risk, and who wishes the University to intervene is encouraged to report the situation to a trusted administrator or faculty member. You can also file an Incident Report online at https://dukekunshan-advocate.symplicity.com/public_report/index.php. When a report of possession, consumption, and distribution of alcohol, drugs and/or other illegal substances is made, the University will strive to protect the anonymity of the person reporting the matter but cannot guarantee that anonymity will be preserved in all cases. However, DKU will cooperate with the authorities as expected by Chinese Law.

4.16 Involuntary Hospitalization

In accordance with the law, those with suspected mental disorders and attempt to hurt or have hurt themselves or others will be sent to the hospital by the police for immediate assessment and diagnosis. For involuntary hospitalization, DKU needs consent from a student's legal guardian. It is strongly preferred that student consent is received before contacting their legal guardian. In a crisis, and with the approval of the Executive Vice Chancellor, DKU may forgo obtaining consent from a student and/or legal guardian.

4.17 Missing Student

The University will enact the following procedures if a student is determined to be missing. A student is considered missing if they are reported to appropriate University officials as such and they have been unreachable for 24 hours or more. If a member of the University community believes a student is missing, they should report it to the Residence Life. Reporting parties are also encouraged to immediately notify the Campus Emergency Hotline or the Local Police if circumstances of criminality or safety are determined to be involved. A search for the student will be conducted. If 24 hours elapse after the initial report, the student's emergency contacts and the local police will be notified by the University. The University reserves the right to file a report for a time period less than 24 hours if warranted.

4.18 Political Activity

DKU students, faculty, and staff must abide by the laws of China. Accordingly, they must not engage on campus in political activities that violate China's laws and/or regulations. Such prohibited political activity is defined as the organization of and/or participation in an individual or group event that intends to, or incidentally, contradicts or incites defiance of China's Constitution, laws, and/or regulations.

4.19 Protests and Demonstrations

DKU supports open discussion and the exchange of ideas. However, protests and demonstrations are not permitted in any area of the campus. All organized protests and demonstrations held off-campus and in public areas are required to obtain a valid governmental permit in advance. If permitted, such activities must be lawful and peaceful, avoiding acts or credible threats of violence and preserving the peace of the off-campus community at large. If informed of or having knowledge of protests and demonstrations that have not been approved in advance by Chinese authorities, DKU will, in accordance with the law, take steps to attempt to dissuade or deter organizers and other individuals from proceeding with such activities.

4.20 Psychological or Physical Evaluation of Health; Withdrawal for Psychological or Medical Reasons*

This policy intends to be helpful to a student(s) who cannot function effectively at DKU because they pose a risk to him/herself or infringe on the rights of others. This policy also provides mechanisms by which a student may continue toward the completion of his/her academic goals, if not immediately, then in the future.

- There are occasional circumstances in which a student's psychological or physical condition must be addressed by the University. The student generally will be referred for a medical and/or psychological/psychiatric assessment and recommendation regarding the student's ability to remain or continue in school. The results of that assessment will assist the University in determining if and how the student will continue in or return to classes and his/her place of residence on campus or at a University-owned or leased building
- The student may be allowed to continue or return if he or she agrees to take the recommended therapeutic steps. If the student refuses to take such steps, or if the disruptive, dangerous, or otherwise unacceptable behavior continues, the University may act to withdraw the student from classes. For instance, such action could occur, if, in the judgment of the University, the condition is such that the student could not reasonably be accommodated in the academic program or in the residence halls; or if the student was a threat to themselves and/or others; or was seriously disruptive to others or to the University community
- In such circumstances, the parents/guardians of the student and appropriate University officials with a need to know may be notified because of the potentially serious nature of the situation. Questions regarding this policy may be addressed to the Dean of Student Affairs, CAPS, or Student Health Services staff. All information pertaining to such cases shall be treated with extreme professional discretion and the utmost concern about student privacy

**Refer to the Academic Bulletin for typical LOA policy scenarios.*

4.21 Recording (Audio or Video) and/or Broadcasting

No recording, either audio or video, is allowed to record comments and dialogues that occur during classroom sessions or at any other type of meeting that occurs on the DKU campus unless given express permission to do so by the instructor and/or organizer in charge. Thus, no DKU community member is allowed to use the web in all of its forms, including blogs, email, and social media, to identify and broadcast comments made or opinions expressed by faculty, staff, or students without their express permission. DKU community members violating this policy may be subject to DKU discipline actions, sanctions, or potential legal proceedings.

4.22 Religious Activity

The University respects all ethnic customs and religious faiths. In accordance with regulations from China's Ministry of Education, however, the University adheres to the principle of separation of education and religion. Therefore, no organization or individual may conduct religious activity publicly on campus. The University fully supports those students who wish to take part in religious gatherings and customs at recognized places of worship in Kunshan and the wider China region.

4.23 Residence Permit Validity

International students should pay attention to the validity of their residence permits and entry visas and make proper arrangements for extensions if necessary. The overdue fines caused by the expiration of the validity of residence permits or entry visas should be borne by the offender. International students should report the loss or change of their passports to the Kunshan Exit-Entry Administration Bureau and the Office of Student Affairs, and contact your country's consulate to apply for a new passport. International students shall renew their resident permit for an internship at Kunshan Exit-Entry Administration Bureau (address: Counter 77/78, Building A2, No.1801, West Qianjin Road) before they can start the internship. If a student plans to withdraw or apply for a Leave of Absence (LOA) of his study at DKU, he/she should obtain an Application Letter to contact Office of Student Affairs and have his/her residence permit canceled at the Kunshan Exit-Entry Administration Bureau before he/she leaves DKU. Otherwise, the university will report him/her to the Kunshan Exit-Entry Administration Bureau and he/she will bear all of the consequences.

4.24 Skateboarding and Rollerblading

DKU is not liable for any injuries occurring as a result of skateboarding or rollerblading on campus. Skateboarding or rollerblading is prohibited inside of any DKU facilities and on the walkways over the pond. The use of these items in prohibited areas may lead to their confiscation.

4.25 Smoking

Smoking is harmful to your health and is prohibited in campus buildings. Smoking is limited to a small number of outdoor areas with identified signage. Most designated smoking areas are not near entrances to buildings or frequently traveled pathways. Smoking devices, including but not limited to vaporizers, pipes, bongs, and hookahs, are not permitted in the residence halls, common spaces, and classrooms.

4.26 Solicitation

Unauthorized solicitation, recruitment for membership, subscription, or commercial sale of products, services, or tickets is prohibited. For authorization, contact the Office of Student Affairs.

4.27 Student Gatherings within the Campus re: Controversial Issues

DKU seeks to foster an environment that promotes critical thinking and the exchange of ideas and concepts. Students seeking formally to organize campus events on contemporary social and political issues outside of the classroom must first file a “request for approval” form 72 hours in advance with Campus Engagement. Event approvals will be determined by DKU officials. Requests must include purpose, time, schedule, location, size and the name of the person in charge and his/her contact information. Events must occur only within the campus, and no media or other non-DKU participants will be allowed to participate. Consistent with existing policy, no video or audio recordings will be permitted. Events must not:

- Engage in hate speech or incite violence
- Disrupt or interfere with the academic programs and/or administrative processes of DKU
- Damage the property of DKU and/or the property of students, staff and faculty members of DKU
- Violate any laws or regulations of China

Approval and/or recommended modification is at the sole discretion of DKU. If no approval is granted, DKU may, in accordance with the law, dissuade or deter organizers and other individuals from proceeding with the gathering.

4.28 Student ID Cards

University student ID cards are the property of the University and should be returned to Campus Services if found. They are programmed to access different buildings, including residence hall rooms, Library IT, and dining. Making copies of these key cards or using someone else’s is strictly prohibited. Lost student ID cards should be reported through the Report Maintenance Issues in MERCURY. Replacement cards cost will be deducted from the student’s campus deposit balance by the end of each academic year. Student ID cards must have clear photos so the card can be used for correctly identifying the community member.

4.29 Student Lockers

Lockers in the Academic Building are available for the daily-use of all students, while students who are not living on the main campus can use semester-based lockers. Semester-base usage lockers can be reserved through Campus Services. Due to limited availability, they’re used on a first come first served basis and/or when required due to special circumstances. Semester-based locker access should not be transferred to anyone. Perishable food should not be stored in the locker; students will be referred to the Student Conduct Process for storing items prohibited by University policies. The University is not responsible for lost, stolen, or damaged items. Any repair, damage, or cleaning fee will be charged to the student when determined to be their responsibility. Students must empty any lockers being used by the last day of exams. The University reserves the right to discard or recycle all personal items not removed without compensation or any liability to students.

4.29.01 Day Use Lockers

Location: Academic Building Level 2 Stair 06 next to AB Auditorium

Number of Lockers: 80

Type: intelligence locker used with DKU ID card

Size of Locker: 25x45x35cm & 25x45x74cm

4.29.02 Long-Term Lockers (Semester-Based Usage)

Location: Academic Building Level 1 Stair 05 next to AB Auditorium

Number of Lockers: 68

Type: combination lock

Size of Locker: 45x30x90cm

4.30 Student Medical Preparedness

4.30.01 Accident Insurance

All students are covered by the accident insurance purchased by the university upon their arrival on campus.

4.30.01.01 Citizens of the People's Republic of China (Chinese mainland) Only

Chinese mainland students are covered by the Accidental Insurance Plan at no extra cost to the students. Chinese mainland students are strongly recommended to purchase and enroll in the Social Insurance Plan from Kunshan. The insurance fee is charged at the rate of the Kunshan Social Insurance plan and students are enrolled from January 1 to December 31 on an annual basis. Coverage includes general out-patient, out-patient special illness, and in-patient medical care. Students withdrawing from the University for any Reason during the academic year will not receive any refund for their insurance. More detailed information about coverage and reimbursement procedures is introduced during orientation.

4.30.01.02 Hong Kong, Macau, Taiwan Students Only

Students from Hong Kong, Macau, and Taiwan (HMT) are covered by the Accidental Insurance Plan at no extra cost to the students. HMT students are strongly recommended to purchase and enroll in the Social Insurance Plan from Kunshan. Coverage includes general out-patient, out-patient special illness, and in-patient medical care within the Kunshan area. HMT students also have the option to purchase and enroll in the international students' medical health insurance. More detailed information can be found on the Pre-Arrival and Orientation page.

4.30.01.03 International Students Only

All international students are required to be enrolled in a medical health insurance plan. DKU offers sponsored plans. Additionally, students can apply for a waiver if they can provide proof, in English, of existing coverage for inpatient and outpatient treatment in Chinese mainland. When students participate in the study abroad program, they need to abide by the student medical health insurance policies of their host institutions. Additionally, all international students are required to enroll in a DKU group member plan with International SOS (ISOS). ISOS is a medical assistance and travel security services company.

4.30.02 Physical Examination and Immunizations

All students will be required to undergo a physical health examination in the Orientation Week.

International students would go through the examination in the local Quarantine Bureau, whose report would also be used as the supporting document for the application of their residence permit. International students are required to receive certain immunizations before coming to China. Student Health Services will send out specific requirements and collect supporting documents in the pre-arrival round. The Center for Disease Control (CDC) website provides general guidance on the health precautions and specific considerations for individuals traveling to China from different parts of the world.

Chinese students would go to the third-party vendor for the examination. Additionally, Chinese students will need to complete a psychological health questionnaire shortly after arrival on campus, carried out by Counseling and Psychological Services.

4.31 Unauthorized Surveillance or Photography

Capturing or recording audio, video, or photographic images of an individual in a location or under circumstances in which that person has a reasonable expectation of privacy, including but not limited to shower/locker rooms, residence hall rooms, and restrooms, is prohibited. Also prohibited is the storing, sharing, and/or other distribution of such unauthorized surveillance/photography (no matter whether directly or indirectly obtained) by any means, electronic or non-electronic.

4.32 University Property

The theft, sale, unauthorized entry, presence in, access to, misuse of, vandalism, damage, or destruction of University property is prohibited.

4.33 Use of University Facilities

DKU facilities are to be used for their intended or approved purposes. Should a student or group of students or other persons be found not using a university facility as intended, they may be referred to the student conduct process. In addition, the University administration has the right to control access to and use of designated institutional facilities. If—in the judgment of an official administrative officer of the University, a member of the faculty, or a student leader having authority by an administrator or faculty who has responsibility for a particular activity—a student, a group of students, or other persons are interfering with the rights of other individuals or groups, said university individual has the right to ask the student or group of students to leave the room, hall, or building. Refusal of a student or group to comply after being warned will be considered sufficient bases for referral to the student conduct process, subject to the defense that the order to leave was unreasonable or beyond the authority of the person involved.

4.34 Water Safety

Horseplay near and in the water reserves on campus is strictly prohibited. Activities such as, but not limited to, cycling, blading, skateboarding, scootering, etc. are prohibited on the walkways over the pond. The use of these items in prohibited areas may lead to their confiscation. Please be cautious when walking on the water walkways on campus.

4.35 Weapons

The University specifically prohibits the possession, sale, or transportation of weapons by any employee or student while on, or near, University-owned or controlled premises. Weapons may include but are not limited to: Controlled weapons (guns and knives, and other weapons that are not recognized by law for ordinary people to hold), Ammunition, Explosives, Fireworks, Dangerous/unauthorized chemicals, and like or similar items with the potential to inflict physical harm, even if harm is not intended or done. Additionally, toys which have the same or analogous size, shape, color, or material to any of the above are also prohibited. Appropriate disciplinary action up to and including suspension and/or expulsion will be taken.

4.36 Other Violations

Other violations include, but are not limited to:

- 1) Any act that encourages, permits, assists, cajoles others into acting in a manner that could result in a disciplinary conduct hearing
- 2) Violation of University policies posted or distributed but not specifically mentioned or included in this version of the Student Handbook
- 3) Violation of Office of Student Affairs policies and procedures
- 4) Violation of Academic Affairs policies and procedures
- 5) Violation of parking regulations
- 6) Attempting or intending to violate a law and/or policy

SECTION 5: STUDENT CONDUCT PROCESS

5.01 Overview of Due Process

5.01.01 Philosophy

While DKU strives to provide an outstanding positive learning experience, it is the student's responsibility to be familiar with and understand expectations outlined in the DKU Community Standard. To maintain social harmony among students on campus, DKU reserves the right to review alleged policy violations, initiate disciplinary action, and impose sanctions when appropriate.

Students will be held accountable for violations of policies on campus, whether committed by themselves or by their guest, and for those which occur off-campus and negatively impact DKU. Student behavior that does not comply with DKU policies will be addressed through an educational process designed to educate and promote safety and good citizenship, and, when necessary, impose appropriate consequences.

DKU reserves the right to modify the student conduct process as needed by updating the Student Handbook.

5.01.02 Definitions

- 1) **Allegation:** A statement by a reporter alleging a violation of university policy, procedure, and/or the student code of conduct
- 2) **Adjudication Body:** The entity to which a case is referred for administration of the student conduct process
- 3) **Adjudicator:** The individual representing an Adjudication Body who administers the student conduct process
- 4) **Incident Report:** Formal notification, either orally or in writing, of the belief that a violation of university policy, procedure, and/or the student code of conduct has occurred
- 5) **Reasonable Person:** A theoretical person in the society who shows average judgment, skill or care in his or her conduct
- 6) **Reporter:** The person filing an incident report alleging that the person has been subject to violation of university policy, procedure, and/or the student code of conduct
- 7) **Respondent:** The person or office, program, department, or group against whom the allegation is made; i.e., the individual(s), organizational unit(s), or group(s) accused of a violation of university policy, procedure, and/or the student code of conduct
- 8) **Retaliation:** An adverse action or other forms of negative treatment carried out in response to a good-faith reporting of or opposition to any part of the student conduct process; an individual's or group's participation in DKU's student conduct process or the follow-up on an incident report; or other forms of good-faith opposition to what an individual reasonably believes to be as part of the student conduct process. To be a violation of this, the challenged actions or treatment must be sufficiently serious to discourage or chill a reasonable person from further reporting, participation, or opposition. Students have the right to report violations and participate as a witness in an investigation or hearing without fear of retaliation. Retaliation includes, but is not limited to, verbal or electronic threats, intimidation, coercion, negative remarks, or reprisals. DKU strictly prohibits retaliation against a person who makes a report, assists someone with a report, or participates in any aspect of the investigation, hearing, or resolution of a report (the student conduct process). Acts of retaliation by students are subject to the standard disciplinary procedure outlined in the Handbook and, in certain cases, may result in suspension

5.01.03 Access to Student Conduct Records

Students will have access to their student conduct records upon request to the Office of Student Conduct. The records will include incidents in which they are a part and the case referral, hearing, and resolution information thereof.

5.01.04 Parent/Guardian Communication

Using appropriate Chinese Ministry of Education Student Management regulations and the U.S. Family Educational Rights and Privacy Act (FERPA) as guidelines, the DKU may notify a student's parents or legal guardians if they have violated policies or laws pertaining to alcohol or other drugs, unacceptable behavior, or in health and safety emergencies where a student jeopardizes his/her safety and/or the safety of others. The decision to notify parents or legal guardians will be made according to the professional judgment of the appropriate staff and, when possible, will involve students. The primary goal of notifying parents or legal guardians is to promote the health and wellness of the student.

5.02 Reporting an Incident

Any DKU community member may file a complaint against any student, alleging a policy violation by filling out an Incident Report. Although a complaint may be filed at any time, it is strongly preferred for the complaint to be submitted as soon as possible after the reporter becomes aware of the matter. A complaint should include:

- 1) A detailed description of the incident giving rise to the complaint
- 2) The identity of the accused student(s) or organization
- 3) The names of others who may have been present, observed the incident, or who otherwise have information related to the matter
- 4) If any, supporting documents such as photos, screenshots, etc.

5.03 Preliminary Review

5.03.01 Disposition

Incident Reports alleging policy violations will be preliminarily reviewed by a Student Affairs staff member, who will:

- 1) Review the report/complaint and other materials associated with the incident/matter
- 2) Acknowledge receiving the report/complaint with the individual(s) who submitted it

- 3) If needed, contact the individual(s) identified in the incident report for an investigation about the full details of the incident
- 4) Determine the appropriate disposition of the incident and elect to do and communicate one of the following:
 - A) **Dismiss the Complaint:** The report/complaint will be dismissed if it appears not to have any merit or in a situation in which, even if the facts alleged in the complaint are true, there would be no violation of a DKU policy, or
 - B) **Non-Judicial (Informal) Intervention:** The report/complaint may be resolved through a non-judicial intervention such as mediation, educational interventions, or administrative actions (i.e. informal warning/conversation) if it is deemed more appropriately addressed as such without an adjudication meeting
 - C) **Refer the Complaint:** The report/complaint will be referred to an Adjudication Body

5.03.02 Student Participation

Students have the right and are encouraged to participate in the Student Conduct Process. If a student chooses to not participate in the process, the case will continue without the benefit of their perspective. Students are responsible for the sanctions, regardless of their level of participation in the process.

NOTE: In some cases, DKU can disclose to the harassed student information about the sanctions imposed upon a student who was found to have engaged in harassment when the sanction directly relates to the harassed student. This includes an order that the harasser stays away from the harassed student (No Contact Order), that the perpetrator is prohibited from attending school for a period of time, or transferred to other classes or another residence hall. Further, when the conduct involves allegations of a crime of violence or a non-forcible sex offense, DKU may be able to disclose to the alleged victim the final results of a disciplinary proceeding against the alleged perpetrator, regardless of whether the Adjudication Body concluded that a violation was committed.

5.03.03 Supportive Measures

The reviewing staff member may impose a supportive action to address a substantial and immediate threat of harm to persons or property, before a case is referred and adjudicated, if in the professional judgement of the staff member it is necessary to.

5.04 Case Referral

The case will be referred to an Adjudication Body based on the nature of the incident and Respondent's conduct history.

5.04.01 Academic Review Boards

Academic policy violation allegations will be referred to the Academic Review Boards, managed by Academic Affairs.

5.04.02 Residence Life Coordinator Staff

Non-academic policy violation allegations, which are non-egregious, and occur within or adjacent to residence halls, and by Respondents without an existing conduct record will generally be adjudicated by Residence Life Coordinator staff. If staff determine, throughout the course of their investigation, that the nature of the incident is more appropriate for another Adjudication Body, they will make such a referral and notify the students involved.

5.04.03 Assistant Dean of Residence Life

Non-academic policy violation allegations that are egregious, or occur away from residence halls, or are by Respondents with an existing conduct record will generally be adjudicated by the Assistant Dean of Residence Life or their designee. Cases so egregious that may warrant sanctions of suspension or expulsion may be referred to the Student Affairs Review Board or Sexual Misconduct Review Board by the Assistant Dean of Residence Life. If staff determine, throughout the course of their investigation, that the nature of the incident is more appropriate for another Adjudication Body, they will make such a referral and notify the students involved.

5.04.04 Student Affairs Review Board

Non-academic policy violation allegations so egregious that may warrant sanctions of suspension or expulsion will be referred to the Student Affairs Review Board, though any sanction may be issued. The Student Affairs Review Board consists of representatives authorized by the Chancellor. It shall include 10 voting members (4 students, 3 faculty,

and 3 staff), each of whom will serve for 2 years. Each case will be assigned 5 voting members (2 students, 1 faculty, and 2 staff) from the entire board, and will be chaired by the Assistant Dean of Residence Life, who will serve as a non-voting member. If 5 voting members are unable to hear a case, for reasons including but not limited to scheduling conflict or conflict of interest, then 3 (1 student, 1 faculty, and 1 staff) will be the minimum allowed to hear a case, with the Assistant Dean of Residence Life serving as a non-voting member and Chair. The Assistant Dean of Residence Life will select the voting members, from among the entire board, for a case based on factors including, but not limited to and when able to consider, availability, gender balance, Chinese/International balance, and not having any conflict of interest such as being a roommate, advisor to a student in the case, their professor, etc. Quorum for both the hearing and the meeting to make the case decision shall be all 5 (or 3) voting members and the non-voting Chair. Case decisions require quorum is met and an absolute majority decision (i.e., 3/5 or 2/3) is made.

5.04.05 Sexual Misconduct Review Board

Cases of alleged Sexual or Gender-Based Harassment, sexual Quid Pro Quo Misconduct, Relationship Violence, Sexual Exploitation, Sexual Violence, Stalking, sexual Unwelcomed Misconduct, or other sexual Related Misconduct where sanctions of suspension or expulsion may be warranted are referred to the Sexual Misconduct Review Board by the Dean of Student Affairs. The Sexual Misconduct Review Board consists of representatives authorized by the Chancellor. It shall include 10 voting members (4 faculty and 6 staff), each of whom will serve for 2 years. Each case will be assigned 5 voting members (2 faculty and 3 staff) from the entire board, and will be chaired by the Dean of Student Affairs, who will serve as a non-voting member. If 5 voting members are unable to hear a case, then 3 (1 faculty and 2 staff) will be the minimum allowed to hear a case, with the Dean of Student Affairs serving as a non-voting member and Chair. The Dean of Student Affairs will select the voting members, from among the entire board, for a case based on a number of factors including, but not limited to and when able to consider, availability, gender balance, Chinese/International balance, and not having any conflict of interest such as being a roommate, advisor to a student in the case, their professor, etc. Quorum for both the hearing and the meeting to make the case decision shall be all 5 (or 3) voting members and the non-voting Chair. Case decisions require quorum is met and an absolute majority decision (i.e., 3/5 or 2/3) is made.

5.05 Hearing

5.05.01 Hearing Notification

When a case of a non-academic policy violation allegation is referred to an Adjudication Body, the Adjudicator will notify the Respondent(s) and include details of a scheduled hearing at least 48 hours in advance. The notification letter will include the context of the alleged policy violation, the Adjudicator, and the hearing meeting setting.

5.05.02 Respondent Support

Respondent(s) may choose a student advisor, who may be present at the hearing, but who may not participate in the proceedings. A student advisor is limited to provide support but may not speak or be suggestive in any way shape or form during the hearing. Additionally, Respondent(s) may invite a student translator to the hearing. The student translator may be the student's advisor or another individual. The student translator is limited to assisting in translating information or documents provided and shared at the meeting. They may not share or speak anything further beyond what the student asks to be translated. A lawyer, legal representation, parent/legal guardian (except in the case of a student who is a minor), or family member is not permitted in hearings. A violation of this limitation may result in an advisor being removed from the hearing at the discretion of the Adjudicator. DKU retains the right to have legal counsel present at any hearing.

5.05.03 Meeting

Respondent(s) may challenge the objectivity of any Student Affairs Review Board or Sexual Misconduct Review Board member, giving reasonable cause to believe the member may be biased or have some conflict of interest. The Chair of the board will make a final ruling on any such challenge.

During the hearing, the Respondent(s) shall be informed of their rights and responsibilities within the conduct process. The Respondent(s) will have the opportunity to hear the Incident Report and any additional information gathered, then respond to the allegations. The Respondent(s) may remain silent, present defense against the allegations, and produce evidence, witnesses or written affidavits on their behalf. The Adjudicator can determine if the Respondent(s), Reporter, and/or witnesses should provide statements jointly or separately at the hearing. Students are accountable for their participation and non-participation in the student conduct process.

5.06 Resolution

5.06.01 Decision

The Adjudicator will make a determination of responsibility for each alleged policy violation listed in the notification email, based on a preponderance of the evidence. This means the evidence, information determined to be credible, and investigative findings convince the Adjudicator there is a greater than 50% chance the policy was violated.

5.06.02 Sanctions

Sanctions may include one or multiple of those listed below and may be imposed on individual students or groups unless specifically noted otherwise. DKU reserves the right to modify the details of the sanctions as needed due to the specifics of a case.

- 1) **Warning:** An informal warning is given through a one-on-one conversation/meeting or email for a violation of the specified policies. Eligible for Appeal Type A.
- 2) **Grave Warning:** A formal written reprimand for violation of the specified policies. Eligible for Appeal Type A.
- 3) **Formal Apology:** A requirement to write a formal apology to individuals involved and/or affected by actions/violation. Eligible for Appeal Type A.
- 4) **Educational Initiative:** A requirement to complete a project or a written assignment, attend an educational program, or seek assistance from an academic support office or other DKU resources. Eligible for Appeal Type A.
- 5) **Community Service:** A specified length of time during which a specific service will be required in a specified community (e.g., DKU or local). Eligible for Appeal Type A.
- 6) **Mediation:** Mediation from CAPS, Student Health Services, or other appropriate offices and verification thereof may be required. Eligible for Appeal Type A.
- 7) **Restitution:** Payment for all or a portion of injury or damages to person(s) or property caused by the violation. Eligible for Appeal Type A.
- 8) **Assessment and/or Treatment:** A requirement to seek a mental health/medical assessment from CAPS and provide verification the assessment was completed and recommendations of the professional were followed through. Eligible for Appeal Type A.
- 9) **Withdrawal of Privileges:** This may include, but is not limited to, withdrawal of the privilege to have e-bike/bike on campus, attend or participate in DKU programs or activities (such as sporting events, intramurals, performances, graduation exercises, host/sponsor events, extra-curricular activities/programs, etc.), or maintain computer account privileges. Eligible for Appeal Type A.
- 10) **Exclusion:** Exclusion for a specified time period from access to or use of specified DKU-owned operated or controlled premises and/or facilities. Eligible for Appeal Type A.
- 11) **No Contact Order:** Prohibition from communicating with a named individual and/or student group. Eligible for Appeal Type A.
- 12) **Room Assignment Intervention:** This may include relocation, restriction, or revocation for a period of time, or permanent removal from the residence halls. (Refunds for revocation may be denied based on Residence Life policies.) In unique Residence Life cases that continued presence of a resident constitutes an immediate threat to the emotional or physical health, safety, or welfare of the resident, other residents, staff, or DKU property, an immediate interim suspension from room assignment privileges may be imposed. This decision will be done by the Dean of Student Affairs (or authorized designee), in consultation with the Executive Vice-Chancellor. In such cases, the resident will be required to vacate immediately and remain away from the residence hall until a hearing can be held. Eligible for Appeal Type B.
- 13) **Group Disciplinary Probation:** A status imposed on a group for a specific period of time during which another violation of University policy or violation of any of the conditions of the probation shall result in an augmented disciplinary action, including the possibility of suspension of activity and/or dissolution. Eligible for Appeal Type B.
- 14) **Disciplinary Probation:** A status imposed on a student for a specific period of time during which another violation of university policy or violation of any of the conditions of the probation shall result in an augmented disciplinary action, including the possibility of suspension and/or expulsion. Disciplinary probation may restrict a student's ability to study abroad from DKU through the Global Education Office for Undergraduates and/or participate in specific programs or activities. It also may impact other opportunities in which a student's disciplinary record is considered as a criterion for participation. Eligible for Appeal Type B.

- 15) **Group Suspension of Activity:** Student groups, residential or cohesive units may be suspended for a specified time period from activities sponsored, cosponsored, performed by, or attended by its members on and/or off-campus. A suspension is generally followed by disciplinary probation for a specified period of time. Eligible for Appeal Type B.
- 16) **Group Dissolution:** The privilege of a group to be recognized at DKU may be revoked. Eligible for Appeal Type B.
- 17) **Suspension:** A suspension is an involuntary dismissal from DKU for a specified period of time, which may include the current semester and such additional semesters as deemed appropriate. The conditions for readmission, if any are permitted, shall be contingent upon satisfaction of any requirements stated in the original sanction. Upon a student's readmission to and matriculation in DKU, the Student Affairs Review Board will place the student on disciplinary probation for at least one semester or as long as the probationary period is determined to be appropriate. As suspension constitutes an involuntary withdrawal from DKU, a permanent notation to that effect is made on the student's permanent academic record, and Dang 'An for Chinese Students. In the event that a disciplinary suspension and an academic withdrawal occur simultaneously, the two withdrawals are to be in effect consecutively. Eligible for Appeal Type B.
- 18) **Expulsion:** Dismissal and permanent removal from DKU without the possibility of readmission or reinstatement. A permanent notation to that effect is made on the student's permanent academic record, and Dang 'An for Chinese Students. Eligible for Appeal Type B.

5.06.03 Resolution Notification

When a case is resolved, the student(s) involved will receive an email from the Adjudicator listing each alleged policy violation and whether or not they were found responsible. The resolution notification will include:

- 1) Basic information of the student;
- 2) Facts and evidence for the sanctions;
- 3) Type, basis, and duration of the sanctions;
- 4) Ways and time limit for appeal;
- 5) Any other relevant content;

5.07 Appeals

5.07.01 Grounds

Appeals can be only be made on the grounds below. Sanctions eligible for Appeal Type A can only be appealed on grounds 1 and/or 2. Sanctions eligible for Appeal Type B can be appealed on any combination of grounds 1, 2, and/or 3:

- 1) New information, not available at the time of the hearing, has been collected
- 2) Procedural errors that may have substantially affected the fairness of the process occurred
- 3) The finding was inconsistent with the weight of the information

5.07.02 Process

A written appeal must be submitted to the Chair of the Student Affairs Appeal Committee (the Dean of Student Affairs) within 10 calendar days of the resolution notification email. The Chair will conduct a preliminary review and reject appeals on behalf of the Student Affairs Appeals Committee if any of the following are true:

- 1) There are no grounds for appeal or they are incorrect for the sanction
- 2) The appeal is not made within 10 calendar days after the resolution notification email has been rendered
- 3) The appeal is brought up again based on the same ground(s)

If the appeal passes the preliminary review, the appeal will be reviewed by the Student Affairs Appeals Committee which consists of various DKU community members. Those voting members include the Chancellor, the Executive Vice Chancellor, the Vice Chancellor for Academic Affairs, the Vice Chancellor for Government Relations, the Senior Advisor to the Chancellors for Partner and External Relations, the Dean of Student Affairs, the Senior Director of Legal and External Compliance Affairs, the Director of Faculty Affairs, and the Student Union President. Once the appeal has been reviewed, the Student Affairs Appeals Committee will determine one of the following outcomes:

- 1) Affirmation of the original sanction
- 2) Suggest to the original Adjudication Body to revoke the original sanction
- 3) Suggest to the original Adjudication Body to amend the original sanction

SECTION 6: STUDENT POLICY ON PROHIBITED DISCRIMINATION, HARASSMENT, AND RELATED MISCONDUCT

6.01 Introduction

Duke Kunshan University ("DKU") is committed to encouraging and sustaining a learning and work community free from discrimination, harassment, relationship violence, stalking, and related misconduct. DKU is committed to an inclusive community that respects and values all of its members. The Office of Student Affairs is responsible for administering this Policy and its implementing procedures for incidents involving students.

6.02 Policy

This Policy prohibits discrimination, harassment, relationship violence, stalking and other related misconduct defined in this Policy on the basis of race, color, ethnicity, national origin, sex (including pregnancy), gender, gender identity, gender expression, sexual orientation, religion, age, disability (collectively, "Protected Status or Characteristic"). This Policy also includes discrimination, harassment, relationship violence, and stalking based on the perception of an individual's Protected Status or Characteristic, even if that perception is incorrect. This Policy applies to DKU's educational policies, practices, programs, and activities.

This Policy also prohibits retaliation against an individual: (1) who files a complaint or report of discrimination, harassment, or related misconduct; (2) against whom a complaint is filed; (3) who participates in the reporting, investigation, or adjudication of possible violations of this Policy; or (4) who engages in good faith opposition to what the individual reasonably believes to be discrimination, harassment, or related misconduct under this Policy.

6.03 Scope

This Policy protects members of the DKU community from discrimination, harassment, relationship violence, stalking and related misconduct that occurs on DKU property (whether owned, leased, operated, or managed) or occurs while such members are participating in a DKU-sponsored or affiliated activity. It also applies to conduct that occurs off DKU property and not in the context of a DKU-sponsored or affiliated activity but has continuing adverse effects on a DKU-sponsored or affiliated activity.

Members of the DKU community protected by this Policy include, but are not limited to, (1) all DKU students including full and part-time students, undergraduate students, graduate students, or any other students enrolled at DKU; (2) all student applicants for admission to DKU, all student participants in DKU sponsored or affiliated activities; and (3) visiting students.

6.04 Definitions

- 1) **Allegation:** A statement by a complainant alleging an act of discrimination, harassment, or related misconduct
- 2) **Bullying:** Bullying and/or Cyber Bullying is defined as the process of intentional electronic, written, verbal, or physical acts directed at another student or students, or member(s) of the DKU community where there is intimidation or mistreatment that is severe, persistent, and/or pervasive and has the effect of interference with a student's or students', or member(s) of the DKU community's educational environment, creates a threatening environment, or disrupts the orderly operation of DKU
- 3) **Complainant:** The person filing a complaint alleging that the person has been subject to discrimination, harassment, or related misconduct
- 4) **Complaint:** Formal notification, either orally or in writing, of the belief that discrimination, harassment, or related misconduct has occurred
- 5) **Consent:** A voluntary and affirmative mutually understandable communication of willingness and agreement to participate in particular sexual activity or behavior, expressed either by words or clear, unambiguous action. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity
 - A) Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse)
 - B) Consent can be communicated by either explicit verbal consent or overt action clearly expressing consent. Such signals of consent must be mutual and ongoing, as well as offered freely and knowingly
 - C) Lack of protest or resistance or silence does not constitute consent

- D) The existence of a dating relationship between the people involved or the existence of a past sexual relationship does not prove the presence of, or otherwise provide the basis for an assumption of consent
- E) Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another person
- F) Consent must be present throughout the entire sexual activity and can be revoked at any time
- G) Consent cannot be obtained from a person who does not have the capacity to give consent under the laws of the applicable jurisdiction because of the person's physical or mental disability
- H) Consent cannot be obtained from a person who the initiator of the sexual activity knew, or reasonably should have known, was asleep, unconscious, in an altered state of mind, or otherwise incapacitated, whether due to drugs, alcohol, medication, or some other condition
- I) A person, who is incapacitated or in an altered state of mind, whether due to alcohol, drugs, medication, or some other condition, cannot give consent on sexual activity
- J) Consent cannot be obtained from someone through intimidation, coercion, force, or threat of coercion or force
- K) **EFFECTIVE CONSENT** is:
 - i) **Active:** A person can give consent and then change his or her mind. Therefore, the best practice would be that you ask your partner for consent at every stage of the sexual experience; if you want to move to the next level of sexual intimacy, ask your partner if that's what he or she wants to do. If you do not ask for consent, you are at risk of doing something the other person does not want you to do. You might disrespect and/or hurt someone. Worse yet, you might put yourself at risk of breaking the policy or the law by committing a sexual assault
 - ii) **Freely given:** Consent cannot be coerced or gained by trickery, intimidation, threats or acts of violence. Any form of sexual activity attempted or committed by a person at any component within DKU with another without their consent may be considered sexual assault under this Policy, and any other applicable law
 - iii) **Unambiguous:** Effective consent is when partners demonstrate a clear and mutual understanding of exactly what they are consenting to and permit that activity to happen from beginning to end
 - iv) **Unassuming:** Consent cannot be implied or assumed, meaning, someone's silence does not equal consent or a "YES". Moreover, someone "freezing" – or failing to fight to keep the person from performing an unwanted sexual act is not consent either. To make sure you and your partner are safe, make sure you don't assume anything and get the "YES!" before you initiate intimacy or sexual activity
- 6) **Discrimination:** When an individual or group is subjected to an adverse action based upon a Protected Status or Characteristic. Discrimination can occur under this Policy in either being hired as a student worker or an educational context. Discrimination also includes failing to provide reasonable accommodations to, for example, a qualified person with a disability, to an ethnic minority student, or to a female student, as required by any applicable law
- 7) **Hate Offense(s):** A type of discrimination that occurs when a person commits a specified offense in whole or in substantial part because of a belief or perception regarding "the Protected Status or Characteristic" of a person, regardless of whether the belief or perception is correct
- 8) **Hazing:** Hazing is defined as any action taken or situation created that is harmful or potentially harmful to an individual's physical, emotional, or psychological well-being, regardless of an individual's willingness to participate in it, or its bearing on the individual's membership status with an organization, club, or association
- 9) **Hostile Environment Harassment:** Unwelcome conduct based on Protected Status or Characteristic that is so severe, persistent, and/or pervasive that it alters the conditions of education, being hired as a student worker, or participation in a program or activity, thereby creating an environment that a reasonable person in similar circumstances and with similar identities would find hostile, intimidating, or abusive. An isolated incident, unless sufficiently severe, may not create a hostile environment. Harassment is distinguished from behavior that, even though unpleasant or disconcerting, is appropriate to the carrying out of certain instructional, advisory, or supervisory responsibilities
- 10) **Protected Status/Characteristics**
 - A) **Age:** The number of years from the date of a person's birth
 - B) **Color:** An individual's skin pigmentation, complexion, shade, or tone
 - C) **Disability:** A physical or mental impairment that substantially limits one or more major life activities. Individuals are protected from discrimination if they have such an impairment; have a record of such

- impairment; or are regarded as having such impairment. A person with a disability must be able to perform the essential functions of the student worker or volunteer position or the academic, athletic, or extracurricular program, with or without reasonable accommodation
- D) **Ethnicity:** An individual's actual or perceived belonging to a social group with a common national or cultural tradition(s). Characteristics associated with ethnicity include, but are not limited to, language, dress, and shared group history
 - E) **Gender:** A socially constructed set of expectations, roles, behaviors, and activities a given society or culture considers appropriate for individuals generally based on an individual's sex assigned at birth
 - F) **Gender Expression:** An external expression and presentation of one's gender through clothing, roles, mannerisms, etc. Gender expression does not necessarily align with gender identity
 - G) **Gender Identity:** One's internal sense of self and identification in relation to gender which may or may not conform to one's sex assigned at birth
 - H) **Health Status:** Whether an individual is a carrier of any infectious pathogen or suffers any disease which is defined by any applicable law on anti-discrimination
 - I) **Identity of Urban or Rural Residents:** The place where an individual's residence is registered, including rural residents and urban residents
 - J) **Illegitimate Child Status:** A child was born out of wedlock
 - K) **National Origin:** An individual's actual or perceived country or ethnicity of origin
 - L) **Race:** An individual's actual or perceived racial or ethnic ancestry or physical characteristics associated with a person's race, such as a person's color, hair, facial features, height, and weight
 - M) **Religion:** All aspects of religious observance and practice, in accordance with applicable law
 - N) **Sex (Assigned at Birth):** A designation at birth (male, female, intersex) generally based on the external appearance of sex organs; includes pregnancy, childbirth, and medical conditions related to pregnancy or childbirth
 - O) **Sexual Orientation:** One's sexual, romantic, physical, and/or emotional attraction (or lack of attraction) to others
- 11) **Quid Pro Quo Misconduct:** Conditioning an individual's education, being hired as a student worker, or participation in a program or activity on submission to unwelcome conduct on the basis of Protected Status or Characteristic
 - 12) **Reasonable Person:** A theoretical person in the society who shows average judgment, skill, or care in his or her conduct
 - 13) **Related Misconduct:** Relationship violence, retaliation, stalking and other acts infringing upon personal rights as defined in this Policy
 - 14) **Relationship Violence:** Any act of violence or pattern of abusive behavior in an intimate relationship that is used by one partner to gain or maintain power and control over another partner. Relationship violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. It includes:
 - A) **Dating Violence:** Any act of violence or pattern of abusive behavior committed by an individual who has been in a social relationship of a romantic or intimate nature with the complainant. Dating violence, in certain situations, may be protected under applicable law related to domestic violence
 - B) **Domestic Violence:** Any act of violence or pattern of abusive behavior committed against a current spouse/cohabitant, person similarly situated under applicable marriage law or antifamily violence law, or anyone else protected under applicable marriage law or anti-family violence law. Prohibited acts include but are not limited to physical or mental injuries to some extent by the means of beating up, binding up, cruel injury, imposing restriction of personal freedom, or frequent verbal abuses and threats
 - 15) **Respondent:** The person or office, program, department, or group against whom the allegation or complaint is made; i.e., the individual(s), organizational unit(s), or group(s) accused of discrimination, harassment, or related misconduct
 - 16) **Retaliation:** An adverse action or other forms of negative treatment carried out in response to (1) a good-faith reporting of or opposition to what an individual reasonably believes to be discrimination, harassment, or related misconduct under this Policy; (2) an individual's or group's participation in DKU's complaint process or the follow-up to a complaint. To be a violation of this Policy, the challenged actions or treatment must be sufficiently serious to discourage or chill the targeted person from further reporting, participation, or opposition
 - 17) **Sexual Exploitation:** Taking sexual advantage of another without consent for one's benefit or the benefit of another party; e.g., by threatening to disclose an individual's sexual orientation, gender identity, or gender expression unless the individual submits to sexual demands; observing sexual activity of others without their

knowledge or consent; or streaming images of sexual activity without the knowledge or consent of those involved

- 18) **Sexual or Gender-Based Harassment:** Unwelcome conduct based on sex or gender that creates a hostile environment or involves submission to or rejection of such conduct as a condition of being a student worker, education, or participation in a program or activity. This includes Sexual Violence and Sexual Exploitation
- 19) **Sexual Violence:** A particularly severe form of harassment defined as any physical act of a sexual nature based on sex and perpetrated against an individual without consent or when an individual is unable to freely give consent. Physical acts of a sexual nature include, but are not limited to, non-consensual touching or attempted touching involving a person's breasts, buttocks, inner thighs, groin, or genitalia, either directly or indirectly; and/or sexual penetration (however slight) of another person's oral, anal, or genital opening with any body part or object
- 20) **Stalking:** A course of conduct (including cyberstalking) based on a Protected Status or Characteristic and directed at a specific person that would cause a reasonable person to fear for their safety or the safety of another, or to suffer substantial emotional distress
- 21) **Unwelcomed Misconduct:** Unwelcomed misconduct occurs when unwelcome verbal, visual, physical, electronic, or other conduct based on an individual's or group's Protected Status or Characteristic is sufficiently serious to significantly interfere with that individual's or group's ability to participate in or benefit from DKU programs or activities or their terms and conditions of being a student worker. This can include conduct that interferes with the individual's or group's: Educational environment (e.g., admission, academic standing, grades, assignment); Student work environment (e.g., hiring, advancement, assignment); Participation in a DKU program or activity (e.g., campus housing, student event/excursion); or Receipt of legitimately-requested services (e.g., disability accommodations)

6.05 Resources and Reporting Options

6.05.01 Emergency Law Enforcement, Medical, and Crisis Response Resources

As a priority, DKU encourages all individuals to report discrimination, harassment, or related misconduct that may involve criminal conduct to the local Police Department. This could include sexual violence, relationship violence, stalking, and conduct that could be a hate crime. Local Police can be contacted at 110 (Chinese only) and you may reach the Campus Emergency Hotline at (0512) 3665-7110 for help.

For incidents of sexual violence, sexual exploitation, relationship violence, and stalking, DKU also encourages individuals to seek assistance from a medical provider or crisis response service immediately after an incident. This provides the opportunity to address physical well-being or health concerns, preserve any available evidence, and begin a timely investigative and remedial response. Emotional care, counseling, and crisis response are also available on and off-campus; e.g., at Counseling and Psychological Services (CAPS), caps@dukekunshan.edu.cn.

6.05.02 Resources and Reporting Options

DKU encourages all individuals to seek the support of on and off-campus resources, regardless of when or where the incident occurred. These resources can provide guidance on reporting options and information about available resources.

6.05.02.01 Confidential Resources

The following DKU resources can provide counseling, information, and support in a confidential setting. These confidential resources will not share information about a report of discrimination, harassment, relationship violence, stalking and related misconduct without the individual's expressed written permission. Exceptions apply to cases in which there is a continuous threat of serious harm to the complainant or to others and when there is a legal obligation to reveal such information (e.g., suspected abuse or neglect of a minor).

Student Health Services

campushealth@dukekunshan.edu.cn

(+86) (0512) 3665-7228

Counseling and Psychological Services (CAPS)

caps@dukekunshan.edu.cn

(+86) (0512) 3665-7829

6.05.02.02 Reporting Options

Some types of harassment and related misconduct may be criminal in nature. To file a police report for possible criminal conduct, contact the Local Police Department at 110 (operator speaks Chinese only) or the DKU Campus Emergency Hotline at (+86) (0512) 3665-7110 for help.

Allegations of sexual misconduct against a student are managed by the Dean of Student Affairs under the Student Sexual Misconduct Policy and hearing procedures outlined in the DKU Student Handbook. An incident report may be filed directly with the Dean of Student Affairs Office at <https://dukekunshan.edu.cn/en/student-life>.

If you are a DKU student and have a concern or question regarding this Policy or the procedures for filing a complaint, you can contact the Dean of Student Affairs Office at dku-studentaffairs@dukekunshan.edu.cn or by phone at (+86) (0512) 3665-7123.

Students can report discrimination, harassment, or related misconduct committed by students, visitors, faculty, staff, or third parties to department chairs, professors, school dean, student affairs staff, and academic advisors. All such reports involving students will be shared with the Dean of Student Affairs Office. Upon receipt of a report of possible prohibited harassment or related misconduct, the Dean of Students will establish any needed interim protective measures to provide for the safety of the parties and the campus community.

6.06 Timeliness

In order to maintain and support a community that is respectful and free from discrimination, harassment, and related misconduct and to maximize DKU's ability to respond promptly and effectively, we urge students to come forward with full-disclosure reports of concerns or with complaints as soon as possible. Anonymous reports, while helpful for reporting purposes, limits DKU in the inability to provide appropriate support and assistance to students and hold accountable those found responsible.

Complainants and other reporting individuals are encouraged to seek assistance and utilize available resources if they feel they have been subjected to or receive reports of such conduct. The sooner a complaint is filed, the more effectively it can be investigated and resolved by the appropriate campus office, e.g., while witnesses are still available, memories are fresh, and documentation may still be available. With that said, there is no time limit for reporting alleged discrimination, harassment, or related misconduct.

In some cases, e.g., where the individual accused of misconduct is no longer affiliated with DKU, we may not be able to take disciplinary action. However, DKU will strive to provide other fair and reasonable measures to support the reporting party and minimize any future misconduct.

6.07 Disciplinary Process

Students alleged for violating this Section 6 would be subject to the student conduct process, and if found responsible, will be subject to sanctions.

6.08 Confidentiality

DKU recognizes that confidentiality is important. Breaches of confidentiality compromise DKU's ability to investigate and resolve claims of discrimination, harassment, relationship violence, stalking and related misconduct. DKU will attempt to protect the confidentiality of the complaint process to the extent reasonably possible. Investigators, advisors, members of hearing panels, and any others participating in the process on behalf of DKU shall keep the information obtained through the process confidential. All other participants in the process (including the complainant, respondent, non-DKU advisors, and witnesses) are requested to respect the confidentiality of the proceedings and circumstances giving rise to the dispute and to discuss the matter only with those persons who have a genuine need to know.

While DKU is committed to respecting the confidentiality of all parties involved in the process, it cannot guarantee complete confidentiality. Examples of situations in which confidentiality cannot be maintained include:

- When DKU is required by law to disclose information (such as in response to a court order or the requirement of other authority of competent jurisdiction)

- When disclosure of information is determined by the Office of Student Affairs to be necessary for conducting an effective investigation of the claim
- When confidentiality concerns are outweighed by DKU's interest in protecting the safety or rights of others
- The subject matter has been made public through no fault of DKU

APPENDICES

Appendix A: (General) Examples of Complaints and the Process

Complaints are handled on a case by case basis and the outcome heavily depends on the specifics of the situation. This appendix simply provides a sample to the process and does not dictate the final and actual executed process for any official complaint filed/reported.

Example 1

The student is unhappy with the food in the Cafeteria

- **Informal Process:** The student reaches out to the DKU Campus Food Service Committee to express their concerns about the food
- **Resolution or Outcome:** Their concerns are heard and addressed by the committee. Allow for 3-4 weeks to have the issue addressed. If the concerns about the food persist, the student may initiate a formal complaint process
- **Formal Process:** The student submits a student incident form with a complaint about the food in the cafeteria. The incident report should explain how the issue was shared and addressed by the Campus Food Service Committee, and that, after 3-4 weeks, the concern persists
- **Next Step:** The incident report is sent to the Food Services Manager, who is asked to set up a meeting with the student to address their complaints about the food. The Food Services Manager invites the student to a meeting. If the student has friends who also have concerns, they can be invited to join
- **Resolution or Outcome:** The student attends the meeting and invites three friends who also have shared concerns about the food. An email is sent by the Food Services Manager to the students explaining the measures that will be taken in response to their feedback meeting and thanking the students. Within 2 weeks, the students attest that their recommendations were taken into account and some changes have been made.

Example 2

A professor made a remark during class, which a student considered to be racist towards their culture

- **Informal Process:** The student approaches the professor during office hours and shares his/her thoughts about the remark
- **Resolution or Outcome:** The professor apologizes as he/she did not realize that the remark was racist. The issue is resolved. If another similar incident occurs, the student may initiate a formal complaint process
- **Formal Process:** The student submits a student incident form with a complaint about the two events and the faculty member involved. The student should note in the report the instance in which the professor apologized and assured the student that the situation would not happen again
- **Next Step:** The incident report is forwarded to the Dean of Undergraduate Studies
- **Resolution or Outcome:** The issue/concern will be investigated and handled/ addressed through the mechanisms established by the Academic Affairs area. The result will be based on the investigation outcome from Academic Affairs

Example 3

During an event on campus, which is serving alcohol, a student is approached by a staff member and is offered an alcoholic drink. The student expresses that he/she does not drink and does not accept it. The staff member continues to pressure the student to take the drink. Finally, the staff member makes a joke and then walks away.

- **Informal Process:** The student writes an email to the staff member to share that they do not drink and felt uncomfortable when the staff member did not respect their wishes. The student also shares that they felt that it was inappropriate for the staff member to make a related joke before leaving

- **Resolution or Outcome:** The staff member does not respond. At the following event, the staff member once again offers the students a drink and tells them that they know they do not drink but should consider doing so, given all the stress they have as students
- **Formal Process:** The student submits a student incident form to report what they felt was inappropriate behavior from the staff member
- **Next Step:** The complaint is forwarded to the staff supervisor to address the issue with the staff member
- **Resolution or Outcome:** The staff supervisor requests a meeting with the student making the complaint. The staff supervisor will then have a meeting with the staff member to address the general issue of offering alcohol to students, which is prohibited to ensure that students' wishes not to drink are respected. This is done confidentially without disclosing student names. The staff supervisor emails the student who filed the complaint to inform them that it has been addressed and to encourage the student to let the university know if it occurs again

Example 4

A student shares a personal story with a staff member and asks them to keep it confidential. The staff member then shares the story with another colleague over lunch. The student overhears the story being shared while he/she walks by.

- **Informal Process:** The student emails the staff member requesting for a meeting at their office. The student attends the meeting and explains why he/she feels that it was unprofessional for the staff member to share the story
- **Resolution or Outcome:** The staff member apologizes. The student expresses that they appreciate the apology but do not feel comfortable sharing information with them in the future. The student feels that their trust has been betrayed. A week later, the student hears the staff member sharing their story with another person
- **Formal Process:** The student submits a student incident form to file a complaint on the staff member due to them not respecting their confidentiality and continuing to share their personal story
- **Next Step:** The complaint is forwarded to the staff supervisor to address the issue with the staff member
- **Resolution or Outcome:** The staff supervisor invites the student for a meeting to discuss the full details on how their confidentiality was violated. The staff supervisor apologizes and assures the student that they will have a conversation with the staff member and that an appropriate follow up will occur so that this matter does not occur in the future. The staff supervisor reminds the student that this situation is not the norm as staff and faculty are expected to keep confidentiality when issues are discussed with students unless there is a high risk of the students hurting themselves or others

Example 5

The student is not selected as part of the athletic team after tryouts. The student feels like the coach was not fair and just chose the students he personally knew.

- **Informal Process:** The student addresses this concern with the coach
- **Resolution or Outcome:** The coach explains the selection process and showcases transparency
- **Formal Process:** The student submits a student incident form and/or emails the Director of Athletics to share his/her concerns on the selection process for the athletic team
- **Next Step:** The Director of Athletics calls for a meeting with the student to get more details about their concerns
- **Resolution or Outcome:** The Director of Athletics meets with the coach to get a finalized list of the selected students and asks for an explanation as to why others were not selected. The student is then contacted and informed of
 - If the selection process is found to be done fairly and appropriately, then the reasons why certain players were selected. Additional proof of the impartiality of the selection process is also provided
 - If the selection process is found to be biased, then the Director of Athletics will explain how this will be addressed with the possibility of doing team selections again with a more transparent process

Example 6

A student receives a WeChat request from a faculty professor.

- **Informal Process:** The student emails the professor to share that he/she does not accept WeChat requests from people other than his/her friends. The professor responds to the email and suggests that the student

adds the professor in case they need help completing class assignments. The professor then encourages the student to talk outside of class

- **Resolution or Outcome:** The student feels uncomfortable; especially not knowing how the professor got his/her WeChat contact. The student messages other classmates to find out if they received similar requests. No other student has received similar requests. At this point, the student does not feel comfortable in continuing an informal process
- **Formal Process:** The student submits a student incident form explaining the situation pertaining to the professor's inappropriate messaging
- **Next Step:** The complaint is identified as potential sexual harassment and is directed to the Dean of Student Affairs for investigation
- **Resolution or Outcome:** The situation is investigated as a sexual harassment case. The concern/ complaint will be investigated through the student conduct process as an alleged sexual harassment violation case. The result will be based on the investigation's outcome from the student conduct process