

STUDENT HANDBOOK

FALL 2023 - SUMMER 2024



AMERICAN UNIVERSITY
OF PHNOM PENH
STUDY LOCALLY. LIVE GLOBALLY.



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ACADEMIC CALENDAR

AUGUST

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SEPTEMBER

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OCTOBER

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DECEMBER

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JANUARY

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FEBRUARY

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JUNE

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JULY

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AUGUST

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FALL 2023

21 AUG

First day of classes
for ALL students

24 SEP

Constitutional Day
(Campus Closed)

13-15 OCT

Pchum Ben
(Campus Closed)

15 OCT

Commemoration Day of Former King
Norodom Sihanouk (Campus Closed)

29 OCT

Coronation Day of King Norodom
Sihamoni (Campus Closed)

09 NOV

Independence Day
(Campus Closed)

26-28 NOV

Water Festival
(Campus Closed)

25 DEC

Christmas Day
(Campus Closed)

*Campus closure is subject to change

SPRING 2024

01 JAN

International New Year Day
(Campus Closed)

07 JAN

Victory over Genocide Day
(Campus Closed)

08 JAN

First day of classes
for ALL students

10 FEB

Lunar New Year
(Campus Closed)

08 MAR

International Women's Day
(Campus Closed)

14-16 APR

Khmer New Year
(Campus Closed)

01 MAY

International Labor Day
(Campus Closed)

04 MAY

AUPP Graduation Ceremony
- Class of 2024

**Campus closure is subject to change*

SUMMER 2024

13 MAY

First day of classes for
Summer I

14 MAY

King Norodom Sihamoni's Birthday
(Campus Closed)

22 MAY

Visak Bochea Day
(Campus Closed)

26 MAY

Royal Plowing Ceremony Day
(Campus Closed)

18 JUN

Queen Monineath's birthday
(Campus Closed)

01 JUL

First day of classes for
Summer II

**Campus closure is subject to change*

WELCOME TO AUPP!



OUR VISION

American University of Phnom Penh (AUPP) will be a leading center of academic excellence in Cambodia and in Asia.

OUR MISSION

AUPP is a private English language higher-education institution in Cambodia, offering high-quality American-style education that is grounded in the culture of Cambodia and Asia. The university fosters socially responsible behavior, life-long learning, and academic and professional excellence, producing critical thinkers, innovators, and ethical leaders who will make significant contributions to the world.

OUR VALUES

To achieve its vision and fulfill its mission, AUPP values the following:

- **Academic Freedom** – AUPP upholds the spirit of free and critical thought and inquiry, promoting understanding and tolerance of a diversity of beliefs and fostering the open exchange of ideas and knowledge.

- **Continuous Improvement and Accountability** – AUPP is committed to continuous quality improvement through reflection and assessment, by adherence to high standards, and by being efficient, effective, accountable and proactive in its undertakings. The university is committed to democratic governance, transparent decision-making, and stakeholder participation in the university's development.
- **Diversity, Equity, and Cultural Heritage** – AUPP recognizes the contributions made collectively by diverse populations to the quality of university life and to the global society. The university treats all individuals with dignity, fairness, tolerance and respect and appreciates diversity of concepts, opinions, customs, perspectives, traditions and experiences.
- **Excellence** – AUPP is committed to the highest standards of academic performance in its programs and services, and through the development of collaborative partnerships.
- **Leadership and Integrity** – AUPP upholds the highest professional and ethical standards.
- **Lifelong Learning** – AUPP instills the value of lifelong learning in its graduates and provides opportunities for professional development in the community.
- **Social Responsibility** – AUPP prepares students to be responsible citizens who can address current and future global challenges.

CSI & CSEAS

Center for Student Involvement (CSI)

A space that is equipped with Quiet Rooms, Creative Rooms, study spaces, an open lounge, and a ping pong table! We strive to create an inclusive environment that cultivates leadership development, intercultural engagement and a sense of belonging through transformative experiences that foster lifelong skills and meaningful connections throughout your college journey and beyond.

Center for Southeast Asian Studies (CSEAS)

The Center for Southeast Asian Studies at AUPP (CSEAS) is an interdisciplinary program open to AUPP students focused on the study of Southeast Asia at a time of rapid changes in the regional and geo-political landscape. CSEAS stresses global citizenship based on cross-cultural understanding and dialogue. It oversees the cross-disciplinary Minor in Southeast Asian Studies, supports students interested in academic exchanges and leadership opportunities in Southeast Asia, and hosts visiting professors, researchers and international students for immersion experiences and in support of fieldwork. CSEAS is governed by a Student Advisory Committee, open to all AUPP students by nomination, and a Student Work Study program during the academic year. **Contact Dr. Theresa de Langis (delangis@aupp.edu) for more information.**

LEARN MORE ABOUT CSEAS 



STUDENT AFFAIRS

We are committed to providing opportunities for physical and mental health, a sense of connection, and resources for academic success to enhance student's quality of life. From orientation to graduation, the Student Affairs department is here to help you navigate complex university processes, identify resources, and find a sense of belonging and connection through the implementation of the Themes for Growth.

Our Themes for Growth



Focus

Addresses physical and mental strength. At AUPP Student Affairs, we believe that focus in and out of the classroom depends on students' physical and mental strength, their support system, and resources to help increase this strength.



Synergy

Is about the interaction between students that produce greater socio-academic progress than the sum of students' individual progress. It includes the following Student Affairs experiences: overall use of high-energy spaces at the CSI, student clubs, student events, leadership retreats, community service, residential programs, and the Student Government Association.



Career Insight

Introduces opportunities for networking, internships, and careers for all students and alumni.



Dr. Raymond Leos

Associate Vice President,
Academic and Student Affairs

“ Dr. Leos worked in various roles in Cambodia ranging from university professor, faculty dean, government advisor and development consultant for nearly two decades. *"I am very excited to be a part of the AUPP family and welcome you to be a part of it too. I am looking forward to seeing you grow throughout your journey here at AUPP and will do my best to make that journey memorable."*

Academic Advising

Each student is assigned a faculty member that will act as their academic advisor to support the students' academic capacities with mentorship, guidance, and instruction. We encourage all students to take advantage of this opportunity to enhance your learning journey.

Library

The AUPP Library is the ideal place to enhance your academic experience. Speak with the library expert for help researching your assignments, papers, and projects. Find a quiet spot to study. Access more than 5,000 books, engage with scholarships through multiple online resources such as databases with 70,000 electronic books and over 11 million journal articles covering over 70 subjects. **Contact our librarian Mr. Wyn Thomas today at w.thomas@aupp.edu.kh.**

Learning Center

The mission is to provide high quality academic services and support to AUPP students in addition to their course experience so that they can excel academically at university. Students can book tutoring sessions free of charge through the student portal and participate in academic skill development workshops. It is the goal of the Learning Center to create an inclusive culture where all students are equally welcomed and supported as they begin their academic journey at AUPP. **For questions or concerns, contact Dr. Sidonie Pors, the learning center director, at s.pors@aupp.edu.kh.**



ACADEMIC FACULTY CONTACTS

SCHOOL OF UNDERGRADUATE STUDIES

Dr. Charl Swart
c.swart@aupp.edu.kh

- School of Arts and Sciences

Prof. Yamuna Sithambalam
y.sithambalam@aupp.edu.kh

- School of Business

Dr. Tek Ming Ng
n.ming@aupp.edu.kh

- School of Digital Technologies

Dr. David Moser
d.moser@aupp.edu.kh

- School of Law

SCHOOL OF GRADUATE STUDIES

Prof. Yamuna Sithambalam
y.sithambalam@aupp.edu.kh

- Master of Business Administration

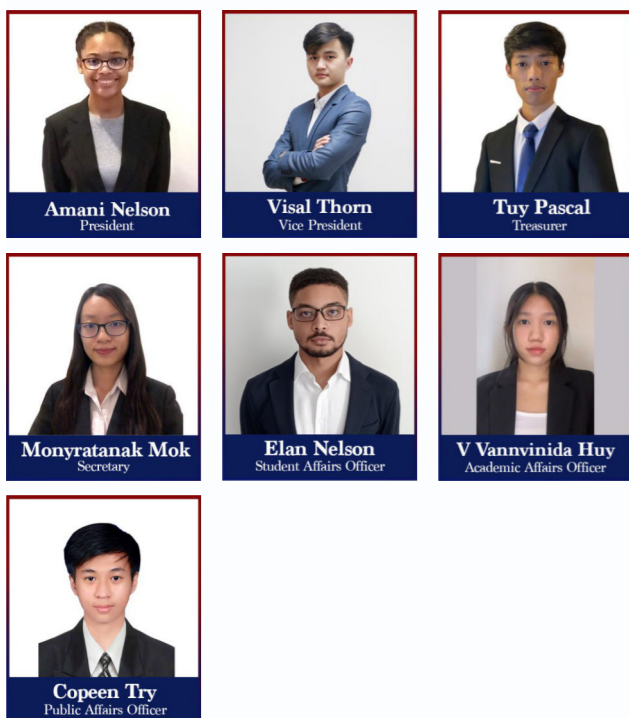
Dr. Kaknika (Nika) Lin
k.lin@aupp.edu.kh

- Master of Laws
- Master of Legal Studies



STUDENT GOVERNMENT ASSOCIATION

EXECUTIVE COMMISSION



SENIOR REPRESENTATIVES



JUNIOR REPRESENTATIVES



SOPHOMORE REPRESENTATIVES



FRESHMAN REPRESENTATIVES



EPP REPRESENTATIVES



LEARN MORE ABOUT THE SGA ON STUDENT PORTAL



STUDENT GRIEVANCE PROCEDURE

In working closely with the Student Government Association (SGA), a group of individuals elected by the students, for the students, the Student Affairs (SA) department will ensure a confidential and efficient address of student concerns. The following are the steps taken regardless of the type of the concern or student:

- 1

Students are encouraged to communicate directly with the **SGA via the concern form**.

 - The concern form coordinated by the SGA is accessible via the QR code below and from the landing page of the Student Portal.
 - **Please note:** Initiating the communication with the SGA first ensures that your concern is evaluated with your peers, that you receive initial advice from those who experienced the procedure before, and get support in drafting a formal request or concern.
 - In case that you choose to contact SA directly, you may do so via email at studentaffairs@aupp.edu.kh. Please include as much detail as possible, supporting documents, and your expectations for resolution that we can evaluate.

- 2

Whether your request is received by the SGA or SA department, we will evaluate the information you shared and proceed with one of the following:

 - Contact you about additional information.
 - Schedule time to discuss your concern and potential resolutions confidentially.

Dependent on the scope and severity of the concern, resolve the concern or continue with the following:

 - In case that you completed the SGA concern form, the SGA prepares a report and request for resolution for SA, from which point the SA Director will resolve the concern or move the report according to the organizational hierarchy.

- 3

The concern will be pending until it reaches a final status which includes, but is not limited, to the following:

 - Resolved, if all parties agree that the concern has been considered, evaluated, and addressed successfully.
 - Unresolved, if the concerned party does not find the concern resolved. At this time, the concerned party will be consulted again and the procedure will continue until the concern is resolved.

The general timeline for communication and resolution can range between five business days to in rare cases up to three weeks.

YOUR VOICE IS OUR PRIORITY

SCAN HERE TO FILL IN YOUR CONCERNS

→

ACADEMIC INTEGRITY

AUPP is strongly committed to maintaining a culture of honest and moral behavior in and academic setting. Pursuant to this, the University will respond to reported instances of academic dishonesty in a fair, consistent, transparent, and timely manner.

A. Academic Dishonesty Defined

Academic dishonesty includes cheating, submitting the same work for more than one assignment, submitting the work of another, plagiarism, and helping another student in any of these activities or other forms of academic dishonesty.

Students may need help in understanding some forms of academic dishonesty depending on their history at the university and the nature of the assignments given. Faculty must provide that help. It is important that for all assignments where ambiguities might exist that faculty explain to what extent students are allowed to work with others and submit work created by more than one student.

B. Penalties Upon Finding of Academic Dishonesty

- 1 First Offense:** The faculty member will meet with the student and award 0% /F grade on the assigned work. The student will be warned of further consequences if new incidents of academic dishonesty occur, and the incident will be reported to the Office of Academic Affairs. The incident will be noted in the Academic Affairs student file.
- 2 Second Offense:** An "F" grade will be given in the course in which the academic dishonesty occurred. The VPASA will meet with the student and issue in writing a "second offense warning". This warning will be placed in the Academic Affairs student file. It will include further consequences that the student will face if new incidents of academic dishonesty occur in the future.
- 3 Third Offense:** An "F" grade will be given in the course in which the academic dishonesty occurred. The VPASA will again meet with the student. A third offense may result in a recommendation to the President for the student's suspension for one term, or the dismissal of the student from the University.

Investigation of Academic Dishonesty

In some cases if necessary the VPASA will conduct an investigation. If it is concluded that academic dishonesty has occurred, the student shall have the right of appeal to the President. Should any investigation show that no academic dishonesty occurred or that the student is to be given the benefit of the doubt, the VPASA will request that the faculty award a mark for the assigned work.

ATTENDANCE POLICY

University Wide Policy on Attendance

Students are allowed up to **10% absences** in a course without giving a specific ground or excuse. However, when absences in a course reach a point above 10%, specific excuse documentation or proof must be submitted to the professor. The professor has discretion to determine whether such documentation or proof submitted by the student is sufficient. However, in **NO case shall the total number of absences in a course exceed 25%**.

Department Attendance Policy

Each academic department can establish a stricter attendance policy for its courses, as determined by the Chair. In such case, and in the interest of consistency, all professors teaching courses for the department must follow the attendance guidelines of the departmental policy.



Supporting all AUPP community members by providing a safe environment for all academic and social affairs, students must be aware of the rules and regulations to abide by them so we may continue to be a high-quality institution that puts students at the center of its focus. The following are the rules and regulations that students must follow:

Prohibited Misconduct

As a community, we all want to ensure that every student is evaluated on an equal and fair basis in each student's capability to succeed at AUPP. Prohibited Misconduct falls into two categories: **Academic and Non-Academic**.

Academic Misconduct Violations

- 1) All forms of student academic dishonesty, including cheating, making up false data or information, helping other students to be academically dishonest, and plagiarism;
- 2) Bribery;
- 3) Violating the terms of any disciplinary sanction imposed;
- 4) Violation of, or attempting to violate, other rules that may be adopted by the Board or by the university;
- 5) Failure to comply with the directions of University officials or agents, or security officers, acting in the performance of their duties;
- 6) Forgery, falsification, or misuse of documents, records, or identification, including, but not limited to, electronic software and records;
- 7) Unauthorized presence in or unauthorized use of university property, resources, or facilities;
- 8) Unauthorized access to, disclosure of, or use of any university document, record, or identification, including, electronic software, data, and records;
- 9) Interfering with or disrupting university or university-sponsored activities;
- 10) Misrepresenting oneself or an organization as an agent of the university;
- 11) Interfering with any university disciplinary process, including tampering with physical evidence or inducing a witness to provide false information or to withhold information;

Non-Academic Misconduct Violations

- 12) Endangering, threatening, or causing physical harm to others of the university community, or engaging in conduct or communications likely to cause reasonable apprehension of such harm;
- 13) Impersonation of another, using another person's identity documents or by giving materially false information;
- 14) Causing, or contributing to any false report, warning, or threat of fire, explosion, or other emergency;
- 15) Alcohol, drug and smoking are strictly prohibited on campus;
- 16) Unauthorized use, sale, possession, or distribution of any illegal substance or illegal drug;
- 17) Off-campus conduct that a reasonable person would believe may present a risk or danger to the health, safety or security of the university community or to the safety or security of university property;
- 18) Gambling;
- 19) Engaging in, supporting, promoting, or violating university rules governing hazing;
- 20) Stalking or engaging in repeated or significant behavior toward another individual, whether in person, in writing, or through electronic means, after having been asked to stop, or doing so to such a degree that a reasonable person, subject to such contact, would regard the contact as unwanted;

- 21) Engaging in discriminatory activities, including harassment and retaliation, as prohibited by applicable law or university policy;
- 22) Sexual misconduct, whether in person, in writing, or through electronic means or any sexual misconduct on campus;
- 23) Use, possession, display, or storage of any weapon, dangerous instrument, explosive material or device;
- 24) Photographing, videotaping, filming, digitally recording, any secret viewing of another person without that person's consent in any location where the person has a reasonable expectation of privacy, or in a manner that violates a reasonable expectation of privacy;
- 25) Possession of property the student knows or has reason to believe may be stolen or misappropriated;
- 26) Misuse, theft, destruction, damage, or unauthorized use, access, or reproduction of property, data, records, equipment or services belonging to the university or belonging to another person or entity;
- 27) Commission of any offense prohibited by Cambodian law;
- 28) Any attempt to commit or conceal an act of misconduct prohibited by these rules is subject to sanctions to the same extent as completed acts.

Dress Code

The University has accordingly not established a formal dress code for students, but strongly recommends that they consistently follow the general principles regarding clothing and shoes use given below in order to maintain a learning, social and working environment for students, faculty, staff and others within the wider community that encourages personal and professional development and productivity.

Students are thus asked to refrain from wearing clothing that exposes large areas of the body (e.g. back or torso) such as, but not limited to tank tops, crop tops, low-riding pants or shorts, mini-skirts or shorts, low-cut tops. Additionally, within University buildings and facilities, students are expected to wear shoes, sandals, etc., and expected to wear shirts in public areas.

University employees who believe a student is inappropriately dressed given the context have the authority – within established University guidelines – to address their concerns with that student and ask them to consult the Student Affairs Office for further guidance.

Students Organizations - Academic and Non-academic

- Student organizations may be charged with violations of the Student Code of Conduct to the same extent as students.
- Student organizations, as well as their members and other students, may also be held collectively and/or individually responsible for academic and non-academic violations including but not limited to misconduct that occurs: (a) on university property; (b) on premises used or controlled by the organization; (c) at university-sponsored activities.

Definitions

Sexual Misconduct: Means one or more of the following:

- **Sexual violence and other non-consensual sexual contact** - actual or attempted physical sexual contact by use of force.
- **Sexual harassment** - unwelcome conduct of sexual nature that is sufficiently severe or pervasive as to create an intimidating, hostile, or offensive environment.

For More Information

Additional information and detailed policies regarding student code of conduct can be found on the current catalog linked on the student portal under the policies and procedures tab. It is every student responsibility to be familiar with the catalog from the date of accepting admission into AUPP.

If you have questions, comments, or concerns, do not hesitate to contact the Student Affairs office for further guidance and support.



All students have the rights to study in a safe environment. In cases where a complaint has been made against a student, the student has the following rights:

- 1) The right not to be judged prior to an investigation and a fair hearing, except in cases where the student admits to the breach.
- 2) The right to request a formal investigation and hearing.
- 3) The right to have investigations carried out by university employees who have not been directly involved in the matter, wherever possible.
- 4) The right to be supported by an advisor during any disciplinary proceedings should the student so wish. The advisor may be a friend, relative or professional advisor, including an employee of the university.
- 5) The right to provide mitigating evidence, including an account of any actions or behavior suspected of being a breach of discipline.
- 6) The right to have age, maturity, or academic level taken into account where the disciplinary matter is something about which it is expected students may develop an awareness during their time at the university and which they may not necessarily have before attending the university.
- 7) The right of appeal to a higher authority within the university up to the President. A student may appeal a disciplinary decision, the manner in which the matter has been dealt with, or the penalty imposed.
- 8) The right to privacy under the Family Educational Rights & Privacy Act (FERPA)
- 9) Disability: AUPP adheres to a policy that no qualified person will be denied access to, participation in, or the benefits of, any program or activity operated by AUPP because of the disability when it is within the means of the university to accommodate.

Loss of Student Property and Liability

The University does not assume any liability for loss, damage, or injury resulting from theft, explosion, fire, mechanical failure of either gas or water lines, loss of electricity, defective wiring, or the negligence of any occupant of the building.

DISCIPLINARY PROCEDURES

The University provides a safe environment for all of its students. We want to maintain this and will therefore take a robust approach to anything that undermines it.

1

Reporting

Any complaints or allegations concerning discrimination, harassment, or violent or threatening behavior made against a university employee should be made to the President and will be dealt with under the guidelines set out in the University HR Manual.

Any complaints or allegations concerning discrimination, harassment, or violent or threatening behavior made against a student should be referred to the Vice President of Academic and Student Affairs (VPASA).

2

Initial Investigation of Complaints or Allegations against Students

On receiving a report of discrimination, harassment, or violent or threatening behavior by students, the VPASA will share the information and proposals for an investigation with the President and other University employees on a confidential, need to know basis.

An investigation will initially be conducted on an informal, oral basis with the aim of determining the nature of the complaint and whether further action is required.

If a formal investigation is necessary, those involved and the President will be informed of the proposed procedures and timeline

3

Formal Investigations and Proceedings against Students

All formal investigations and proceedings will be conducted fairly. Written statements will be needed from everyone involved.

The President will be kept informed throughout the investigation and proceedings

At the conclusion of the investigation, the VPASA will make recommendations to the President on any further steps, and on the approval of the President, implement those steps. After the implementation or any further steps, or otherwise on the conclusion of the investigation and proceedings, in consultation with the President, the VPASA will formally close the case and notify everybody involved.

4

Disciplinary Steps against Students

Disciplinary steps against students may include the following or a combination of the following

- Receiving a zero on a test or paper;
- Requiring an apology to be made;
- Reducing or stopping any scholarship;
- Issuing warnings;
- Suspension of activities;
- Suspension from the university for a period of time;
- Dismissal from the university;
- Other measures deemed appropriate.

MORE RESOURCES

IT Support Office

The IT Office can help you with:

- SIS
- Canvas
- Student Portal access
- AUPP email
- ID Card and ID Card reader
- WiFi/Network Access
- In-classroom projector and sound system
- Microsoft Teams/Sharepoint/OneDrive
- Telegram Bot (https://t.me/AUPP_IT_Bot)

For any IT-related in-person support, you can visit the IT Support Office in the room A11.

Email: support@aupp.edu.kh

Registrar Office

What we do?

- Academic Calendar
- University Catalog
- Course Scheduling
- Exam Scheduling
- Course Registration
- Transcripts
- Enrollment Verification Letters

If you need any in-person support, you can visit the Registrar Office in the room A7.

Email: registrar@aupp.edu.kh

Nurse

- COVID testing
- Lost and found
- Basic first aid services
- Prescribes minor medications
- Resting area in the case of feeling unwell
- Assists in handling minor issues on campus

Finance Office

The Finance Office can help you with:

- Administrative fees
- Tuition fees
- Parking fees
- Payment options
- Residence life monthly payments
- Refunds and Reimbursements
- Sponsorships
- Scholarship
- Student Loans

For any finance-related in-person support, you can visit the Finance Office in the room A6.

Email: finance@aupp.edu.kh

Student Information System (SIS)

- Grades
- Degree Audit
- Online Request
- Course Schedule
- Course Registration

Operations & Administration

- Risk management
- Campus cleanliness
- General maintenance
- Campus safety and security
- Material resources and equipment
- Event coordination/set-up
- Parking guidelines
- Landscape

For any operation or administrative assistance, email: administratration@aupp.edu.kh

STUDENT PORTAL, SIS & CANVAS



Student Portal

Student Portal – Your Portal to Success! Find information pertinent to enhance and support your student learning experience and outcome throughout your journey. Students can access information related too Student Affairs, Academic Support, Policies & Procedures all in a few clicks!

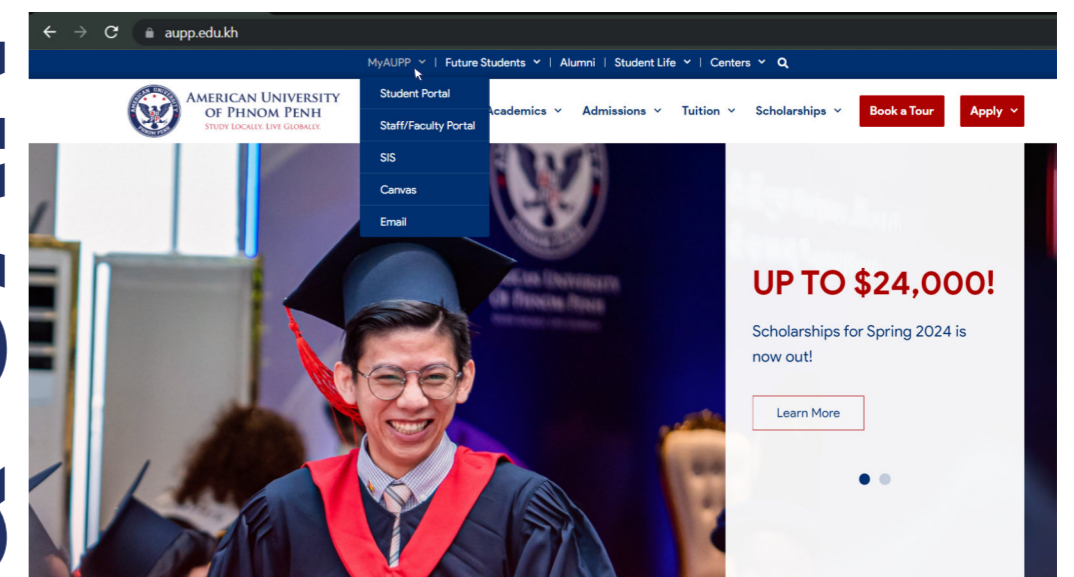


Student Information System

AUPP SIS management system allows you to check your academic achievements or transcript including your grades and GPA as well as your co-curricular record. You may also submit internship and graduation requests as well as co-curricular claims through this platform.

Canvas

Canvas gives you access to the courses to which you register, syllabi, announcements, assignments, and discussions.





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FALL 2023 - SUMMER 2024

Designed by Virakboth Koy,
(Senior, Business, Student Affairs Student Employee)