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**Department of Student Services
American University in Bulgaria
Blagoevgrad 2700
Bulgaria**

The American University in Bulgaria is committed to a policy of non-discrimination and equal opportunity in all of its endeavors and affirms a commitment to diversity in both its employees and its student body.



STUDENT HANDBOOK

 American University in Bulgaria

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Student Handbook

American University in Bulgaria
Revised June 2010

Dear Students:

Welcome to the American University in Bulgaria. For some of you, this handbook is a first guide to life on campus, while for others it is an old friend. This is the place to find answers for many of your questions about life at AUBG.

I encourage you to familiarize yourself with the policies and procedures herein; as they are designed to ensure that all students have a positive experience at AUBG.

If you have any questions or comments about the Handbook, please feel free to see me in the Office of the Dean of Students, located in room 2043, Skaptopara II. We are always looking for ways to make the Handbook more useful to you.

I wish you all the best for the academic year 2010-2011.

Sincerely,

Lydia J. Krise,
Dean of Students

Academic Integrity

All members of the AUBG community are expected to abide by ethical standards both in their conduct and in their exercise of responsibilities toward others. As part of this, the University expects students to understand and adhere to basic standards of honesty and academic integrity. The University defines an academic integrity violation as any action or activity intended to achieve academic gain through deceit, misrepresentation, or the inappropriate use of unauthorized materials or assistance. Committing an academic integrity violation is a severe violation of acceptable academic standards and will be dealt with appropriately. All AUBG students are expected to adhere to these standards in all courses. Ignorance of the expectations or standards will not excuse any violation. Sanctions for academic integrity violations often include failure in the course and may include dismissal from the University. Some examples of academic integrity violations include, but are not limited to:

- **Plagiarism**

The term "plagiarism" includes, but is not limited to, the use, by summary, paraphrase or direct quotation, of the published or unpublished work of another person, including works on the Internet, without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another agency.

- **Incorrect Reporting of Data**

In any project involving the collection of data, students must accurately report the data observed and not intentionally alter or falsify data for any reason. Fabrication of interview material or quotations is included under this definition.

- **Misrepresentation**

The Term "misrepresentation" refers to false or incomplete statements, including but not limited to, attendance, academic standing or performance, registration, payment of fees, absences from class , or the completion or performance of academic assignments.

- **Destruction of Resources or the Work of Others**

Students must not destroy or alter either the work of other students or the University's educational resources and materials. These materials include, but are not limited to, computer accounts, papers, textbooks, library reserve materials, and course notes.

- **Use of Work in One Course from Another**

Students must not represent work completed for one course as original work for another.

- **Cheating**

Unless directed otherwise by the faculty member, students should neither give nor receive assistance on assignments or examinations. The term "cheating" includes, but is not limited to: use of any unauthorized assistance in taking quizzes, tests, or examinations; dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff.

Please see the section of this handbook on the Academic Integrity and Appeals Council for the procedures used to handle infractions.

Academic Policies

All academic policies are published in the [AUBG Undergraduate Catalog](#) and on the AUBG website. Catalogs are given to all new students during Orientation Week. Students are responsible for familiarizing themselves with these policies, including those on academic integrity, academic standing, course attendance, fees, grading, graduation requirements, and registration procedures. Academic policies are updated regularly through the University's Academic Policies Committee.

Advising

Each new AUBG student is assigned to a faculty member for basic academic advising. Students look to their advisors for guidance on selecting courses and for information about General Education Requirements, majors, various academic programs, academic policies and procedures and campus support services. Students are also assisted with their long-range academic and career plans. When a student declares a major s/he will be assigned to a faculty advisor specializing in the student's chosen field. Throughout your time at AUBG, you are welcome in the Advising Center, located in Room 2032, Skaptopara II. It offers assistance to students in selecting appropriate courses and in making informed decisions about their choice of a major and/or a career. The Center also provides learning support services such as tutoring, learning style tests, self-assessment tests, and study skills workshops.

Bookstore

In addition to supplying course textbooks, the AUBG bookstore, housed in the Main Building, room 1, provides Blagoevgrad's English-reading community with classics, modern fiction, art books, and travel guides. The bookstore also stocks a wide range of office supplies, gifts, stationery, and University souvenirs.

Career Center

The Career Center, located in Room 1028 in Skaptopara I, assists students in exploring career-related issues and concerns. AUBG adheres to the belief that career development is an ongoing process - it does not "happen" only "in" or "during" the senior year. The Career Center Coordinator provides individual and group counseling opportunities for students at all levels of their AUBG experience. Workshops, seminars and individual counseling on career exploration, resume writing, and interview techniques are organized to help the student seeking a summer job as well as the senior seeking a permanent career. The Job Fair held each year brings employers to campus to interview graduating seniors for entry-level job opportunities, and underclassmen for summer employment and internships. The Career Center maintains an up-to-date library of information on graduate schools, scholarships, career fields, and summer programs. Computerized practice GRE, GMAT and TOEFL tests are available.

Clubs, Organizations, and Activities

A lively spirit of discovery and adventure extends beyond the classroom at AUBG, with opportunity for students to participate in a wide range of extracurricular activities. The variety of activities, clubs and organizations varies from year to year according to the talents and interests of the student body. The University periodically sponsors student/faculty excursions in Bulgaria and to neighboring countries. Community Service activities are available for students who would like to meet and help people outside the university community. In addition to clubs and organizations, AUBG has an award-winning Choir and Student Theater. Student Club and Organization activities are also supplemented by the Department of Residence Life, which sponsors panel discussions, parties, dances, information weeks, community service activities, movies, and other events. The

American University in Bulgaria is also an important part of the Blagoevgrad community. AUBG hosts concerts, guest lectures, art shows, and other special events, which are open to the public.

Club Policies

All AUBG clubs, organizations and activities that meet in University facilities, that use University funding, are recognized by Student Government, or use the AUBG logo and/or name must meet the following guidelines:

- Must be in keeping with the University Mission and the educational goals of the University.
- Should include a majority membership of AUBG students, staff and faculty.
- Must have a faculty or staff advisor.
- Must conform to community standards of decency and behavior for academic institutions.
- May not deny access/membership on the basis of race, color, religion, gender, national origin, sexual orientation or disability to any member of the University community.
- Must not violate the laws of the Republic of Bulgaria, or the United States of America, and/or the policies of the American University in Bulgaria.
- May be registered as a Non-Governmental Organization or other entity **only** if they have a signed memorandum of understanding with the University. This document must clarify facilities use, funding, use of the University name and/or logo, their relationship to the University, and how they fit into the University mission.

All clubs are funded by Student Government through a budgetary process, as needed each semester. They must have a minimum student enrollment, be

actively working on their goals, and have a constitution, a registered advisor, and a slate of officers filed with Student Government before funds are granted. Sports activities are funded by the Sports and Recreation Office, which pays for coaching salaries, facilities and other equipment.

Students govern the clubs and organizations according to their individual constitutions under the leadership of Student Government. Club presidents change often and the best information/contact source is the Student Government website, found at: <http://sg.aubg.bg/>

Computing and Communications

The AUBG student computer system is an integral part of the University system. It is intended to meet student needs for computer communications and services. Complete information regarding computing is available on the AUBG website under Information Resources. Students are responsible for adhering to OCC policies and procedures, which are found at <http://www.aubg.bg/template5.aspx?page=1001021099&menu=006001003>. All personal computers must be registered with OCC in order to connect to the AUBG network, either in residence hall rooms or through the campus wireless system.

Dining Services

Students have several choices of places to buy a meal or a snack. The University Canteen, operating in the Main Building, offers both meat and vegetarian choices daily on an a la carte system. Skappy's, located in the Skaptopara II residence hall, offers a selection of salads, main dishes, sandwiches and other quick meals. Cafes also operate in the Main Building and the Skaptopara I residence hall.

Disability Services

The University will make reasonable efforts to accommodate students who have notified the Office of Student Services of disability needs. Students who need special accommodation for housing should contact the Office of Residence Life and Housing to see what arrangements may be made. Students who need academic accommodation should contact AUBG either by e-mail at StudentServices@AUBG.BG or by telephone at +359-73-888-520 to ensure that these needs may be addressed.

Diversity Programs

AUBG greatly values diversity and encourages students from around the world to apply for short-term study or as degree candidates. Both our faculty and our students benefit from the multinational aspect of our student body. Daily experiences in class, student residence halls, dining facilities and elsewhere facilitate learning about diversity. Each incoming student participates in a half-day diversity and tolerance training program during Orientation Week. This program is offered by the AUBG Diversity Team. AUBG also hosts the Epsilon Alpha chapter of Phi Beta Delta, the International Academic Honor Society. Further information is available in the International Student Services Office located in Room 32, Skaptopara I.

Library

The primary role of the Panitza Library is to support student educational needs and faculty teaching and research needs. It also serves as a model of modern library practice to the academic community in Bulgaria and Eastern Europe. All functions of the AUBG library are computerized and the library automation system integrates circulation control, an on-line catalog, and acquisition system, giving

studying at the Blagoevgrad campus are registered at an address in Blagoevgrad. We recommend that they choose a GP from those practicing in Blagoevgrad. There are 60 GPs in Blagoevgrad. Dr. Ventsislav Daskalov, who is director of the AUBG Health Center, is also a licensed GP and may be a student's choice.

Health Insurance for Non-Bulgarian students

Following AUBG Policies and Procedures and American College Health Association (ACHA) guidelines for student health, AUBG provides appropriate medical insurance for all international students through a Bulgarian insurance company, which covers the medical expenses of all non-Bulgarian students and expenses for repatriation. This medical insurance is valid only in Bulgaria with period of coverage for one semester (4 months) or a full academic year (9 months).

All fulltime international students are automatically enrolled in AUBG Health Insurance plan and the cost of the insurance will be charged against student's account immediately after the initial fall or spring enrollment. It will be his/her own responsibility to pay this expense. The approximate premium for a school year is \$125. This fee is subject to change.

Smoking Policy

Under Bulgarian law, all smoking is prohibited throughout University premises including offices, classrooms, laboratories, rest rooms, the library, the auditorium, conference rooms, dining facilities, lobbies, corridors, and AUBG residence halls. A fine system is in place as a reminder of this important health consideration.

Sports and Intramurals

Athletic clubs and teams have been formed by those interested in swimming, skiing, hiking, aerobics, soccer, volleyball, baseball, softball, basketball, dance, and martial arts.

Student Government

Student Government is the directly elected representative body of the students at AUBG. According to its Constitution, the Student Government consists of a President, a Vice-President, and a Student Senate of 12 members (3 from each class), and holds its sessions weekly. While voicing the opinions of the AUBG students before the Faculty and the Administration, and by seeking ways to improve the quality of student life, the members of Student Government have the opportunity to develop valuable leadership and parliamentary skills. The Student Government Constitution may be found on the AUBG website at <http://sg.aubg.bg/documents.php?a=constitution>.

Student Government has a defined budget, which is allocated among the various AUBG clubs and organizations.

Student Government may be contacted by writing AUBG, 1 Georgi Izmerliev Square, Blagoevgrad 2700 Bulgaria, Europe or by e-mail at Stud_Gov@aubg.bg. Telephone: (+359) 73/888-528. They are not usually available during the summer months.

Study Abroad Programs

AUBG has agreements with several US and international colleges and universities and the ISEP consortium, which provide numerous study abroad opportunities.

There are also many opportunities for E.U. citizen students through the ERASMUS program. Students in good standing who meet GPA and other requirements (set by the host institution) typically apply for study abroad during the second semester of their sophomore year and go abroad as juniors. Transfer Student must complete 60 credit hours in residence before becoming eligible for study abroad. Costs for travel, books, and other expenses vary from program to program and are the responsibility of the student. Details on study abroad opportunities are available in the Office of the Dean of Students, Room 2043, Skaptopara II.

Test Center

The American University in Bulgaria offers Paper Based GRE Subject Tests as a regular Test Center and the LSAT as a non-published Test Center. The SAT Test Center Code Number is: 56502. For registration brochures please contact the AUBG Admissions Office at Admissions@aubg.bg or at 073-888-219.

The AUBG English Language Institute is a certified Test Center for the Internet-Based TOEFL, part of the worldwide ETS Network. The Center administers the test at least once a month. Test dates are available on the ETS website. For the fastest and most convenient service, registration is online, open 24 hours a day, 7 days a week. Early registration closes seven days prior to the test date and late registration closes three days prior to the test date. The Test Center code is STN10479A.

Student Code of Rights and Responsibilities

Statement of Student Rights and Responsibilities

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Freedom to teach and freedom to learn are inseparable parts of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on campus, and in the larger community. Students should exercise their freedom with responsibility.

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. The University has policies and procedures that provide and safeguard this freedom.

The American University in Bulgaria believes that the procedures, rights, and safeguards outlined below are indispensable to achieving the goals desired - freedom to teach, to learn and to search for truth.

I. Student Code of Conduct

Students enrolled at the American University in Bulgaria are expected to uphold at all times standards of conduct that will reflect credit upon themselves, their families, and the University. Students are also expected to behave with propriety and to respect the rights and privileges of others. They are expected to abide by

the laws of the city and country and by the rules and regulations of the American University in Bulgaria.

Academic integrity is expected of every AUBG student. Violations of academic integrity include the following: cheating - unauthorized aid or giving or receiving of unfair advantage on any form of academic work; plagiarism - copying the language, structure, ideas, and/or thoughts of another and adopting those as one's original work; misrepresentation or falsification - statement of untruth, either spoken or written, regarding any circumstances relating to academic work; or attempting any act, which, if completed, would constitute an academic integrity violation as defined above.

At the American University in Bulgaria, an atmosphere of civility and mutual respect is expected to prevail. Instances of unacceptable conduct involving students preferably should be dealt with in personal and informal ways (e.g. through discussion between involved parties), not by formal and judicial procedures. Members of the AUBG community who believe they have been objects of such conduct should seek reconciliation by personal consultation with friends, faculty, or others who may intervene in the dispute. Instances of uncivil behavior involving students may be reported to the Dean of Students, who will take appropriate action by resolving the matter, referring the matter to the appropriate person(s), or, in appropriate cases, to the AUBG Conduct Council.

II. Basic Assumptions

A. Freedom of Expression

Student Organizations and individual students shall be free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. They shall be free to support causes by orderly means that do not disrupt

the regular and essential operation of the institution. At the same time, it shall be made clear to the academic and the larger community that in their public expressions or demonstrations the students or student organizations speak only for themselves and not for the community.

The students have the rights and responsibilities of a free academic community. They shall respect not only their fellow students' rights but also the rights of other members of the academic community to free expression of views based on their own pursuit of the truth and their right to function as citizens independent of the University.

B. Freedom from Discrimination

The American University in Bulgaria does not discriminate on the basis of race, ethnic origin, gender, sexual orientation, religion, or physical ability in any University-recognized area of student life. Additionally, all areas of student life are subject to the national laws of Bulgaria and the international laws of the European Union.

C. Student Rights in the Governing of the University

The University is a community of scholars engaged in the search for knowledge. Students, faculty, and administrators participate in this search. In light of this, the student body shall have clearly defined means, including membership on appropriate committees and administrative bodies, to participate in the formulation and application of the institutional policies affecting student affairs. The concerns of students, however, legitimately extend beyond what has normally been considered student affairs. Their interest and participation in the formulation of academic policies, is encouraged bearing in mind the teaching-learning context of the University community. The rights of student do not suspend or invade the professional rights of the faculty.

D. Professional Rights of the Faculty

In order to safeguard the professional rights of the faculty, no provision for the rights of students can be considered valid if it suspends professional rights or in any measure invades them. Students with concerns about courses, assignments, grades, or teaching methods should first address them with the faculty member involved as a matter of courtesy. It is inappropriate for any student or student organization to act in way that interferes with a faculty member's professional responsibilities or diminishes a faculty member's ability to carry out his or her professional responsibilities.

III. Students in the Classroom

The professor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

A. Protection of Freedom of Expression

Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

B. Protection against Improper Academic Evaluation

Students should have protection through orderly procedures against arbitrary or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled. A student who alleges an instance of arbitrary or

capricious academic evaluation shall be heard and the allegation reviewed through Academic Integrity and Appeals Council.

C. Protection against Disclosure

Information about student views, beliefs, and political associations, which professors acquire in the course of their work as instructors, advisors, and counselors, should be considered confidential. Protection against disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.

D. Release of Student Information

In compliance with US Family Education Rights and Privacy Act of 1974, also referred to as the Buckley Amendment, AUBG shall release only the following directory information regarding students:

- Name
- Home address
- Home Telephone number
- Date and Place of Birth
- Major Field of Study
- Dates of Attendance
- Degrees and Awards Received
- E-mail Address
- Photograph

The American University in Bulgaria shall release only aggregate information pertaining to applicants for admission to the University. No personally identifiable

materials may be released. Additionally, all students have the right to refuse (in writing) release of any or all directory information. This may be done in the Office of the Dean of Students during the first week of each semester. The complete text of the Buckley Amendment is available in the Office of the Dean of Students. A student is defined in the Amendment as “any person who is attending or has attended an educational institution and for whom that institution maintains educational records or personally identifiable records.” This definition also applies to former students. The Amendment notes that applicants become students by actually attending the institution.

IV. Student Participation in Academic Policy Making

The University provides for student participation in academic policy-making through representation on the Curriculum Committee, the General Education Council, the Information Resources Committee, and the Academic Policy Committee.

V. The Student as a Campus Citizen

A. Student Government

The University recognizes the right of the students to form and democratically elect their governing body as a means to participate in discussions of issues and problems facing the academic community. The governing body shall function as representatives to the administration and faculty of the University, as well as to the entire community.

The electorate of a University - wide student government shall consist of the entire student body. Any elected members of a governing body representing less than the entire student body shall be elected in such manner as to create or preserve essential representational equality.

B. Student Organizations

Freedom of Student Association: The students of the American University in Bulgaria are free to organize and join organizations to promote their common and lawful interests, subject to University and national regulations. The fact of affiliation with any extramural association or national organization or political party, so long as it is an openly declared affiliation, should not of itself bar a group from registration or recognition. However, action may be taken to insure that the University does not, through the activities of campus organizations, stand in violation of laws that place limits on campus political activities. The administration and faculty shall not discriminate against a student because of membership in any student organization meeting the conditions of this section.

Registration, Recognition, and Disclosures: All student organizations shall be registered and recognized in accordance with the Student Senate regulations. Registration and recognition may be withdrawn from organizations that violate University or Student Senate regulations. Registration and recognition procedures shall require a constitution and identification of responsible officers and all non-University members, but shall not otherwise require membership lists except as such a list may be required for funding reasons.

Use of Campus Facilities: Meeting rooms and other campus facilities should be made available, on an equitable basis, to all registered student organizations, as far as the primary use of these facilities for other University purposes permits and in keeping with the best interests of the University. Such usage must follow all University policies and procedures (i.e. regarding use of equipment and assemblies).

C. Student Sponsored Forums

In keeping with Bulgarian law AUBG is a nonpolitical institution. Therefore the University will not support or endorse assemblies of a political nature. Formal or informal student groups who wish to organize or participate in such assemblies may not do so on University property nor may they act in any way that suggests that the University supports or endorses the activity. An exception to this rule would be a political assembly for educational purposes, organized through the Office of University Events, at which all relevant political groups are invited to participate on an equal basis.

All assemblies must be scheduled through the Office of University Events. For assemblies or speakers that are not political assemblies and are lawful in nature, students have the right to assemble, to select speakers, and to discuss issues of their choice provided that the assembly does not infringe on the rights of others. The University reserves the right to prohibit assemblies when, in the judgment of the University President, the clear likelihood exists that the assembly will fail to meet one or more of these conditions.

Students shall be allowed to invite and hear any person of their own choosing, subject to the conditions listed here. Those routine procedures required by the University before a guest speaker is invited to appear on campus shall be designed only to insure that there is orderly scheduling of facilities and adequate preparation for the event and that the occasion is conducted in a manner appropriate to an academic community. The control of campus facilities shall not be used as a device to restrict a guest speaker's expression solely on the basis of disapproval or apprehension of his/her ideas or motives. However, it shall be made clear to the academic and larger community by the sponsoring organizations that sponsorship of guest speakers does not necessarily imply University approval or endorsement of views expressed.

All members of the University community must recognize their responsibility to uphold the right of free speech and to permit invited speakers to appear and speak without inappropriate interruption or demonstration. Each member of the University community is entitled to hear all sides of controversial issues represented.

D. Pamphlets, Petitions, and Demonstrations

The American University is committed to the protection of free speech, the freedom of assembly, and the safeguarding of the right of lawful protest on campus.

Student organizations and individual students shall have the right to distribute pamphlets, collect names for petitions, and conduct orderly demonstrations provided these actions are not disruptive of normal University functions and do not encompass the physical takeover or occupation of buildings, offices, classrooms, hallways, or other parts of buildings without authorization of the University, whether or not the University functions are performed in them at that time.

While all students have the right to dissent and protest, these rights shall not be exercised in such a manner as to infringe on the rights of other students, or faculty members, to conduct class, hold their own meetings or hear another speaker, or in such a manner as to be disruptive of normal University functions. No one group or organization holds a monopoly on dissent or on freedom to hear all sides. Further, the fact that students may pursue their interests through speech and assembly on campus does not abrogate their accountability as citizens to the laws of the larger society, and the University is entitled to reflect these constraints in its own regulations.

E. Student Publications and Media

The student press and media shall be free of censorship and advance approval of copy, while being governed by the canons of responsible journalism.

Editors and managers of students' publications or broadcast stations shall be free from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes shall editors and managers be subject to removal by orderly and prescribed procedures. Such removal shall be deemed a form of disciplinary action and therefore subject to prescribed due process in disciplinary cases.

Even though certain publications may be financially dependent on the University, in the delegation of editorial responsibility to students, the University shall provide sufficient editorial freedom and financial autonomy for the student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community.

All student publications that are published and financed by the University shall explicitly state on the editorial page that the opinions expressed are those of the publication and are not necessarily those of the University or the student body.

Any committees for the supervision for such publications or media shall have student members.

Student Media Board Constitution

Preamble:

We, members of the Student Media and Student Government, in the interest of fostering the atmosphere of communication, openness, and transparency due any liberal arts university, do undertake to create this Student Media Board.

The following principles shall guide the conduct of the AUBG Student Media Board and the AUBG Student Media:

1. Student publications and the student media are valuable vehicles in establishing and maintaining an atmosphere of free and responsible discourse at AUBG.
2. The editorial freedom of the student editors entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.
3. The student media shall be free of censorship and advance approval of copy. Its editors shall be free to develop their own editorial policies and news coverage.
4. Just as student media functions to originate and explicate information pertinent to the AUBG Community, so too must student media be responsive and corrective to concerns and complaints from that Community.

Article I: Name

The name of this organization shall be the AUBG Media Board (hereinafter referred to as "the Board").

Article II: Purpose

The purpose of the Board will be to foster and encourage responsible forums of student expression consistent with accepted ethical standards at AUBG. In conjunction with this purpose, the Board will act as an umbrella organization in monitoring and reviewing the activities of its constituent organizations. The Board will maintain no editorial control over the constituent organizations, though it shall act in an advisory capacity.

Article III: Membership

Membership in this organization shall not be denied to any AUBG student or faculty, provided they meet the selection criteria outlined below.

Article IV: Organization

1. The initial student media organizations constituting the Board shall be *DeFacto*, *Verve*, and *Flash News*. New student media organizations which wish to participate in the Board's activities may follow the process outlined below to be recognized as voting members of the board.
2. The governing authority for student media at AUBG shall be the Board.
3. The following shall serve as voting members of the Board:
 - a. Two students-at-large, selected by the Student Representative Committee of the Student Senate, and approved by the Senate.
 - b. The Editor-in-Chief and Managing Editor of *DeFacto*.
 - c. The Editor-in-Chief and Managing Editor of *Flash News*.
 - d. The Editor-in-Chief and Managing Editor of *Verve*.
 - e. The Editor in Chief and Managing Editor of *iView*

- f. The Editor in Chief and Managing Editor of *InFocus*
- g. One academic faculty representative at large appointed by the President of AUBG.
- h. One faculty representative of the Department of Journalism and Mass Communication appointed by the head of the JMC department.
- i. Should new student media outlets wish to be recognized by the Board, such outlets will receive two voting members following the procedure laid out below.
- j. All members of the JMC faculty shall be considered ex officio members of the Board.

4. The terms of office of members of the Board shall be as follows:
 - a. The student representatives shall serve for the period of one academic year with the option of reappointment.
 - b. The faculty representatives shall serve for the period of two academic years, with the option of reappointment.
5. The Board shall meet monthly during the academic year on a designated day and time to be determined by the Board members. Special meetings may be called at any time by the Board.
 - a. A quorum shall consist of the Chairperson or designee plus seven board members. Should the membership of the Board change with the inclusion of new members, the quorum count shall be adjusted by vote of the Board.
 - b. All decisions shall be reached by majority vote with the Chairperson voting to break a tie.
 - c. At the last meeting of the spring semester, the Board shall establish

policies and conduct such business as necessary for the maintenance of media operations at the beginning of the subsequent fall semester before the first convening of that year's media board.

6. Duties of Board Members

a. The Board shall elect a student Chairperson each year by simple majority vote. The term of office shall extend until the election of a new chair the following year. All voting members of the Board shall be eligible for this position.

b. The Board Chairperson shall preside over all Board meetings, and sign all official documents of the Board.

c. Media Editors/Managers/Presidents shall work to advance the goals of their respective medium, ensure their medium is in compliance with the standards appropriate to that medium and oversee financial and general operations of the medium.

d. Students-at-large shall provide a perspective of the general student population into the activities of student media.

e. Faculty Representatives shall actively participate in all Board meetings providing input into the operation of student media.

f. All members are expected to attend the regular meetings unless excused by the Chairperson.

7. Inclusion of a New Medium to the Board

a. All newly-formed media organizations are invited to attend Media Board meetings (as non-voting guests) immediately after their recognition by the Media Board. Petitions for new membership on the Media Board, however, must be received no later than spring break in order to be

considered for membership in the next academic year. A two-thirds affirmative vote is required to confer voting rights on a newly recognized medium.

8. Removal of a Medium from the Media Board

a. Media organizations must register annually with the Board in order to maintain their membership on the Media Board. Media Board member organizations that fail to register in a given year will be denied voting privileges on the Board. Media Organization Board members with more than two (2) unexcused absences from Media Board meetings may also be removed.

Article V: Responsibilities

1. The Media Board founded in 2007 at AUBG by the Student Government and Student Media is a student-faculty board created to offer media leadership a forum in which they can gain insight and advice on current issues and concerns of student media organizations. The Board shall be responsible for promoting responsible student broadcast and written journalism on campus and assisting in the protection of their freedom of speech and expression. The Board may be a forum for complaints against a medium that has not been successfully resolved by the medium itself (see Appendix A). The Board shall provide such operational guidance and support to student media as it deems necessary.

2. The Board shall familiarize itself with the constitution and operating guidelines of each constituent organization.

3. The Board will assist in promoting student media as a valuable experiential

learning opportunity.

4. The Board may, at any time, issue in written form an advisory opinion to any member organization, University office, or any other body as the Members see fit.

5. The Board shall be responsible for recognizing new Media at AUBG. It shall create a uniform procedure for recognition.

6. The Board shall develop a minimum standard of journalistic practice, to be followed by all recognized Media organizations.

7. The Board shall be responsible for the allocation and disbursal of Media-related funds. The Chair shall appoint a Treasurer to be approved by majority vote of the Board, who shall function as a liaison with the Treasurer of the Student Government.

Article VI: Meeting Procedures

At the beginning of every academic year, the Board shall determine the format of its regular meetings.

Article VII: Amendment Procedure

This constitution may be amended by a two-thirds vote of the Board, providing that the amendment has been presented to the Board at least one week before a vote is taken.

Appendix A

1. The Media Board is responsible for ensuring that each medium defines its own written, internal guidelines, which are consistent with the standards and responsibilities appropriate to that medium.

2. In the event of an alleged violation of written standards or University standards, the following complaint process must be observed:

a. The complainant(s) shall first take the complaint to the head of the accused medium, with whom the complainant will discuss and attempt to resolve the matter.

b. If the outcome of this meeting is unsatisfactory, the complainant may file a written complaint with the Board Chairperson.

c. The Board shall, at a special meeting to take place no later than fourteen (14) days from the day the complaint is filed, hold a hearing in which the accusation is presented, the accused medium has a chance to respond, and the issue is thoroughly discussed by the Board. The complainant(s) shall be invited to attend and may not be barred from the hearing. Following the hearing, the Board shall by majority vote (with the accused medium ineligible to vote), decide what action to take. The complainant(s), if not present at the hearing and vote, shall be notified of this decision immediately.

Appendix B

1. The Students-at-Large selected for the initial meetings of the Board in Spring 2008 shall continue in their office for the 2008-2009 Academic Year.

VI. Regulations Concerning Student Life on Campus

A. The Enactment of Regulations

University-wide regulations do not prohibit specialized regulations or rules governing academic, business, or contractual matters, nor rules or regulations published by administrators, students, or faculty for the control of facilities or programs, such as those governing the Residence Halls. Generally understood standards of conduct, such as respect for the persons or properties of others, apply and may form the basis of disciplinary action though nowhere specified in particular detail.

It is the intent of this section to bring students into active participation in the formulation of University-wide regulations not excepted above, and to encourage the inclusion of students as active participants in the formulation of those regulations excepted above to the extent that such involvement can be accomplished reasonably and practicably.

B. Standards of Fairness and Student Rights in Disciplinary Cases

The American University in Bulgaria respects and is determined to protect the individual dignity, integrity and reputations of its students. At the same time it requires that students comply with those conventions and regulations of University life that are necessary to maintain order, to protect individuals and property, and to fulfill its purposes and responsibilities as a University. To this end, the University realizes that the prevailing rule in matters of student discipline must continue to be that of common sense, and an excessive legalism will not serve the interests of the University and its community of students, faculty and staff.

Certain procedural rights shall be guaranteed to a student in any University

disciplinary proceeding in which he or she stands to bear significant injury, such as expulsion, suspension, permanent reprimand or other stigmatizing action. A student subject to such disciplinary action is in danger of injury to his or her reputation, opportunity to learn, and earning power. He or she, therefore, should enjoy full protection of his or her rights:

The right to notice of charges whenever formal action upon such charges is initiated, such notice to be given within a reasonably prompt period and with sufficient particularity as to the facts that the student may reasonably investigate the charge and prepare his or her defense, with reasonable and appropriate recesses and continuances being provided to all parties.

The right to confront and cross-examine any witnesses appearing against him or her, to produce witnesses in his or her own behalf, to present evidence, to know prior to the hearing the contents of and the names of the authors of any written statements that may be introduced against him or her, and to rebut unfavorable inferences that might be drawn from such statements. The right not to be compelled to be a witness against himself or herself or to have his or her silence taken as an indication of guilt.

The right to a decision based upon evidence of a kind upon which responsible persons are accustomed to rely in serious affairs. However, rules of evidence in courts of law shall not, as such, be applied. The reliance upon evidence shall be determined by fundamental principles of fair play.

- The right not to be sanctioned unless the decision-maker is persuaded by a preponderance of the evidence that the student is guilty.
- The right to be accompanied in all proceedings by an advisor (student, faculty, or other) of his or her own choosing and at his or her own expense,

or if such advisor is unavailable, a student or faculty member provided by the hearing body.

- The right to have the option of a public hearing at the discretion of the presiding officer upon the student respondent's request.
- The right to appeal decisions to a higher authority or hearing body within the administrative processes provided.
- The right to have his or her case processed without prejudicial delay.
- The right to a hearing held in good faith.
- The right to have hearings tape-recorded or transcribed.

Following an alleged act of student misconduct, and until final disposition of the charges, the status of the student shall not be altered or his or her right to be present on campus and to attend classes suspended, except for reasons relating to his or her physical or emotional safety and well-being or for reasons relating to the safety and well-being of other students, faculty, or University property, or for reasons relating to the protection of the normal functions of the University.

VII. Students as Off-Campus Citizens

In their off-campus lives, in matters not related to University functions, students shall not be considered under the control of the University, nor shall the University or its student government be held responsible for the off-campus activities or personal conduct of its individual students.

A. Off-Campus Political Activities of Students

No disciplinary action shall be taken by the University against a student for engaging in such off-campus activities as political campaigning, picketing, or participating in public demonstration, subject to the provisions of paragraph B.

B. Other Off-Campus Activities of Students

Students who violate a local ordinance or any law risk the legal penalties prescribed by civil authorities. An educational institution need not concern itself with every violation. Nevertheless, the University may take disciplinary action against those students whose behavior off University premises indicates that they pose a serious and substantial danger to others.

Conduct Council

AUBG views the relationship between students, faculty, and staff as a partnership. These constituencies are seen as working cooperatively to achieve a common goal. The University is conscientious in its efforts to ensure representation of students, faculty and staff on most of its committees. One of the committees established and working in a sensitive area is the Conduct Council. The Council evaluates allegations of student misbehavior and takes appropriate action, including disciplinary measures when necessary.

I. Responsibilities of the Council:

The Council examines all possible student violations of University regulations that are brought to its attention by University officials, employees, students, or members of the general public. Complaints must be submitted to the President as a written and signed statement, which briefly states the charge.

Upon concluding that there is significant basis for proceeding, the Council shall notify the student in writing of the charge(s), the date(s) of alleged occurrence(s), the University regulations(s) alleged to have been violated, the date, place, and time of the hearing, and the names of the members of the Council.

A student may be suspended from the University or have privileges revoked pending the outcome of the disciplinary proceedings if on the recommendation of the Council to the President, the student's continued presence or use of privileges at the University is likely to cause harm to the faculty, staff, other specified persons or groups, or University property. The Council will make a judgment on interim suspension based on the review of the alleged conduct.

II. Composition of the Council:

A. The Council shall consist of seven members: 3 faculty members; 1 staff member; and 3 students (selected by the student government). At the first meeting of the Council, a chairperson (who must be a faculty member elected by the faculty members of the Council) and vice chairperson (who must be a student) will be elected. The chairperson is a nonvoting member except in a tie. All terms will be for one academic year.

B. No student who is on disciplinary or academic probation, or who is under review by the Council, shall serve. The Council has the right to suspend or dismiss from the Council a member who has been convicted of a violation of University rules.

III. Administrative Hearing before the Conduct Council

The Council Chair shall apprise the student of all evidence and s/he shall have a reasonable opportunity to prepare her/his defense before the hearing.

A. Hearing Preliminaries

1. The chair shall make arrangements for keeping a tape-recorded record of the proceedings of the Council hearing. In case of appeal, the student(s) may have access to the tapes in the Dean's Office for purposes of review relating to the appeal. Such tapes shall be kept by the Office of the Dean of Students together with all records of all hearings until all rights to appeal have been exhausted, at which time such tapes will be destroyed. These tapes will be deemed to be Student Education Records and may not be disclosed publicly. The chair is ultimately responsible for maintenance of records.

2. The hearing shall normally be open but it may be closed at the request of

the accused student or the complainant. The Council chair may also close the hearing - or any portion - in order to protect witnesses or other parties.

3. If the student or the complainant is not present at the hearing, the Council shall first attempt to determine the reason for that person's absence. The Council may proceed in a normal manner, may hear only a portion of the testimony and adjourn to a later date, or may continue the entire hearing at a later date. The Council may not consider the absence of a party as relevant to whether the accused committed the alleged violation(s).

4. Misrepresentation, including false or incomplete statements, made by the student or the complainant will be seen as a policy violation and may be grounds for more serious sanctions.

B. Hearing Procedures

1. The examination and hearing procedures will include:

a. The opportunity for both the student accused and the complainant to call one character witness (character witness to be defined as a witness who has no knowledge of the incident under examination but instead is acquainted personally with the party who calls her or him);

b. The opportunity for both the student accused and the complainant to be accompanied at all times during the hearing by a member of the AUBG community who will not appear as a witness. This person will not speak for the party but instead will act as advisor or support person. For the purpose, AUBG community means another student or member of the faculty or staff.

2. All parties will make available to the Council and to each other a list of the

names of witnesses they intend to call and photocopies of all written statements or other documents they intend to use at the hearing. These copies must be provided to the chair of the Council and to the parties one week before any hearing.

3. An impartial interpreter will assist the Council, the parties, and the witnesses during the hearing.

4. All witnesses will remain outside the hearing room until after they have given their testimony. No witness (including character witnesses) will be allowed to hear any part of the hearing until his or her appearance is finished.

5. At any time during the proceedings, members of the Council may question witnesses or parties to the proceeding.

6. The student should be given an opportunity to testify and to present evidence and witnesses. S/he should have an opportunity to hear and question adverse witnesses. In no case should the committee consider statements against her/him unless the student has been advised of their content and of the names of those who made them, and unless the student has been given an opportunity to rebut unfavorable inferences that might otherwise be drawn.

7. Responsibility for recognizing and permitting persons to speak lies exclusively with the chair.

8. Persons disruptive to any stage of the hearing may be evicted at the discretion of the chair.

9. During the hearing the Council may consider any relevant information, shall not be bound by the strict rules of legal evidence, and may take into account

information that is of value in determining the issues involved. Efforts will be made to obtain the most reliable information available.

- If the student defendant or person supporting the complaint against the student claims that evidence was improperly obtained, the burden of proof that it was improperly obtained must rest with the person so charging. Evidence proven to have been improperly obtained shall be disregarded and dismissed by the Council.
- The Council may not consider information obtained directly or indirectly through a search of student's person, effects, or room without her or his permission, unless obtained pursuant to a warrant. If specific permission has been previously obtained from the President of AUBG, student(s) rooms shall not be entered unless one occupant is present, and it should not be searched until every possible effort has been made to procure the attendance of the student(s) whose possessions are to be searched. The student(s) must be informed for the reasons for entry or search.
- Nothing in this section shall be deemed to prohibit routine inspection or maintenance of a student's room; and nothing in this section shall be deemed to prohibit forcible entry of any place or constraint of any person in order to prevent harm or damage to person or property when made with reasonable belief that such damage or harm is occurring, has just occurred, or is about to occur.

10. After all parties have presented their respective information, the Council shall go into closed session to determine whether the student has committed the alleged violation and, if so, the sanction(s) to be imposed. A member should vote against the accused student only if convinced by a clear preponderance of the information presented that the accused student has committed the act(s) as charged. Decisions are determined by a majority vote.

11. The Council vote on the disposition of the matter will be by secret ballot. The chairperson and the vice-chairperson are responsible for counting the ballots.

12. After making its decision, the Council shall inform the President and the student in writing of the disposition of the case as soon as possible. Any disciplinary sanctions imposed by the Council shall be operative immediately upon notification, unless otherwise specified, or unless the student appeals the decision. In this case, the sanctions will be stayed unless deemed necessary for protection of the student or other persons.

13. The notice to the student of the finding of the Council shall include:

- The charges are found to be true or not true.
- The disciplinary sanction to be taken.
- The student's right to appeal and the expiration date for the filing of that appeal.
- Minority report and recommendations, if any.

Some possible sanctions are:

- Warning letter in the student file
- Revocation of privileges for a certain amount of time:
- Bar from living in the residence halls
- Bar from Dining Services
- Bar from work-study
- Disabling of computer account
- Bar from participation in the Commencement ceremony
- Bar from participating in University service (serve as RA, etc.)
- Fines for damages

- Community Service
- Suspension for a semester or a year

The following should be considered when deciding the kind of sanction:

- Level of intent
- Amount of actual damage
- Attempting to deceive

IV. Right of Appeal beyond the Council

A. In the event a student is disciplined by the Council, the student may request a review by the President or her/his designee. Such request for review must be made within seven calendar days of notification of imposition of sanction. The appeal shall be in writing and limited to:

- Review of the procedures followed.
- Appropriateness of the sanction.

B. In the event the defendant produces new evidence, the President shall determine whether the evidence warrants a new hearing by the Council.

The President may not impose a more severe sanction. The decision of the President or her/his designee shall be final and shall be communicated to the student in the same manner as set forth above.

A record of the final disposition of the case should go to the Dean of Students who will inform others, if appropriate.

Academic Integrity Appeals Council

I. Purpose of the Procedures

All members of the AUBG community are expected to abide by ethical standards both in their conduct and in their exercise of responsibilities towards others. The University expects students to understand and adhere to basic standards of honesty and academic integrity. The purpose of these procedures is to allow the University to uphold these standards while preserving the rights of the accused to a fair hearing, to impartial treatment, to timely resolution of the case, and to protection of confidentiality of academic records.

II. Scope of the Procedure

This procedure is to be followed when there are instances in which there are violations or alleged violations of AUBG academic honesty standards. The procedures cover cheating, plagiarism, incorrect reporting of data, destruction of resources or the work of others, use of the same or substantially the same work in more than one course, or theft of intellectual property.

III. Initiation of the Procedure

There are two ways in which violations of academic integrity can be handled: 1) directly by either the faculty member or the Dean of Faculty or 2) by a hearing by the Academic Integrity and Appeals Council. For initial review, a student, faculty member, or the Dean of Faculty may refer a case through the President to the Council for adjudication.

A. Right of Student Appeal

When a case is heard for the first time in front of the Council, the student may

appeal the Council's decision to the President within 10 days. When the President is unavailable, this authority may be exercised by the President's designee. The decision of the President or her/his designee shall be final and shall be communicated to the student in writing. A student may also bring a case to the Council as an appeal of a decision taken under Faculty Authority or Administrative Authority within 10 days. In the case of appeals, the Council limits its consideration of the case to the issues under appeal. The decision of the Council is final and shall be communicated to the student in writing.

The Council may decline to hear a case if a preliminary meeting reveals that there is no evidence supporting the basis of the appeal.

B. Faculty Authority

Faculty who suspect a violation of academic integrity must adhere to the following procedures. If the faculty member elects to handle the matter within the context of the course, s/he will inform the student in writing of the allegation, outline the nature of the evidence supporting the allegation, and inform the student that a decision regarding the alleged infraction is to be taken. The student must have at least 7 calendar days to respond to the written allegation. An email sent to the student's AUBG email account shall be considered written notice. If the student does not respond within the allowed time to the written notice, the absence of response will be considered to represent acceptance of fact and responsibility under Faculty Authority. If the student accepts Faculty Authority, the permitted sanctions in such an instance include:

1. The grade on the assignment or exam is changed
2. The student must repeat the assignment or exam or complete an alternative assignment

3. The student receives an F on the assignment or exam

4. The student receives an F or X in the class.

The faculty member must inform the student in writing of any decision taken. If the student accepts Faculty Authority and the faculty member chooses to impose sanctions (3) or (4), the faculty member must inform the Dean of Faculty in writing of the decision. This information will be kept on file and be used to monitor multiple violations of the academic integrity code by the same student.

A student may appeal any decision taken under Faculty Authority to the Academic Integrity and Appeals Council within 5 days of receiving the written decision of the faculty member. The student's right to attend and participate in class activities cannot be eliminated or reduced until the student has exhausted or forfeited his/her rights to appeal.

C. Administrative Authority

Instead of handling a case under Faculty Authority, a faculty member may choose to refer a case to the Dean of Faculty for a determination of responsibility and/or appropriate sanction under the provisions of Administrative Authority or may refer it to the Academic Integrity and Appeals Council for determination of the appropriate sanction.

The Dean of Faculty may exercise administrative authority and take action when:

- an allegation of academic misconduct has been referred to the Dean by a faculty member for determination of fact, responsibility and/or appropriate sanction; or
- the Dean believes that sanctions beyond those undertaken by the faculty

member in the most recent violation are appropriate because of a record of previous academic misconduct by the same student. The Dean must inform the student in writing of the instigation of administrative authority within 2 days and the supporting reasons. The student may accept the finding of fact and responsibility under Administrative Authority or may request that the allegation be referred to the Council.

The permitted sanctions under Administrative Authority are:

- The grade on the assignment or exam is changed
- The student must repeat the assignment or exam or complete an alternative assignment
- The student receives an F on the assignment or exam
- The student receives an F or X in the class
- The student receives an F or X in the class and because of repeated offenses is suspended for one (1) or more terms from the University either immediately or at the end of the semester.

Instead of handling a case under Administrative Authority, the Dean may choose to refer a case to the Academic Integrity Appeals Council for a determination of fact, responsibility and/or appropriate sanction. A student who commits a second violation of academic honesty standards can ordinarily expect to be subject to an academic suspension for one or more semesters. A student who commits a third violation is ordinarily dismissed.

A student may appeal any decision taken under Administrative Authority to the Academic Integrity and Appeals Council.

IV. Responsibilities of the Academic Integrity and Appeals Council

The Council examines allegations of violations of academic honesty standards that are brought to its attention by a student, a faculty member, or the Dean of Faculty. The Council also reviews appeals from students of findings and/or sanctions imposed under Faculty Authority or Administrative Authority. In all cases, the Council's decisions are based upon the evidence presented to it from both sides.

Both referrals for initial hearing and appeals should be submitted to the President using the Academic Integrity and Appeals Council referral form, which briefly states the allegation and supporting evidence or the basis for the appeal. These forms shall be available in the Registrars' Office and in the office of the Dean of Faculty.

Upon concluding that there is significant basis for proceeding, the Council shall notify the student in writing of the charge(s), the date(s) of alleged occurrence(s), the evidence, the University regulation(s) alleged to have been violated, the date, place, and time of the hearing, and the names of the members of the Council.

Hearings must take place in a timely manner. The student will be permitted to remain in his/her classes pending resolution of the case before the Council.

V. Composition of the Council:

A. The Council shall consist of eight members:

3 faculty and 1 alternate (nominated by Faculty Assembly); 1 staff member; and 3 students and 1 alternate (selected by the student government). At the first meeting of the Council, a chairperson (who must be a faculty member elected by

the faculty members of the Council) and vice chairperson (who must be a student) will be elected. The chairperson is a nonvoting member except in a tie. All terms will be for one academic year. The Dean of Faculty serves as a non-voting advisor to the Council, who oversees procedure and provides information. When a student appeals a decision of the Dean under Administrative Authority, the Council Chair fills the role of overseeing procedure.

B. The alternate student (faculty) representative will serve when one of the regular student (faculty) representatives is unable to attend because of other personal or professional responsibilities, or when the presence of one of the regular student (faculty) representatives in a hearing would compromise the impartiality or appearance of impartiality of the Council.

C. In order to provide a timely resolution of the case, it may be necessary for the Council to meet outside of the regular semester. In such cases, when the regular members may be unavailable for personal or professional reasons, the President of Student Government may appoint one or more alternates for the student representatives and the Dean of Faculty may appoint one or more alternates for faculty representatives and/or staff members. When circumstances prevent appointment of student or faculty representatives, the student may choose either (a) to have the case heard promptly by the Council with ad hoc members appointed as necessary by the Dean of Faculty, or (b) to defer the hearing until the Council can be composed normally. When the student chooses the latter option, he/she cannot appeal on the grounds that the hearing was not conducted promptly.

D. No student who is on disciplinary or academic probation, or who is under review by the Council, shall serve. The Council has the right to suspend or dismiss from the Council a member who has been convicted of a violation of University rules.

VI. Hearing Before the Council

The Council Chair shall apprise the student of all evidence and the student shall have a reasonable opportunity to prepare her/his defense before the hearing (usually 7 days).

A. Hearing Preliminaries

1. The chair shall make arrangements for keeping a tape-recorded record of the proceedings of the Council hearing. In case of appeal, the student(s) may have access to the tapes for purposes of review relating to the appeal. Such tapes shall be kept by the Registrars' Office together with all records of all hearings until all rights to appeal have been exhausted, at which time such tapes will be destroyed. These tapes will be deemed to be Student Education Records and may not be disclosed publicly without the consent of the student(s) involved. The Chair is responsible for submitting the tapes to the Registrar's Office. The Registrar's Office is ultimately responsible for maintenance of records.

2. The hearing shall normally be open but it may be closed at the request of the accused student or the complainant. The Council chair may also close the hearing - or any portion - in order to protect witnesses or other parties.

3. If the student or the complainant is not present at the hearing, the Council shall first attempt to determine the reason for that person's absence. The Council may proceed in a normal manner, may hear only a portion of the testimony and adjourn to a later date, or may continue the entire hearing at a later date. The Council may not consider the absence of a party as relevant to whether the accused committed the alleged violation(s).

4. If a hearing must take place outside the fall or spring semester in order to provide

a timely resolution to a case, the Council may hold a hearing without the physical presence of the student or faculty member, questioning witnesses by telephone or conference call if necessary.

5. The student has the right (but no obligation) to exclude one member from consideration of the case. If any member of the Council believes that he or she is unable to consider the case impartially, he or she can excuse him/herself from the case, and an alternate can be appointed. The Chair may also ask any member of the Council to be excused from the hearing if the Chair believes it to be in the interest of producing a Council recommendation that will be accepted by all parties as impartial. If the Chair is excused from a case, the senior remaining faculty member will act in the Chair's place.

B. Hearing Procedures

1. The hearing procedures will include:

a. The opportunity for the student to call one character witness (character witness to be defined as a witness who has no knowledge of the incident but instead is acquainted personally with the party who calls her or him);

b. The opportunity for the student to be accompanied at all times during the hearing by a member of the AUBG community who will not appear as a witness. This person will not speak for the party but instead will act as adviser or support person. For the purpose, AUBG community means another student or member of the faculty or staff.

2. All parties will make available to the Council and to each other a list of the names of witnesses they intend to call and photocopies of all written statements or other documents they intend to use at the hearing. These copies must be provided to

the chair of the Council and to the parties one week before the hearing.

3. The language of the Council hearings is English. If necessary, an impartial interpreter may be used if a participant in the hearing requires it, or if there is documentary evidence which is not in English.

4. All witnesses will remain outside the hearing room until after they have given their testimony. No witness (including character witness) will be allowed to hear any part of the hearing until his or her appearance is finished.

5. At any time during the proceedings, members of the Council may question witnesses or parties to the proceeding.

6. The student should be given an opportunity to testify and to present evidence and witnesses. S/he should have an opportunity to hear and question adverse witnesses.

In no case should the committee consider statements against her/him unless the student has been advised of their content and of the names of those who made them, and unless the student has been given an opportunity to rebut unfavorable inferences that might otherwise be drawn.

7. Responsibility for recognizing and permitting persons to speak lies exclusively with the Chair.

8. Persons disruptive to any stage of the hearing may be evicted at the discretion of the Chair.

9. During the hearing the Council may consider any relevant information, shall not be bound by the strict rules of legal evidence, and may take into account information that is of value in determining the issues involved. Efforts will be made

to obtain the most reliable information available. If the student defendant or person supporting the complaint against the student claims that evidence was improperly obtained, the burden of proof that it was improperly obtained must rest with the person so charging. Evidence proven to have been improperly obtained shall be disregarded and dismissed by the Council.

10. After all parties have presented their respective information, the Council shall go into closed session. Council decisions are determined by a majority vote by secret ballot based on a preponderance of the evidence. The chairperson and the vice-chairperson are responsible for counting the ballots.

11. After making its decision, the Council shall inform the President and the student in writing of the disposition of the case as soon as possible. Sanctions imposed by the Council shall be operative immediately upon notification, unless otherwise specified, or unless the student appeals the decision.

12. The notice to the student of the finding of the Council shall include:

The charges are found to be true or not true.

The sanction to be taken.

The student's right to appeal and the expiration date for the filing of that appeal.

Minority report and recommendations, if any.

13. The sanctions that may be considered by the Council include:

The grade on the assignment or exam is changed

- The student must repeat the assignment or exam or complete an alternative assignment

- The student receives an F on the assignment or exam
- The student receives an F or X in the class
- The student receives an F or X in the class and is suspended for one (1) or more terms from the University either immediately or at the end of the semester.
- The student is dismissed from the University.

C. Miscellaneous Provisions

1. In cases of absence from the University or conflict of interest, the Dean of Faculty will be replaced by the Provost, and the Provost by the President.

2. As used in this policy, the term "days" will mean calendar days in which the University is in session, including reading and examination periods, but excluding weekends and excluding the days after the last examination in one semester and the first day of class in the following semester or term.

3. Failing a class for reasons of academic dishonesty while on academic probation will be considered non-fulfillment of the student's obligations under probation.

4. When the offense is sufficiently serious to merit failure of the course, the student will be assigned a failing grade (F or X) effective at the conclusion of the appeal process. If there is no appeal, the assignment of grade will take place 10 days after the student receives written notification from the faculty member. The student may not withdraw from a class in which an allegation of an academic violation is pending. Until the matter is resolved, a student has a right to continue participating fully in the class.

5. A student who receives a failing grade and receives a lowered grade from a course will not be entitled to any refund or credit of tuition for that course. If a

student is suspended or dismissed in the middle of the semester, s/he will be subject to the normal rules for administrative withdrawal from the University.

6. When a student who is suspended through either Administrative Authority (that is not appealed by the student) or President's decision following a Council hearing, the suspension takes place immediately if the decision takes place on or before the end of the 4th week of classes, otherwise the suspension commences with the following semester.

7. If a violation of academic honesty is discovered after the final grade is submitted to the Registrar, the student must be informed in writing within 2 days of the discovery and provided the opportunity to have the case considered by the Council or accept Faculty Authority as described above. If the result is a change in reported grade, the faculty member may submit a "change of grade report" which states the reason(s) for the grade change. A copy of this report must be sent to the student.

8. Internal records of a student's violation of academic standards will be retained for a period of two years from the date of the student's graduation from the University, or five years from the date of the student's attendance at the University, if the student ceases to enroll prior to graduation. All such records will be maintained in the Registrar's Office in a separate file following the student's academic record.

9. Determinations of responsibility made by the faculty member, Dean of Faculty, and Council are to be made based upon *preponderance of the evidence*, which is defined as evidence sufficient to show that the accused person more likely than not committed the charged offense.

University Policies on Sexual Harassment, Sexual Assault, and Consenting Relationships

Policy on Sexual Harassment

Sexual Harassment of either employees or students is a violation of European Union and United States Laws. It is the policy of the American University in Bulgaria that no member of the University community may sexually harass another. In accordance with its policy of complying with non-discrimination laws, the American University in Bulgaria regards freedom from sexual harassment as an individual employee and student right. Violators of this policy will be subject to disciplinary action. Consenting relationships may result in charges of sexual harassment under this policy. Sexual harassment occurs when a person in a position of power or authority over another subjects such other person to unwanted verbal or physical conduct of a sexual nature.

Sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
- Submission to or rejection of such conduct by an individual is used as the basis of academic or employment decisions affecting that individual; or
- Such conduct has the purpose or effect of interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive employment, educational, or living environment.

It is the policy of the American University in Bulgaria to ensure fair and impartial investigations that will protect the rights of the person(s) filing sexual harassment complaints, the person(s) complained against, and the University as a whole.

Policy on Sexual Assault

Sexual assault in any form or to any degree is unacceptable. Sexual assault is defined as having sexual contact or sexual intercourse with another person without the consent of that person. This includes, but is not limited to, rape (including 'date' or 'acquaintance' rape). Consent is defined as positive cooperation due to an exercise of free will. Persons consenting must act freely, voluntarily and have knowledge of the act or transaction involved. Consent will not be implied from silence, passivity or from a state of intoxication or unconsciousness. Lack of consent is implied if the victim is incapable of giving consent because of mental, developmental, or physical ability, or lack of legal age in giving consent. Lack of consent is implied if the threat of violence is used or due to an imbalance of power held by the perpetrator over the victim. In instances where University policy prohibiting sexual assault has been violated, the University will pursue disciplinary action regardless of the offender's status in the University community. Students may elect to pursue the matter through the Bulgarian criminal justice system as well as through the University's complaint process.

In instances of sexual assault, the following actions might be pursued immediately:

- Go to a safe place
- Contact a friend or family member.
- Do not shower, bathe or douche.
- Do not urinate, if possible.
- Do not eat, drink liquids, smoke or brush teeth if oral contact took place.
- Keep the clothes worn during the offense. If clothes are changed, place the clothes in a paper bag.
- Get prompt medical attention.

- Do not disturb or destroy any physical evidence left at the scene of the crime.
- Write down all details remembered as soon as possible.

To file a charge, contact the Dean of Students.

Policy on Consenting Relationships

A "Consenting Relationship" is defined as a mutually agreeable romantic or sexual relationship between supervisor and employee or faculty and student. The American University in Bulgaria strongly advises its faculty members and supervisors not to engage in Consenting Relationships because these relationships may result in charges of sexual harassment, conflict of interest, and/or a disruption of the academic and employment environment.

Faculty members and supervisors are warned that such relationships are inherently suspect and, in the event of sexual harassment allegation, the University will carefully scrutinize any defense that the relationship was consensual. The Sexual Harassment Complaint Process set forth in this manual shall also apply to allegations of sexual harassment arising from consenting relationships.

Faculty members are prohibited from exercising academic supervision over persons with whom they have a romantic or sexual relationship. Academic supervision is defined as grading, evaluating, sitting on a thesis committee, or otherwise exercising decision-making power that affects the student's academic record, academic benefits, participation in athletics, participation in any University activity, or progress toward graduation.

Supervisors are prohibited from having supervisory responsibility over persons

with whom they have a romantic or sexual relationship. A faculty member or supervisor who has a romantic or sexual relationship with a person over whom he or she has an academic or other supervisory responsibility must notify his or her immediate superior of the relationship. The faculty member or supervisor must be removed immediately from all decision-making processes and supervisory roles concerning the person with whom he or she has the relationship.

Failure to report the relationship, cooperate in the transfer of supervisory responsibility, and resolve all conflicts of interests are grounds for discipline, up to and including termination.

The imposition of any sanction imposed under this Policy may be subject to review under any applicable provision of the established University grievance procedure.

Sexual Harassment Complaint Process

The following Complaint Process sets forth the position of the American University in Bulgaria with respect to sexual harassment and provides a sensitive, expedient procedure for resolving possible incidents of sexual harassment on this campus. It offers a process designed exclusively to address potential incidents of sexual harassment with as much confidentiality as possible, to protect both the accused and the accuser.

The American University Sexual Harassment Complaint Process exists for the use of any and all members of this campus community. Any employee or student who may be experiencing what he or she considers to be sexual harassment is encouraged to report the problem to a Sexual Harassment Complaint Advisor. The goal of the University is to prevent sexual harassment and to stop it when it does occur.

Confidential and Impartial Complaint Process

A. Initial Contact

Any student or employee who believes that he or she has experienced sexual harassment and who chooses to file a complaint must, within six months of the alleged incident(s), contact one of the Sexual Harassment Complaint Advisors. Four advisors will be appointed by the Provost and announced to the whole community. Three others, representing both genders and appointed by the Provost, will serve as a Panel of adjudicators, informally or formally. A male and a female student will also serve on the Panel as consultants.

Upon meeting (either initially or by referral) with the complainant/plaintiff, the Advisor will discuss the alleged incident(s) and, as a trained, responsible and impartial person, make a preliminary judgment as to whether sexual harassment may have occurred, according to University policy. Based upon that judgment, the Sexual Harassment Complaint Advisor will take one of the following actions:

If the preliminary judgment is that sexual harassment has not occurred, the person who believes that he or she has experienced sexual harassment will be so advised, and no written report will be prepared. If the person making the contact disputes this judgment, he or she will be encouraged to contact one or more of the other Sexual Harassment Complaint Advisors.

If the preliminary judgment is that sexual harassment may have occurred but the alleged victim does not wish to be identified or proceed further with the complaint, that wish will be respected.

If the preliminary judgment is that sexual harassment may have occurred and the alleged victim wishes to proceed with the complaint, the Complaint Advisor will

explain the complaint process fully. If the complainant so desires, the Sexual Harassment Advisor will subsequently act as a resource person, procedural expert, and guide to the complainant.

If a complaint is made, it is essential that the person filing the complaint be protected against retaliation in any form. Words or behavior that punishes the person for filing a complaint of sexual harassment are illegal.

Nothing in these procedures should be construed as implying that any person is prevented or discouraged from taking alternative responsible action on his or her own initiative, if made aware of potentially sexually harassing behavior on the part of another. Such action might include speaking confidentially to the offending party, who may be unaware of the adverse effects of his or her behavior, or discussing the situation confidentially with one of the four Advisors.

B. Informal Procedures

Because of the private and sensitive nature of sexual harassment and the complexities surrounding such issues, efforts will be made to resolve each complaint informally.

When a person alleging harassment decides to file a complaint, the Advisor will forward the complainant's written report with the names of the parties deleted, to a standing informal hearing committee composed of three members of the Panel acting as adjudicators. The Panel will first decide if the situation fits the definition of sexual harassment, according to the University policy. If the Panel's decision is that it does not, the Panel will notify the Complaint Advisor, requesting that he or she so inform the complainant. If the Panel decides that the situation fits the definition of sexual harassment, the Panel will request the names of the involved parties from the Complaint Advisor, and conduct an informal investigation. The

Panel may choose to take one or more of the following steps:

- (a) Engage in additional fact-finding;
- (b) Meet with the complainant and the accused party separately or together;
- (c) If an informal process does not resolve the matter, then the matter will move to a formal basis.

The goal of this informal investigation is to resolve the complaint to the mutual satisfaction of all parties. When resolution has been reached, the adjudicators' written report of the proceedings will be kept confidentially by the Chair of the Panel, and will remain in his/her possession.

The entire process from initial referral to resolution must be completed within thirty (30) calendar days, with appropriate adjustment to the constraints of the academic calendar.

C. Formal Hearing

When the informal process has been unable to satisfy both parties, the Panel should convene within ten (10) working days.

The Panel will consider the complaint in writing, and will establish whether sexual harassment has occurred and recommend sanctions.

To fulfill this charge, the Panel will be expected to review all information gathered during the informal procedures, meet separately with the complainant and the accused, and meet with them together as the adjudicators deem appropriate. If the case involves a student, the student consultants will have the right to testify or comment the case. The Panel can also include in its investigation interviews with witnesses, supervisors, or other person who may help to establish whether or not

sexual harassment has occurred. One support person at any interview may accompany both the accused and the person alleging harassment.

The Panel will complete its investigations and, by majority vote, render a decision on whether or not sexual harassment has occurred and the perpetrator has been established. This decision must be made within five working days following the Panel hearing the complaint, and shall be communicated in writing to all parties within ten (10) working days.

D. Consequences/Results

If the Panel does not find that sexual harassment has occurred, it will take no further actions.

If the Panel finds that sexual harassment has occurred, it will recommend sanctions to the Provost. Possible sanctions include termination, suspension, a letter of reprimand, or other actions which the Panel may deem appropriate, such as transfer or reassignment, requirement of an apology, counseling or training, etc. The Panel will forward a report of its findings and recommendation concerning actions or sanctions to the Provost within ten (10) working days of rendering a decision.

E. Sanctions

Within ten working days of receiving a recommendation, the Provost will communicate his/her decision in writing to all concerned parties.

In the event a sanction is imposed, a copy of such letter shall be placed in the employee's official personnel file or in the student's official file.

F. Appeal

If the accused wishes to appeal the decision, he/she may take the appeal to the President for consideration.

G. Written Records of Proceedings Involving Employees

Records of formal sexual harassment hearings shall be retained in a separate case file in the Office of the Provost for a minimum period of three years from date of record or date of action (whichever occurs later), provided there are no recurring incidents.

University Life

Residence Life and Housing General Information

Why is it part of the AUBG mission to live in Residence Halls?

The mission of Residence Life at AUBG is to promote the personal, social, emotional and physical well being of each student. Integral to an American style liberal arts education is the residential component with a programmatic element included. The residential experience involves the acquisition of skills that can be best developed in a group living/learning environment. Residence hall programs, staffing patterns, and procedures are designed to carry out and support the University mission and assist in creating an environment for this learning to take place. Students who live, work, study and develop together will be more effective in living in the “real world” when they leave the college environment.

Principles of Diversity

Residence Life believes that diversity is integral to developing a healthy living/learning community. Living with and getting to know people from diverse backgrounds assists AUBG students to throw away stereotypes and work together to achieve common goals.

To facilitate a common understanding, diversity refers to people whose ethnic, racial or religious identities, whose gender, sexual orientation, age, or disabilities place them at risk of being consciously or unconsciously, discounted, excluded, abused, or otherwise discriminated against.

Residence Life Staff

Resident Assistants (RA), Residence Hall Directors, the Director of Residence Life and Housing, and the Assistant to the Director of Residence Life and Housing, are the key staff to represent student needs and concerns in the halls. Support staff include: Cleaning Staff, Groundskeepers, University Guards, Facilities and Maintenance Personnel, and Dining Services employees. Residence hall staff are University officials charged with upholding all university policies and Bulgarian laws. In this respect, students may not interfere with, mistreat or otherwise abuse and/or undermine a staff member's responsibility and authority.

University Guards are stationed at all front desks. There is always someone available to help you. Their job is to check ID cards of people entering the buildings, register guests, be available for student emergencies, work with parking issues and note any suspicious concerns. They report directly to the Director of Campus Security, but work closely with the Residence Hall Directors. See them for any emergencies.

Residence Hall Directors are on duty from 3 pm to Midnight on rotating shifts for all 7 days of the week. They are in your buildings to address your concerns. The Skaptopara I Residence Hall Director's office is on the ground floor in room 1101; the Skaptopara II Office is on the ground floor in room 2120; the Skaptopara III Office is also on the ground floor in room 3101. All three Residence Hall Directors are available for emergencies after hours and live in the respective halls. Notify the guards in an emergency and they will contact them, or in a life threatening emergency, contact them directly.

Resident Assistants are students who have been hired based on their maturity level, social skills, enthusiasm and desire to serve the campus community. They

have gone through extensive training in teamwork, counseling skills, conflict mediation, diversity awareness, crisis management, programming, and first aid. They live in the residence halls and one or two will live on your floor. They rotate shifts and are on call in their rooms from 9pm until 8 am in each hall. Get to know them! They assist you through counseling, roommate mediation, policy enforcement, planning activities and parties, and help you meet with others on your floor. They organize programs, workshops and activities to help with your stress relief and to enhance your out of classroom learning experiences. You may contact the RA on call through the front desk or at their rooms for assistance. RA selection takes place in the spring semester of each year. There are currently 32 RA's.

Senior Resident Assistants. There is a Senior RA in Skaptopara I and II, charged as liaisons between the Residence Hall Directors and the RAs. They are available to assist students who have been unable to resolve their room and/or RA concerns.

Residence Life and Housing Office Staff: All other concerns not addressed above should be directed to the Residence Life and Housing Office. It is open M-F from 8 am to 5 pm and is located in Room 1024, Skaptopara I.

Skaptopara Residence Halls I, II and III

Skaptopara I has a multipurpose activity room, a gym, music practice rooms, TV lounges, a kitchen, laundry facilities, and a café. In addition to these, the basement houses the offices of Career Services, the Counseling Center, and Residence Life and Housing. Students live in suites of two rooms with a shared bathroom for 6 students or in two-person rooms with a shared bath. Four hundred and thirty four residents live in Skaptopara I.

Four hundred and fifty seven students live in Skaptopara II in double or triple rooms. Suites have five students to one bathroom and rooms have two, three or

four per bath. It also has a gym, game room, a multipurpose room, and Skappy's Cafe. The offices of the Dean of Students, Athletics and Activities, International Programs, Erasmus and Exchange Programs, and the Learning Services Center (formerly the Advising and Writing Centers) are all located here as well.

Skaptopara III has only double rooms and houses 120 students. It has a computer lab, a kitchen, a laundry facility, and a recreation room as well as TV and study lounges on most floors.

Breaks and Closing Periods

During Official University Breaks, (winter and summer) residence halls will close or shut down specific services such as heating or hot water, and or close certain buildings. Only International Students waiting for transportation who have made advance arrangements with their Residence Hall Directors are allowed to stay extra days after the last final exam. They will be billed at a daily rate of \$8.00 per night. Residence Life and Housing reserves the right to reassign students during the breaks to maximize energy conservation.

Before leaving your room for any break you should:

- Unplug all electrical appliances (if there is a power surge, your appliances could be destroyed. Also, fires have been caused by lamps left on in rooms).
- Clean refrigerators (food tends to mold after several weeks left alone)
- Remove all food from rooms except unopened boxes and cans. (Please! We know you will not enjoy returning to a smelly, insect infested room)
- Turn off all lights and unplug lamps
- Close and lock all windows and doors to help secure your belongings
- Dispose of all trash outside; do not leave in the room. (You do not want this smell when you return!)

- Clean your room. If you have an empty bed and will be getting a new roommate, we need to let them know which place is theirs.

Additionally, at the end of the semester, students who are not returning should:

- Sign up for a check out time with your RA/Residence Hall Director (if you don't sign up and leave without checking out, a \$25 fine will be added to your bill).
- Go through room inspection with your RA/Residence Hall Director and check off your inventory form.
- Return all keys, linens, etc. (or be charged for them)
- Vacate the residence hall within 24 hours of your last final (others are studying for finals too).

Residence hall officials will enter your rooms during breaks to conduct a health and safety inspection. Fines will be issued for unclean rooms. There will be no other official notice of entries during the breaks than the information written above.

Common Areas

A common area is defined as any space other than individual student rooms, i.e. bathrooms, hallways, stairways, lounges, and lobby areas. Individuals causing damage to a common area will be held financially responsible to the Department of Residence Life and Housing and will be billed immediately. When damage occurs in common areas and the individual(s) responsible cannot be assessed, the occupants of the section, floor, or building where the damage occurs will be billed. Anyone who observes someone damaging common area property should notify the RA or Residence Hall Director.

Computer Services

Each hall has a computer lab where students may do research, write papers or check email. Labs are not for game playing or listening to music. Lab users must respect the rights of other students and noise violations will result in fines. No eating, drinking or smoking is allowed in the labs and you are requested to clean your area when leaving. Please be considerate of others and treat the furniture and the computers in the labs well. In addition to the labs, each room is wired for the Internet services of the University. Students may use this system by registering their computer at the computing office in Skaptopara II or online at <http://occ.aubg.bg>.

Contracts and Contract Termination

Each student living on campus will sign a contract for housing that will be on file in the Office of Residence Life and Housing. Refunds for housing fees are only available through the first week of the semester if the student leaves the University, unless a medical emergency is proven. Refunds are prorated on a daily basis minus the non-refundable deposit. No refunds (including those for medical emergencies) will be given after the first break of the school year.

The Director of Residence Life and Housing is entitled to terminate the housing contract of any student found to be in violation of any policies of the Department of Residence Life. Such termination shall become effective upon delivering a written notice to the student, which includes information of the violations. The termination becomes effective at the time stated in the termination letter, normally three days from the date of the letter. In cases where a student presents danger to a person or property or continues to violate policy, Residence Life reserves the right to remove the student immediately. Contracts terminated for

discipline are binding and bills must be paid through the end of the semester, even if the student is no longer in campus housing.

DVD's and Videos

Residence Life and Housing has a collection of DVD's and Videos that are available for check out from the Residence Hall Directors. The Video collection is in the Skaptopara II Residence Hall Director's office, and the DVD collection is in the Skaptopara I Residence Hall Director's office. Up to 3 items are available on a 2-day check-out basis through these offices. Specific hours for check out are posted on the office doors. The patron signs for the items borrowed. This service is for AUBG students, staff and faculty only. A \$2.00 late fee will apply to each item borrowed and not returned on time. Items not returned in good condition will be charged to the borrower for full replacement costs as well as shipping charges from the US. A full listing of current movies is available on the AUBG Web page under Residence Life and Housing.

Emergencies/Fire Drills

In all emergencies students are expected to follow the directions of designated residence hall staff or security guards in the academic buildings.

Non-compliance with directions will result in a \$100 fine.

A guard is on duty 24 hours at the residence hall front desk. A Resident Assistant is on duty each evening from 9 pm until 8 am, and a Residence Hall Manager is on duty from 3pm- Midnight. Security guards are on duty in the academic buildings during normal opening hours. **Please contact them in case of emergency or incident violations.**

Evacuation procedures are posted in the buildings. Each student should be aware of where to assemble outside the building with their floor mates and Resident Assistant following any disaster or fire drill. Know the closest exit from your room in the event of emergency. Remember that in the event of a fire your worst enemies are smoke, heat and gases. If you are caught in smoke, use your towel or a cloth to make breathing less difficult, get down on the floor and crawl out. Before opening a door in your evacuation route, smell for smoke and check the door to see if it is hot.

Whenever a fire alarm goes off, all students must immediately exit the building. Failure to exit the building will result in a \$100 fine and may result in a hearing before the Conduct Council for actions endangering self or others.

Fire drills will be conducted by the Security department at least once per semester. All students must exit the building during these drills. These emergency procedures are for your safety and these and other safety precautions will be discussed with your RA at your first floor meetings.

Equipment

All Residence Hall Equipment and inventory is the responsibility of the individual Residence Hall Director in association with the Security Guards. The AUBG Security office and/or the local police will investigate theft or damage of equipment. Missing items in yearly inventory of student rooms (linens, furniture, etc.) must be accounted for and will be charged to student bills.

- **Residence Life Equipment**

Residence Life and Housing has equipment for use in its programs which is not available for student, staff or faculty use or for use outside of Skaptopara

Residence Halls, such as sound equipment. It may be available use at times within Skaptopara only if staff is available to monitor the equipment.

- **Club Equipment**

Student Government keeps an inventory of all student clubs and organization equipment purchased through University funds and stores it in their office in Skaptopara I. Missing items are charged to student organization leader's bills or the student responsible for the item. A club or organization will not receive further funding if items have not been accounted for yearly.

Student Government has musical amplification equipment. This equipment is stored in the Student Government room and is available for student use by contacting Student Government. They are responsible for the inventory, repair and loss of this equipment.

- **Games and Housekeeping Equipment**

Both Residence Halls have items you may check out from the front desk. Sign in with the RA or guard for this service. Items normally available are board games (chess, checkers, Risk, Scrabble, Uno, Scruples, Pictionary, etc.), irons, ironing boards, vacuums, and TV remotes.

- **Sports Equipment**

All sports equipment is stored in the Sports office located in Skaptopara I. The gym supervisors are responsible for maintenance and check-out. Items not returned at the end of each semester are automatically included in the bill of the student who checked it out.

Furniture

All student rooms have a bed, desk, dresser, wardrobe and bookshelf for each occupant where possible

No University furniture may be taken outside to decks, balconies, terraces, or lobbies unless designed for outside use, i.e. plastic tables and chairs. Please do not block door and window exits with furniture. If you see furniture that has been left outside, please bring it in or notify someone on staff immediately. Please help prolong the life of our equipment. Do not sit on ping-pong or pool tables or put food or drinks on them.

Gyms

All rented gyms and residence hall gyms are available for the use of the AUBG community only. You must show an AUBG ID to the attendant to use the facilities. Non-students and guests may not use the facilities. Students have priority over staff/faculty use, although special times will be dedicated to staff/faculty use. Operating hours are posted at each facility. Gym supervisors are available for assistance when the gyms are open. All gyms are under the direction of the Sports Coordinator, Jason Nedelchev (Office in Skaptopara II, room 2039. Tel. 888-516).

Gym use is at your own risk. The University assumes no liability for injury. No gyms will be open without a trained staff member on duty.

Maintenance and upkeep of outside use gyms will be according to current contracts, under the direction of the Sports Coordinator. Skaptopara gyms will close during quiet hours if they are disruptive to students living in the adjacent areas.

ID Cards

Your AUBG ID card will provide access to your residence hall accommodation and the main academic building. Carry it with you at all times and do not give or loan it to anyone. Giving or lending your ID card to someone else may result in a Conduct Council hearing.

Lost IDs should be reported to the Residence Hall Director immediately - don't put your roommates at risk. A labor charge plus the cost of replacement of all ID cards and the lock will be billed to the student account for a lost card.

Incident Reports

Incident Reports may and should be written by ANY member of the University community about any incidents or damage on campus. All parties in a conflict/incident are encouraged first to solve the issue on their own or with the help of the Resident Assistants. If they cannot, please report to the Residence Hall Directors or guards for additional assistance.

Students involved in incidents will be asked to sign the report (if possible) as an acknowledgment that they have seen the report. Reports should be handed in to the appropriate Residence Hall Director, the Director of Residence Life and Housing, or the Dean of Students as soon as possible and within 12 hours of the incident. Incident Reports are available from all Resident Assistants, or at Residence Hall front desks as well as on the AUBG web page. They may also be sent in an email to Todor@aubg.bg.

Inspections and Repairs

The University reserves the right to enter and inspect residence hall rooms and to regulate the use of the premises in accordance with the University and Residence

Hall rules and regulations, and local laws, including fire safety, suspicion of rules violations, and cleanliness.

When possible, 24 hour's notice will be given in writing by posted notices or emails to all students. Exceptions to this notice are made for fire safety, housekeeping issues, and during breaks.

Except in a fire safety emergency, an inspection may not include a search of the student's effects without his/her express consent except by law enforcement officers with the appropriate legal status.

Residential staff will inspect each apartment or room before each break prior to the last resident's checking out. If the student fails to get a residence hall staff person to perform the checkout, the room or apartment will be inspected without a resident present, and a fine assessed. All damages within a room and missing items will be charged to the student's account.

Residents are held financially and legally responsible during their occupancy for the condition of their individual rooms and assigned items.

Kitchens

There is a designated cooking area in each of the residence halls. Skaptopara I has a kitchen area on the fourth floor of Block A. The Skaptopara II kitchen is on the fourth floor of Block B. Skaptopara III has a kitchen on the third floor. The RA who lives closest to these areas will have the key, equipment, and the reservation schedule. Please contact them in advance to reserve the area.

Laundry Services

Token operated laundry machines are currently available in all residence halls. They are operated by an outside vendor and all concerns (except in an emergency

ie: fire) should be directed to the telephone number listed in the laundry rooms. Please empty pockets prior to use. Laundry and Dry Cleaning services are also available in town.

Leave of Absence Housing

Students who leave the University will not have housing priority when returning to school unless they are requested by a current resident as a roommate during room selection.

Space will **only** be reserved if the student officially notifies the Registrar and the Department of Residence Life and Housing that they are returning, two months in advance of the semester start. They must also be fully registered for classes through the registration process or they will be excluded from their room choice. (Please note "Storage" section also.)

Students who do not arrive for housing **within the first day of classes** from a leave of absence may be reassigned to a different room unless notice of late arrival has been given to the Director of Residence Life and Housing and approved.

Students who have signed a contract and then decide to take a leave of absence must notify Residence Life prior to August 1st to be released from their housing contract obligations. An email to Todor@aubg.bg and a follow up to make sure it has been received is sufficient notice. Housing space is tight, so please let us know as soon as possible.

Linens

A pillow and a blanket will be assigned to each resident. Damages to these linens will be charged to individual students. All other linens and towels must be provided by the student.

Living Off Campus

As part of the University Mission as a residential campus, students are required to live in University housing for four years. Housing contracts are binding for an entire academic year. Exceptions to this must be requested in writing and are granted for one semester at a time. Approval in writing for exceptions will be given by the Director of Residence Life and Housing. Currently, students from Blagoevgrad will not be assigned to campus housing.

Married Student and Family Housing

Family housing is currently not available on campus. Married students who can show documentation are not required to live on campus.

Mail Services

All mail will be delivered to the residence halls daily. Skaptopara mail is delivered under the suite/bedroom doors. All room changes should be prompt to alleviate the mistaken delivery of mail. If you receive mail in error, please return to the front desk for redelivery. Any packages will be at the front desk and a note delivered to your door to inform you of its arrival.

Your mailing address on campus is:

Bulgaria
2700 Blagoevgrad
(Room number) Skaptopara I, II, or III
1 Georgi Izmerliev Square
American University in Bulgaria
Your Name

Maintenance

Requests for maintenance should be made on www.aubg.bg/repairs or in the repair request books at the front desk of each residence hall. Making a maintenance request automatically authorizes entry for repair staff to your room.

Emergency Repairs

Please report all emergency repairs to the Office of Residence Life and Housing, Residence Hall Director or guard so that appropriate personnel may be called. Emergency maintenance may be made without notice upon authorization from the Office of Residence Life and Housing or Director of Facilities. This is defined as maintenance that, if not made, would immediately and/or substantially damage the room and/or its contents (floods, fire, etc.). Under these circumstances your room will be entered whether or not you are there.

Routine Maintenance

Routine maintenance or repair will be made under one of the following conditions:

- when 24 hour notice has been given
- when resident is present and gives permission
- when maintenance has been requested by residents of a room in the maintenance log book at the front desk.

Medical Emergencies

A guard is on duty 24 hours at the residence hall front desk. A Resident Assistant is on duty each evening from 9 pm until 12 am and on call from midnight to 8 am,

and a Residence Hall Manager is on duty from 3pm- Midnight. Security guards are on duty in the academic buildings during normal opening hours. **Please use them to contact emergency medical assistance.**

Motor Vehicle and Parking Regulations

Specific University regulations, in addition to national and local traffic laws, apply to all persons (students, faculty, staff, and visitors) operating a motor vehicle at the university.

Parking

The parking control program is intended to maintain a reasonable measure of parking control on campus to ensure safety and security for all members of the AUBG community, to keep fire lanes clear at all times, and to provide for a neat and attractive campus by forbidding parking on the sides of roads, on sidewalks, and on lawns. All campus roadways are considered fire lanes unless otherwise posted. Vehicles parked in such a way as to impede fire trucks or other safety apparatus will be towed at the expense of the owner. Motorcycles and mopeds may not be placed or stored in or under residential or academic buildings.

Registration

All vehicles that park in any AUBG parking lot must have a "Campus Parking" permit or an approved visitor's permit. All permits are free and may be obtained through the Security Office. Any vehicle parked at AUBG without such a permit will be ticketed and may be towed at the owner's expense. At the time of registration, the owner must present evidence of vehicle ownership and a valid driver's license. Permits may be picked up at the Security Office.

All parking permits must be displayed as designated by the Security Office. The student lots on campus are located behind the Skaptopara II residence hall. City signs indicate no-parking areas, from which parked cars may be towed.

Penalties

Each ticket is a \$10 fine, and each person can accumulate no more than three violations per academic year. Parking privileges will be revoked after this point and further disciplinary action may be taken including fines for “failure to comply.” Any violation may result in towing. The cost of towing must be paid by the vehicle owner and is determined by the towing agent. Students are responsible for all tickets and fines to their vehicles regardless of who used or parked the vehicle.

All tickets either must be paid or appealed within 10 days. After 10 days the right to appeal is forfeited. Fines are to be paid to the cashier in the Business Office. Appeal forms and procedures are available through the Security Office in the Main Building. If a ticket is not paid within 10 days, the fine will double. After thirty days, the Accounting Office will proceed to collect the delinquent bill through approved channels.

AUBG security guards will monitor parking lots frequently. Only those guards have the authority to enforce University parking regulations. They will issue tickets for the following violations:

- Parking in a handicapped zone
- Parking off pavement
- Parking in a fire lane
- Blocking traffic
- Parking on a walkway

- Unauthorized use of designated space
- Lack of a parking permit
- Parking in a loading zone
- Parking in a no-parking zone
- Reckless driving
- Other violations

Safety and Security for Student Vehicles

The student in whose name a vehicle is registered with the University will be responsible for any liability or damage claims arising in connection with the possession or operation of the motor vehicle. AUBG is not responsible for any thefts or damage that may occur to an automobile while it is parked on campus. Security guards do their best to watch for suspicious activities in the parking facilities, so students should not be annoyed if a security guard questions them for wandering around a parking lot looking for their car. There are a few things that students can do to prevent problems or aid in rectifying them:

- Always lock your car.
- Keep a spare set of keys in a secure place away from the car.
- Report parking violations to the Security Office.
- Report all accidents and thefts to the Security Office.
- Be sure car stereos are locked in the car and do not leave valuables in the car.

Towing

Vehicles will be towed if they are blocking fire lanes, are parked illegally in a handicapped zone, or if the driver has accumulated multiple tickets and/or

other violations. All towing and storage fees are the responsibility of the vehicle owner.

Musical Instruments

Musical instruments used in the residence hall can create a disturbance. Practice rooms are available. Residents who wish to play their instruments in the residence halls must go to the appropriate practice rooms in each hall. Keys may be checked out at the front desk. There are two pianos and one drum set available. Practice rooms and instruments are only available until quiet hours begin.

Occupancy/Late Arrival

Initial occupancy **is required** on the first day of classes. Rooms unclaimed after the first class day of a semester will be forfeited and reassigned unless the Office of Residence Life and Housing has received and approved a request for late arrival in writing.

The student agrees to retain occupancy in the residence hall for the entire academic year (fall and spring semesters).

Students who have flight or visa problems will be accommodated as necessary, but should be aware that additional charges may apply to early arrival and late stays.

Part Time Students

Part time students (those with under 12 current credit hours attempted) will not be allowed to live in Skaptopara housing, unless space permits.

Party Permits

The main purpose of the residence halls is to provide a living-learning environment consistent with the educational purposes of the University. Party permits for the terraces and common areas may be allowed and will be issued through the Residence Hall Directors. All common area gatherings of five or more people must have a permit and a host who will be the responsible person.

Directions and responsibilities for hosting a party are outlined on the party permit. According to University policy, the only official way to have alcohol at parties or other functions in the residence halls is through a party permit.

All parties, functions, and events **must** end by quiet hours (11pm Sunday-Thursday, 1 am Friday and Saturday).

Personalizing your Room

Please make your room your home away from home, with the following guidelines:

Many other students and summer conference guests have lived in your room and many will live in your room after you leave. Please help us minimize remodeling costs after each entry and exit.

Rearrange your furniture as you like, but do not remove any furniture from your rooms. Do not add lounge furniture to your room. Furniture may not be used in a way not intended. (Beds stacked on dressers, etc.) Do not block windows with furniture. Be careful not to damage the walls while moving furniture.

Feel free to add a TV, approved appliances, pillows, or approved lamps to your room.

Decorate your walls, but use only materials that do not leave a residue or damage the walls. No nails, wallpaper, glue, stickers, or heavy tape may be used.

All decorations visible to the public must reflect the values and mission of the University. Beer, tobacco, alcohol, pornographic or other signs which create an uncomfortable living environment for the community are not acceptable in windows or on the outside of room doors. All signs must be affixed without destroying or leaving residue on the outside of doors.

Posters

Posters are an important part of the atmosphere at AUBG; however, in order to keep the buildings attractive and reduce the costs of maintenance, the following policies are in effect:

- Materials to be posted must be approved and stamped with the date when the materials should be removed by the Office of Public Relations for the Main Building or the Office of the Dean of Students for the Skaptopara campus buildings.
- Only posters and flyers related to AUBG activities will be approved.
- Materials should be posted only on the bulletin boards that are provided or on the stone or glass walls with appropriate, easy to remove tape. No stickers may be posted on any surface.
- Sponsors are responsible for removing the posters and tape when the activity is completed or upon expiration of the permit.
- Any materials posted on the white painted walls, glass doors, elevators, or brown wood paneling will be removed. Any charge for removal/repair plus a fine of \$20/occurrence will be charged to the individual/organization not in compliance.

Power Failure

The electrical power in Skaptopara is designed to shut off when the fire alarm is activated. The power may also go out due to an overload of the circuits. Please contact the guard if this happens and s/he will call in an electrician. Please have a flashlight available in your room for these emergencies and do not use candles.

Refrigerators

Small refrigerators are available for rent through the Residence Hall Manager. Charges for rent will be split between roommates. Students who return unclean refrigerators at the end of the semester will be billed accordingly. Any student who brings a refrigerator must check it with the Residence Hall Manager to make sure it meets appropriate appliance standards.

Roofs and Railings

Any student who climbs on the roof or railings of University buildings will be removed from university housing and referred to the Conduct Council.

Room Changes

Students are encouraged to get to know new roommates and enjoy the diversity of the experience. When absolutely necessary and after a trial period, room changes may be allowed.

All room changes must be completed within the first 3 weeks after the first day of classes. All room changes will be made through the Office of Residence Life and Housing. A form will be available in Room 1022, Skaptopara I, which you must have signed by Residence Hall Director(s) involved in the changes. All room, linen and key exchanges and check out/in inventory forms must be officially completed

with the Residence Hall Director(s). Housing and safety laws require that Residence Hall Directors have an accurate daily resident listing.

Any time you make a room change, begin a leave of absence, or move at the end of the semester, you must follow these procedures:

- Fill in a room change form and have it signed by the Director of Residence Life and Housing and the Residence Hall Director(s) involved,
- Clean the room you are vacating,
- Sign a room inventory sheet, and
- Check out with a building representative.

If you do not follow this procedure, your student bill will be fined \$25.

The Office of Residence Life and Housing reserves the right to make room assignments and reassignments as necessary.

Room Consolidation

All students are expected to have the designated number of roommates for their living space. Whenever you have a free bed in your room, you are not at the capacity of your room. Consolidation is the process of combining persons who are living in these conditions without paying for that privilege or who are deliberately not allowing others to move into their room to meet capacity. Students will not be allowed to live in a room which is under capacity unless the Office of Residence Life and Housing has no one to place there.

During the first three weeks of school. The Office of Residence Life and Housing will immediately fill those places unless you agree to fill that space within 12 hours. After 12 hours, the Office of Residence Life and Housing will assign a new

roommate to that space. (Changes will need to be made through the Residence Hall Director).

After the first three weeks of school, students living in this situation will be given 3 days to do one of the following:

- 1) Accept a new roommate,
- 2) Move to another space that fulfills the requirement.
- 3.) Pay a premium price to live in a single, if space is available on campus.

If you choose to do nothing within these three days, you will automatically be billed for a single.

Residence Life reserves the right to relocate students in order to consolidate spaces within the halls.

Room Selection

First year/first time at AUBG students: All new students are randomly assigned housing. They will be given assignments upon arrival at Skaptopara residence hall unless they have emailed Todor@aubg.bg or KStamatova@aubg.bg with a triple request to fill their room prior to August 10th.

Returning Students: Room selection for the fall semester is held in the previous spring semester prior to the close of the academic year. A student committee with representatives from each hall decides the room selection procedure. The procedure is usually by seniority and roommate choice.

Residence Life reserves the right to fill any room places that become vacant over the summer months. If students know a roommate will not return, they should notify Todor@aubg.bg as soon as possible to fill that space with a friend or we will

fill it over the summer with the next student in line.

Students who choose to sign up as a roommate to Resident Assistants do so at their own risk. If the Resident Assistant loses their job or quits over the summer, the new RA has the right to choose their own room (not suite) mates and the original roommates will be reassigned.

Room Use

Students continuing in residence may leave their belongings in their rooms at their own risk during the fall, winter, and spring breaks. No items may be left in rooms from May-August, as the rooms will be used for summer school and conference groups.

Security

University Security guards are available 24 hours per day at the front desk of the residence halls. They do rounds twice an hour. Students should report any concerns to the guards as soon as detected. Local police will handle investigations with the assistance of University Security. Please report any suspicious persons or behavior to the guards. Please walk in lighted areas to and from the residence hall and go in groups to minimize safety concerns.

For any security questions, please contact Ilko Vangelov, Director of Security, at (073) 888-106, or send an e-mail to ilko@aubg.bg

Storage

Limited storage of two boxes may be available for the summer months for the students within their residence hall. Storage for students not living on campus or on leave of absence is not available. No plastic bags or other items will be stored and will not be accepted.

A week after the start of each semester the storage rooms will be cleaned and anything left and unclaimed will be donated to the library, the orphanage, sold or disposed of. **Please note: If you think you may be taking a leave of absence, do not leave belongings.**

All items in storage MUST be in cardboard boxes clearly labeled with the student's name, ID number and fall residence hall address. All storage boxes must be checked in through the Residence Hall Director. Once items are put into storage, access to these items will not be available until 3 days before the beginning of fall semester classes. The University and Residence Life Staff are not responsible for items left in summer storage.

Study Rooms or Lounges

Study lounges are available in each building. There are also lounges to watch TV/ DVD's, play cards and board games, visit etc. Please straighten lounges and remove all trash after use. Please do not remove furniture from these lounges as it is for all residents' use.

Telephones

Land line telephones are not available in student rooms. Each residence hall has two front desk telephones where students may receive calls. Guard and office telephones are not available for taxi or other services- only for guard emergency use.

Cell phones are also readily available from shops throughout Blagoevgrad.

Skaptopara I Student Telephones: 888-512, 888-513

Skaptopara II Student Telephones: 888-543, 888-544

Skaptopara III Student Telephones: 888-573, 888-574

Trash Collection and Recycling

Students may either take their individual garbage out to the bins in the roadway or leave it tied in bags in any of the lobby trash bins. These will be emptied several times per day by the cleaning staff. If you need additional trash bags, please ask at the front desk. Recycling bins are located in all buildings on campus. Please remember to recycle paper, plastic, metal, and glass. Information on recycling is available in the Office of Residence Life and Housing.

TV Lounges

Each residence hall has a television lounge for public viewing. No pornographic or erotic shows may be shown on these televisions in public areas. The television/VCR/DVD is available 24 hours per day and may be used by leaving your ID with the guard and receiving the remote control. Students may reserve the main TV in advance for a special event through their Residence Hall Director. Local cable TV is provided in the lounges.

Water Regime

During times of drought or the periodic pipe-cleaning regime, water may be limited or unavailable-often without prior notice. The Office of Residence Life and Housing will do its best to notify you in advance of a shortage so you may plan accordingly.

Wellness Programs and Activities

Your Resident Assistants plan a variety of events that will be offered in the Residence Hall this year. Topics may include today's society, exploring your spirituality, physical health, emotional health, intellectual pursuits, cultural events, and vocational explorations. Please be a part of these workshops and join in, learning about yourself and others around you. Let your RA's know what topics are of interest to you! In addition to the wellness programs, your Resident Assistants will plan various activities and parties to help you relieve stress and get to know others.

Violations of University Policies

(With fines and/or judicial consequences for violations)

All students are reminded that consideration for others is the basic component of the University community. The resolutions of issues concerning privacy, cleanliness, noise, etc. call for sensitivity to others' needs and appropriate changes in student behavior. Residents are expected to be aware of the effect of their actions upon others and respond appropriately (even before being asked).

Policies and Procedures are provided to maintain an atmosphere conducive to community living in an academic environment. Since the residence halls house individuals with a wide variety of lifestyles, goals, and needs, it is important that students recognize that as in every community, they have the responsibility for constructively enhancing and contributing to the environment. Students are encouraged to learn to understand and appreciate each other's differences. Students are held individually responsible for their behavior and incident reports are written for each incident that must be referred. Each case is dealt with in a fair and consistent matter.

Disciplinary Procedures

As part of their job responsibilities, Residence Life staff members are charged with upholding policies and referring incidents for appropriate sanctions. Alcohol and other drug violations and concerns may be referred to the Counseling Center and/or the Security Office.

Students who violate University policies or endanger people or property shall face campus judicial charges. Violation of these policies is a violation of the contractual agreement you made when you signed your housing contract.

All policies are written for the benefit of the University community and all violations of policy have consequences. The severity of the consequences depends on:

1. Prior disciplinary record, especially for the same infraction.
2. Damage/physical harm/emotional harm to other parties as a consequence of actions or behaviors.
3. Attitude/compliance of the perpetrator towards Residence Hall and University staff.

There are two categories of violations:

1. Fineable violations will be referred to the Residence Hall Director or the Facilities Office for assessment and billing. These violations may be noted while on rounds, fire inspections, or walks-through of the campus. Notification of the student will be made by email and the student will have a week to appeal to the Residence Hall Director. After a week, the billing will be forwarded to the Accounting Office and there will be no appealing the fine. This process should be accomplished within two weeks of the incident or inspection so as not to prolong notification or payments.

Students with two or more fines will be referred to the judicial system for harsher sanctions. Depending on the seriousness of the offense (especially if it involves fire safety or personal injury), judicial violation sanctions will also apply.

Fines in this category include: non approved appliances in room, bicycles inappropriately locked in hallways, exiting through alarmed exits and lounge windows in non-emergency situations, housekeeping violations, improper check out, lounge furniture or plants in student rooms, quiet hour violations,

throwing objects from balconies, smoking violations.

2. Judicial violations, including (but not limited to) disruptive behavior, false fire alarms, removing a fire extinguisher, or having firearms and other weapons will be referred to the Director of Residence Life and Housing, the Dean of Students, or the Conduct Council (as appropriate) and incidents will result in warning, probation or other sanctions such as suspension of privileges, community service hours, fines, dismissal from on-campus housing and revocation of contract with no financial refund, or other sanctions as deemed appropriate. Any violation that endangers the lives of others may be cause for immediate suspension or dismissal from the University.

All members of the campus community may fill out an incident report and refer it to the Residence Hall Director or the Director of Residence Life and Housing. Incident reports will be dealt with immediately. Extreme violations may be referred directly to the Conduct Council.

The Residence Hall Directors or the Security Office will handle most violations without recourse to the Conduct Council. Serious offenses may be referred immediately to the Security office, the Counseling Center, local police and/or the Conduct Council.

Fines listed are subject to change.

Appeal Process

If a student objects to a disciplinary sanction (other than those from the Conduct Council) s/he may appeal within three days in writing to the Dean of Students

Alcohol

The following guidelines apply for all functions that involve the consumption of alcohol. Students found in violation of the alcohol policy may face judicial consequences. Alcohol may be consumed in the residence halls as long as all other Residence Hall policies (Courtesy Hours, Quiet Hours, no smoking) are followed. For gatherings of more than five people, students need a Party Permit (please see section on Party Permits (p.83))

- The common areas in the residence halls may be used for parties, dances, or other amusements with consumption of alcohol only if the Residence Hall Director has granted permission through a Party Permit. An equal number of alcoholic and non-alcoholic beverages must also be served in order to qualify for this party permit.
- At any event where alcohol is present, the host (permit holder) is responsible for obeying Bulgarian law and AUBG rules and policies. If any violation of policy or damage occurs, the host will be held accountable and disciplinary action will follow, through the Director of Residence Life and Housing. Injuries and accidents are also the responsibility of the permit holder. A host is also responsible for all guest behavior while in University facilities.
- No alcohol may be sold within the University facilities in accordance with Bulgarian law.

Violations will be referred to the Director of Residence Life and Housing for appropriate sanction.

Antennas and Cables

Skaptopara is wired for all cables within the rooms. No cables or antennas may be attached to the outside of the building or through windows, hallways or doorways

to other rooms. Consequences for non-compliance: cables will be cut and students fined \$10.

Appliances

Bulgarian and fire safety law forbids heaters and cooking appliances of all types in sleeping areas and bathrooms. Cooking appliances include microwave and toaster ovens. The list of illegal appliances includes tea and coffee boilers, electric heaters (especially with open coils), hot plates, appliances operating on gas or flame, items with high electronic output or those with open electric wires.

Any other appliances (irons, curling irons, hot pots, lamps, extension cords, etc.) in residence hall rooms are subject to approval by the Residence Hall Director. Students should show appliances to the Residence Hall Director upon check-in for inspection.

If your room is cold, please report it to the Residence Hall Director so that proper adjustments may be made. Do not use space heaters.

Fine for non-compliance is confiscation and \$25. per room.

Balconies/Ledges

No items may be thrown from balconies. Violations will be referred to the Director of Residence Life and Housing for appropriate sanction.

Smoking is allowed on the Skaptopara balconies or decks only where ashtrays are provided. (If students do not use the ashtrays, this privilege may be revoked). For your safety, please be careful while on the balconies

Food, shoes and other items are not allowed on the outside room ledges. Fine for non-compliance, \$25. per room.

Bicycles/Roller Blades

There are bike racks outside the Skaptopara halls. Students may store bicycles only in these areas, not in the lounge areas, locked to heaters, or in corridors etc. Bicycles may not be brought into bedrooms unless tires are cleaned first and there is space in the room for storage. Fine for violation \$25.

Roller Blades and skateboards destroy the tiles and carpets and are not to be worn or used inside the residence halls. In-line skating and skateboarding along with other floor sports are not allowed in the Residence Halls. Please put on skates outside the building. Students caught in-line skating in the halls (even to and from their room to outside) may face judicial charges and will pay for all damages. Fine for violation \$25. per person.

Damages/Student Care of Facilities

Damages in residence hall common areas cause an increase in student bills and often interrupt services. Damage will be classified as either accidental or malicious. Accidental damage is damage occurring through unintentional, chance happening. Restitution will be assessed for accidental damage and charged to the student's account. Malicious damage is damage occurring intentionally. This is often related to alcohol use, or through disruptive behavior. Malicious damage charges will be assessed to students involved and possible judicial procedures may follow.

To avoid damage charges in Skaptopara rooms, please note:

- No nails, staples, glue etc. may be used on walls
- Be kind to the carpets and tile lobby. Do not drag boxes or abrasive things across them.

- Do not dry clothing on wood surfaces over the carpeting, or outside your room windows. Use clothing dryers in the bathrooms.

Toilet paper should be put in the trash bins, not in the toilet, so as not to clog the septic system at the Skaptopara campus.

Charges for damage to individual student rooms and doors will be made immediately upon the determination of the cost of repairs or replacement, and will be assigned as follows:

- To any individual who accepts responsibility or is found to be responsible for the damage, or
- To occupants of a room or area where the damage was done and direct responsibility is not placed.

After room checkout at the end of each semester, a damage bill will be given to the Accounting Office for all missing items and damages to individual rooms as well as group damages. Students desiring to know this amount prior to leaving must speak with their Residence Hall Director at checkout. Students wishing to appeal damage/charges may send a written appeal to the Residence Hall Director within two weeks of the close of the school period.

All students will be assessed a partial damage charge for unidentified common area damage in the residence halls at the end of each semester. This amount will be charged to each student's account and is not subject to appeal.

It is the residents' responsibility to care for the condition of their individual rooms and bathrooms. Residents are held financially and legally responsible during their occupancy for the condition of their individual rooms and assigned items.

The hall janitorial staff will clean public areas including bathrooms, gyms, computer labs, corridors, and elevators. Please help them in their job by cleaning up after yourself.

Theft of or vandalism to University property is prohibited and will be punished severely.

Students apprehended damaging University property will be held financially and legally responsible

Structural modifications to the residence hall facilities or room painting are prohibited.

Students will be assessed the cost of repairing and/or refinishing damaged surfaces resulting from the use of tape, adhesive, tacks, nails, etc.

No waivers, scholarships, or University funds will be applied for student damages.

Disruptive Behavior

Disruptive Behavior includes physical or verbal abuse, assault, harassment, threats, excessive noise, destruction, public intoxication and boisterousness. Acts which compromise the physical facilities, the peace, safety and/or health of other residents or compromise the educational purposes of the University, are prohibited.

Violations will be referred to the Director of Residence Life and Housing, the Security Office, or to the Blagoevgrad Police for appropriate sanction.

Drugs

The possession and/or use of illicit drugs and drug related appliances at the

University, in residence halls, and off campus is strictly forbidden by Bulgarian Law and University Policy.

Students found to be possessing or using illicit drugs will be removed from campus housing, referred to the Security office and the local police, and are subject to suspension from the University.

Endangering Self or Others

Any student who endangers or attempts to harm him/herself or others through their actions or behavior may be immediately removed from housing. Cases will be forwarded to the Conduct Council, Security Office, and/or Counseling Services as appropriate.

Firearms, Explosives, Other Weapons and Chemicals

Firearms, ammunitions, hunting knives, martial arts equipment, and any other potentially dangerous weapons or sporting equipment are not permitted on University property nor in vehicles on campus. The use of or possession of firecrackers, fireworks, gunpowder, fusion caps, primers, chemicals, sparklers or any type of explosives on University property and in any residence facility is strictly banned. Use of candles, matches, tobacco products, and incense is also forbidden.

Fire Safety

Any student who causes a false alarm in the Residence Halls will be subject to suspension from the University for endangering the lives of others.

Theft or improper use of fire fighting, detection, and/or alarm equipment is prohibited. Students who violate fire safety rules or misuse equipment will be immediately removed from on-campus housing and will be fined \$100.

Students must evacuate the building in case of fire or fire drill. Failure to comply will result in a fine of \$100. Periodic fire drills may be made to promote safe evacuation techniques.

Furniture, decorations, and other items that are easily flammable in the resident's room or public area may be prohibited at the discretion of the Residence Hall Director. Cloth or other flammable materials should not be placed on, over, or near light bulbs.

Ignition of combustible materials for the purpose of cooking, heating, lighting or display is prohibited (including candles and incense).

Smoking in resident bedrooms is prohibited by Bulgarian law and is extremely dangerous. Fines of \$25 for the first infraction will be doubled for each infraction thereafter.

Fire safety inspections without notice may be made in residence halls and student rooms.

Students exiting or entering the building through lounge or bedroom windows or through alarmed exit doors not during an emergency will be fined \$50.

Floor Sports

"Floor sports" can be classified as playing any outside activity indoors. Residence halls are not to be used for indoor tennis, Frisbee, golf, basketball, in-line skating, skateboarding, or other activities that could be injurious to residents or cause damage. Floor sports are prohibited inside the residence halls.

Fine for violation \$25

Furniture

University furniture or plants are not to be moved from student rooms or common areas without permission of the Residence Hall Manager.

The Residence Hall Manager must authorize dismantling of beds.

No University furnishings may be taken off-campus.

Student room inspections may be periodically made for missing lounge furniture. Fines will be levied to student accounts when lounge furniture is found in their rooms. Fine for moving furniture or plants from the lounges is \$10 per person per item.

Gambling

Gambling which violates any Bulgarian or US law is prohibited in residence halls. This includes internet gambling in violation of OCC rules.

Violations will be referred to the Conduct Council for appropriate sanctions.

Guests /Visitors

It is the basic right of every student to have privacy in his/her assigned room. No student should at any time feel obligated to relinquish that right. Visitors should be mutually agreed among roommates. Any person visiting the room must have the consent of all roommates, any one of whom may ask the visitor to leave in the interest of preserving privacy.

Residents may entertain an overnight guest in the resident's room at any time for a maximum of two (2) consecutive nights, with all the roommates' consent. There is no additional charge for a guest in a student's room for up to two days. The

maximum stay for a guest per semester that moves from room to room to room in University housing is one week. A fee of \$8. per night will be charged after 2 days.

All overnight guests must be registered with the guard and/or Residence Hall Director. Please refer to the section on Registration for complete details. The sponsor of a guest is accountable for the actions of the guest and for the official guest registration. A roommate permission slip for guests is also available at the front desk. RA's should be notified of guests on their floors.

All residence hall staff and University security have the right to refuse entrance or ask guests to leave if they are causing disruption to the community environment.

All students must accompany guests in residence halls; guests may not stay unaccompanied in residence hall rooms.

No more than 2 overnight guests will be allowed per night, per room.

Additional rooms for guests are not available in the residence halls.

Harassment, Intimidation, Discrimination

The above is defined as any action, written or spoken word, sound, or public display of visual material which may make a person or group feel harassed, intimidated, discriminated against, create an inequity for them, or in any way create a hostile or unwelcome living/learning environment. Any action that is violent or presents a clear or perceived danger should be reported to security and residence hall staff immediately. Staff will respond immediately to this danger and protect the victim as far as possible. Any one who interferes with a Resident Assistant in the performance of their job duties could be considered in this category.

Violations will be referred to the Conduct Council for appropriate sanction.

Housekeeping

Residents are expected to maintain a level of cleanliness in their rooms and the common areas compatible with reasonable health and safety standards. The University reserves the right to establish these expectations for individuals in order to insure reasonable compatibility with roommates as well as health and safety.

Residence Hall staff may enter rooms without notice if a written complaint has been filed concerning health and safety issues in a room.

Students may be given judicial sanctions and/or fines for non-compliance. All damages and cleaning charges will be billed to the student account. Minimum fine \$10. per person in the room.

Pets

Pets in residence constitute a nuisance and a health hazard and therefore are not permitted. People may have allergies to certain pets. Any pets found in residence must be removed immediately.

Dogs, cats or other stray animals outside the residence hall should be reported to the guards for removal. They may not remain at the halls as they may be a danger to students and may carry fleas, ticks or other insects. Please do not encourage their stay by feeding them.

The fine for violation is \$25.

Quiet and Consideration Hours

The University has certain fundamental obligations to its residents. Among these is the need to sustain an atmosphere of study and rest for the students within the

confines of their rooms. In keeping with the spirit of this objective, certain limitations on student activities are essential to protect the rights of others.

Noise, of whatever nature, that emanates from any students room or common area must not disturb the students in adjacent rooms. Stereos, TV's, and/or Radios may not be played so as to be disruptive to any other room occupant or neighbor. This provision is 24 hours a day, not just during assigned quiet hours.

Quiet Hours are defined as follows: No sound may emanate from any room or common area during the following hours:

23:00 until 8:00 Sunday through Thursday

1:00 to 8:00 Friday and Saturday and during fall and spring breaks.

This is applicable to all Residence Halls. Residents in an individual hall may choose to lengthen this time, but no reductions will be allowed.

Consideration Hours are defined as follows:

Consideration of others is expected 24 hours a day. Students are expected to respect the needs of other residents; specifically, the need to live in an environment with minimum annoyances to academic pursuits. Residents should curtail at all times social or recreational activities that infringe on others' rights without being asked. This would include musical instruments, loud music, or excessive talking at high volumes at times other than the stated quiet hours.

Students should talk with neighbors about the appropriateness of such activities in order to create a community living environment. If asked by another student or Resident Assistant to abstain from an activity, students should be considerate and cooperate. Judicial charges will be applied if necessary.

24 Hour Quiet Hours

Quiet Hours will be in effect 24 hours per day beginning the night before final exam week begins through the last exam.

Fine for violation of quiet hours \$25 per occurrence.

Registration

Bulgarian law requires registration with local police of all residents, guests, and overnight visitors within 48 hours. It is the responsibility of the students to register through the front desk upon arrival, and use the correct forms and authorized stamps and signatures.

Bulgarian Immigration police have the right to inspect residence hall rooms for foreign guests and can deport them with a large fine for failure to comply with the law.

Sexual Harassment and Sexual Assault

The University has policies concerning sexual harassment and sexual assault. In cases of sexual harassment, please contact one of the sexual harassment Complaint Advisors, whose names are posted at the guard desk in each Residence Hall. In case of sexual assault, please seek help immediately from your Resident Assistant, Residence Hall Director, Guard, or the Director of Residence Life and Housing.

Smoking

Skaptopara Residence Halls and all University facilities are smoke-free, non-smoking buildings in compliance with Bulgarian law. Smoking is not allowed in resident's rooms or in residence halls. Balconies, decks, and entrances to the building are smoking areas only where an ashtray is present. Please be considerate and do not

leave cigarette butts around or stub out cigarettes on the walls and benches. Fines will be assessed to violators. Hosts of parties where smoking occurs will be charged \$100.

Fines of \$25 for the first offense will be assessed to individual violators. Fines double for each occurrence thereafter. (i.e.: First offense \$25, Second offense \$50, Third offense \$100.)

Thefts

The University has no legal liability for thefts. Students should use caution in bringing any valuables to Residence Halls. Please close and lock all doors and windows when not in your room, especially those living on the first floor.

Theft of individual or University property will be handled by the Security Office and the local police. Students should report any concerns to the guards as soon as detected. University Security will handle investigations with the assistance of local police.

Entering rooms assigned to other students or non-public areas such as mechanical rooms, guard desks or other area without appropriate authorization is prohibited.

All Security concerns should be directed to Ilko Vangelov, Director of Security, Ilko@aubg.bg

Throwing Objects

Throwing objects out of windows or from balconies, roofs or decks poses a serious danger and litters the surroundings of the residence halls. Students caught throwing objects will be brought up on charges through the Conduct Council and will be fined \$50 at the outset.

Directory of Useful Offices and Administration

For a complete listing, please see the AUBG website

Advising: Room 2032, Skaptopara II
Tel. 888-5292
Maia Parmakova,

Bookstore: Room 1, Main Bldg.
Tel. 888-228
Daniela Kostova, Director. Tel. 888-109

Business Office: Room 108, Main Bldg.
Camelia Stoitzova, Business Office Manager, Tel. 888-312

Career Center: Room 1028, Skaptopara I
Tel. 888-522
Ivailo Aksharov, Coordinator. Tel. 888-521

Communications and Computing: Rooms 117a, 117b, Main Bldg.
Tel. 888-333
Latchezar Filtchev, Director. Tel. 888-346

Counseling Center: Room 1029, Skaptopara I
Tel. 888-517
Zhulieta Tsaneva-Kuzmanska, Clinical Psychologist. 0887-979-756

Dean of Faculty: Room 220, Main Bldg. or Room 312, New Bldg.
Tel. 888-409, Fax 880-828
Steven Sullivan, Dean of Faculty. Tel. 888-420

Dean of Students: Room 2043, Skaptopara II
Tel. 888-518, Fax 883-228
Lydia Krise, Dean of Students. Tel. 888-520

Dining Services: Top Floor, Main Bldg.
Tel. 888-500
Olga Draganova, Canteen Manager Tel. 888-108
Petрана Kostadinova, Cafe Manager Tel. 888-107

English Language Institute: Main Bldg.
Tel. 888-555
Elena Bikova, Director. Tel. 888-556

Facilities: Room 106a, Main Bldg.
Tel. 888-324
Lyudmila Dzakova, Director. Tel. 888-323

Faculty Office 1: Room 219, Main Bldg.
Stoyan Stoyanov, Faculty Office Coordinator, Tel. 888-408

Faculty Office 2: Room 327, Balkanski Academic Center
Maria Sotirova, Faculty Office Assistant, Tel. 888-471

Finance Office: Rooms 102; 107a, 109, 109a, Main Bldg.
Tel. 888-308
Alexander Alexandrov, V.P. for Finance and Administration, Tel. 888-360

Financial Aid: Room 107, Main Bldg.
Kristina Doneva, Financial Aid Coordinator, Tel. 888-222
Liuba Tomova, Student Loan Coordinator, Tel. 888-311

Health Center: Room 10, Main Bldg.
Tel. 888-208
Dr. Ventsislav Daskalov, Director, Tel. 888-207

International Student Services: Room 2051, Skaptopara II
Pavlina Pavlova, Coordinator, Tel. 888-519

Library: Panitza Bldg., Skaptopara Campus.
Tel. 888-377
Sofia Katsarska, Director, Tel. 888-330

President's Office: Room 101, Main Bldg.
Tel. 888-304
David Huwiler, President
Vania Filipova, Administrative Assistant

Provost's Office: Room 103, Main Bldg.
Tel. 888-305
Cyrus Reed, Provost
Tanya Papazova, Administrative Assistant

Purchasing, Customs and Travel: Room 106, Main Bldg.
Tel. 888-322
Zdravka Bojinova, Manager, Tel. 888-320

Registrars: Room 104, Main Bldg.
Tania Markova, Registrar, Tel. 888-221
Evelina Terzieva, Registrar, Tel. 888-220

Residence Life and Housing: Room 1022, Skaptopara I
Tel. 888-514
Todor Kehayov, Director, Tel. 888-515

Skaptopara I Guards: Front Desk
Tel. 883-184

Skaptopara I Office: Room 1101
Tel. 888-530
Radosveta Miltcheva, Residence Hall Director

Skaptopara I Reception Desk
Tel. 888-512, 888-513

Skaptopara I Resident Assistants

Name	Room Number
Aleksandar Rakshiev - Senior RA	1219
Mariya Atanasova	1329
Sergiu Barajin	1419
Lilyana Boneva	1416
Dilyana Gramadarova	1427
Georgi Ivanov	1521
Panayot Ivanov	1130
Todor Kostov	1302
Tetyana Naidukh	1216
Dobri Nichev	1116
Ina Peneva	1316
Kendresa Sjuleimani	1318
Xhensila Rekej	1227
Lydmila Uzunova	1335

Skaptopara II Guards: Front Desk
Tel. 883-186

Skaptopara II Office: Room 2120
Tel. 888-542
Ilko Drenkov, Residence Hall Director

Skaptopara II Reception Desk

Tel. 888-543, 888-544

Skaptopara II Resident Assistants

Name	Room Number
Anton Tonev - Senior RA	2322
Iris Buzi	2145
Lyuben Dimitrov	2107
Azamat Erikov	2423
Raman Faminou	2207
Lorena Gaushaj	2228
Elena Ilieva	2307
Angel Ivanov	2328
Ah Se Lee	2407
Nataliya Listapad	2130
Ergys Ristani	2245
Biliyana Vacheva	2522
Elitsa Vacheva	2345
Valeriya Yordanova	2432

Skaptopara III Guards: Front Desk

Tel. 883-225

Skaptopara III Office: Room 3101

Tel. 888-572

Iliyan Stamatov, Residence Hall Director

Skaptopara III Reception Desk

Tel. 888-573, 888-574

Skaptopara III Resident Assistants

Name	Room Number
Apostol Apostolov	3601
Boyan Barnev	3402
Anna Ceachirova	3301
Valya Nadova	3202

Security: Room 108a, Main Bldg.

Tel. 888100; 888105

Ilko Vangelov, Manager, Tel. 888-106

Sports and Recreation: Room 2039, Skaptopara II

Yasen Nedelchev, Coordinator. Tel. 888-516

Student Government: Room 1031, Skaptopara I

Tel. 888-528

Transportation Office: Room 7, Main Bldg.

Boris Ivanov, Manager, Tel. 888-206

Useful Websites

www.AUBG.bg

<http://sofia.usembassy.gov/>

<http://www.hcch.net>

<http://www.isep.org/>

<http://llp.hrdc.bg/Erasmus.html>

For information about AUBG

For information about visas to the US

For Apostille Information

For study abroad information from ISEP

For Erasmus information

ACADEMIC CALENDAR

	Fall 2010	Fall 2011		Spring 2011	Spring 2012
Orientation Begins	August 23	August 22	Orientation Begins	January 12	January 11
Classes Begin	August 30	August 29	Classes Begin	January 17	January 16
Student Sign-in Deadline (5:00 pm)	September 1	August 31	Student Sign-in Deadline (5:00 pm)	January 20	January 19
Unification Day Holiday	September 6	September 6	Board Meeting	Jan 28-30	January 27-29
Bulgaria Independence Day Holiday	September 22	September 22	Spring Break Begins	February 26	March 3
Board Meeting	October 22-24	October 21-23	Bulgarian Liberation Holiday	March 3	March 3
Fall Break Begins	October 23	October 29	Classes Resume	March 7	March 12
National Revival Holiday	November 1	November 1	Student Faculty Research Conference	April 9	April 7
Classes Resume	November 2	November 6	Honors Convocation	April 10	April 8
Students' Holiday	December 8	December 8	Orthodox Easter Monday Holiday	April 25	April 16
Classes End	December 10	December 9	Classes End	April 29	April 27
Final Exams Begin	December 13	December 12	Labor Day Holiday	May 1	May 1
Final Exams End	December 17	December 16	Final Exams Begin	May 2	April 30
State Exams	December 18	December 17	St. George's Day Holiday /Exams held/	May 6	May 6
			Final Exams End	May 6	May 4
			State Exams Begin	May 9	May 7
			State Exams End	May 11	May 9
			Board Meeting	May 12-14	May 10-12
			Commencement	May 15	May 1

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