

Community Standards Handbook

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Note: All content in this Community Standards Handbook is subject to change. Please visit the NYU Shanghai website for the most up-to-date versions of the Handbook and the policies it references. Please pay close attention to new policies established for COVID-19 management, which may supersede existing policies.



August 22, 2021

Dear NYU Shanghai Student,

This Community Standards Handbook is a compilation of the conduct standards, policies, and processes that all students at NYU Shanghai are expected to meet and follow.

NYU Shanghai is a thriving and diverse community of learners with much to offer. As a member of our community, you have an equal responsibility to act with integrity and preserve its core values.

Your individual duties and obligations include cooperation, respect, and participation. It is our hope that these guidelines will illustrate the standard to which you will be held accountable. We ask that you think beyond your own immediate needs and evaluate how your actions impact the entire community. Act with kindness and courtesy and you will thrive at NYU Shanghai.

As always, I am available anytime to discuss these guidelines or anything else on your mind.

Sincerely,

David Pe
NYU Shanghai Dean of Students



NYU SHANGHAI STUDENT CONDUCT POLICY

Supplemental to the University Student Conduct Policy

Effective Date:

August 22, 2021

Supersedes:

NYU Shanghai Student Conduct Policy August 1, 2020

Issuing Authority:

Dean of Students, NYU Shanghai

I. STATEMENT OF POLICY

NYU Shanghai is a university with a dual identity as an independent Chinese university and a degree-granting campus within New York University (NYU)'s global network. The Community Standards Handbook describes the policies and processes that will ordinarily govern student life at NYU Shanghai and applies to all students at NYU Shanghai. All students must comply with the "University Student Conduct Policy," issued August 16, 2021 (<https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/university-student-conduct-policy.html>). The NYU Shanghai Student Conduct Policy is supplemental to the "University Student Conduct Policy," and if any discrepancy exists between the provisions of the "University Student Conduct Policy" and the Community Standards Handbook or any applicable NYU Shanghai policy, the provisions of the Community Standards Handbook and/or the applicable NYU Shanghai policy will apply.

The Community Standards Handbook does not anticipate all issues that might arise in the course of the academic career of all students and may be amended from time to time by NYU Shanghai. The Community Standards Handbook may also be superseded, suspended, or complemented by NYU Shanghai administrators as they may deem it necessary and proper, in particular extenuating circumstances and in the discharge of their responsibility to protect NYU Shanghai's academic objectives and reputation, including its learning environment and the safety of its students, faculty and staff. It is the responsibility of each student to review, understand and comply with all policies established and referenced in the Community Standards Handbook. Nothing in this Community Standards Handbook is intended to create, nor will anything be understood to create, contractual or legally enforceable rights.

Please visit the NYU Shanghai website

<https://shanghai.nyu.edu/campuslife/community-standards/> for the most up-to-date versions of the Handbook, the policies it references, and other relevant NYU Shanghai administrative department policies.

II. STUDENT CONDUCT EXPECTATIONS

NYU Shanghai is committed to the overall educational and personal development of its students and views the NYU Shanghai community facilities as an important environment for learning and personal growth. Every member of the NYU Shanghai community is expected to uphold certain general responsibilities to ensure that the NYU Shanghai environment is a safe, respectful and constructive venue for living and learning. Every student is expected to uphold certain general responsibilities to ensure the growth and development of NYU Shanghai's mission, including but not limited to:

- A. Respecting all members and policies of the NYU Shanghai and Shanghai communities.
- B. Respecting the customs, culture and laws of Shanghai and the People's Republic of China (PRC).
- C. Respecting the physical facilities of NYU Shanghai including the furnishings, equipment, and grounds. NYU Shanghai facilities include any buildings owned, controlled, operated, used, or shared by NYU Shanghai.
- D. Respecting the diverse lifestyles, opinions, and pursuits of the individual members of the community.
- E. Informing NYU Shanghai administrators or the Department of Public Safety about behavior that is disrespectful to community standards as well as situations that infringe on the safety of the community.
- F. Abiding by all NYU Shanghai academic policies as established in the NYU Shanghai Undergraduate Bulletin (<https://shanghai.nyu.edu/academics/curriculum/bulletin>).

To achieve this goal, NYU Shanghai reserves the right to review all alleged violations of the following student behavior policies and to initiate disciplinary action and impose sanctions when appropriate. Students will be held accountable for violations of the following policies whether committed by themselves or by their guests. Students found to be present while a violation is occurring may be considered participants and may also be subject to disciplinary action. Prohibited items may be confiscated and discarded.

III. PROHIBITED CONDUCT

The following constitutes prohibited conduct for students at NYU Shanghai.

A. COMMUNITY STANDARDS

1. Behavior that is disrespectful to any member, policy, culture, or custom of the Shanghai community or of any community where a student is studying, conducting research, interning, working, participating in an NYU Shanghai activity or otherwise representing NYU Shanghai.
2. Actions that violate any law or regulation of Shanghai and/or the PRC or of any location where a student is studying, conducting research, interning, working, participating in an NYU Shanghai activity or otherwise representing NYU Shanghai.

3. Failure to maintain acceptable standards of personal hygiene or room cleanliness to the extent that such failure interferes with the general comfort, safety, security, health or welfare of a member or members of the NYU Shanghai community.
4. Keeping or caring for unauthorized pets or animals in any NYU Shanghai facility.
5. Unauthorized solicitation, recruitment for membership, subscription, polling, posting, canvassing or commercial sale of products, services, or tickets in NYU Shanghai facilities or to members of the NYU Shanghai community.
6. Smoking indoors, on balconies, or in facilities entryways. Smoking devices, including but not limited to pipes, bongos, electronic smoking devices, and hookahs, are not permitted indoors, on balconies, or in facilities entryways.
7. Conducting a private business from any NYU Shanghai facility or using any NYU Shanghai resources. For international students, working or engaging in business activities that may violate the terms of their visa.
8. Exhibiting or affixing any unauthorized sign, advertisement, notice or other lettering, flags or banners that are inscribed, painted or affixed to any part of the outside of a building or the inside of the building which may be viewed outside of one's room.
9. Affixing in any NYU Shanghai facility signage, advertisements, notices, or other lettering, flags or banners using permanent means that leave marks, holes, or remove paint.
10. Attaching or hanging any projections (radio or television antennas, dishes, awnings, etc.) to the outside walls or windows of an NYU Shanghai facility.
11. Filming or videotaping in or into any area of any NYU Shanghai facility without authorization.
12. Gambling in NYU Shanghai facilities.
13. Using the name or any abbreviation, logo, trademark, torch symbol, or any other indicia of "New York University," "NYU Shanghai" or school or unit of NYU or NYU Shanghai without first obtaining written permission from the NYU Shanghai administration.
14. Using skateboards, scooters, rollerblades, or any other "coasting" devices in NYU Shanghai facilities.

B. HEALTH AND SAFETY

1. Possessing flammable decorations, appliances, or other property that may be deemed a fire hazard.
2. Being in violation of fire safety policies as established in this document.
3. Causing a fire or false alarm.

4. Possessing or storing a motorized vehicle; gas, electric, or otherwise at NYU Shanghai, including, but not limited to, the campus building and the residence hall(s). Unregistered Motorcycles, electric bicycles or scooters are not permitted to be used by NYU Shanghai students for travel to and from an NYU Shanghai facility.
5. Possessing weapons, including, but not limited to knives, mace, explosives, fireworks, firearms, or ammunition. Only knives provided by NYU Shanghai for use in the kitchen are permitted in NYU Shanghai-provided housing, and no knives are permitted to be in student rooms in NYU Shanghai-provided housing.
6. Throwing and/or causing objects or any substance to be directed from, into, or onto windows, doors, balconies, terraces, ledges, roofs or other areas.
7. Possessing, using or distributing an alcoholic beverage in violation of alcohol policies as established in this document.
8. Being in the presence of a violation of the alcohol policies as established in this document.
9. Possessing, using, or distributing an illicit or controlled substance and/or related paraphernalia in violation of substance policies as established in this document.
10. Being in the presence of a violation of the illicit substance policies as established in this document.
11. Possessing unauthorized furniture or being in violation of outside furniture policies as established in this document.
12. Tampering with devices and furnishings in an NYU Shanghai facility.
13. Failure to present a valid ID card or properly identify oneself when entering an NYU Shanghai facility or when requested to do so by any authorized staff member.
14. Unauthorized access or use of restricted areas in or about an NYU Shanghai facility, including but not limited to roofs, ledges, terraces, basements, storage areas or emergency exits.
15. Unauthorized entry into any part of an NYU Shanghai facility, or contributing to such unauthorized entry of another individual. This includes fraudulent attempts (misrepresentation, using false identification, etc.) to enter or to allow another individual to enter any part of an NYU Shanghai building.
16. Fraudulent use of NYU ID. Fraudulent use includes but is not limited to:
 - a) Giving or lending of NYU ID to any other individual.
 - b) Using one's NYU ID to "tap in" another individual through NYU Shanghai turnstiles.

C. ALCOHOL

NYU Shanghai is committed to maintaining a campus environment that is free of alcohol and substance abuse. NYU Shanghai views the abuse of alcohol and drugs as being antithetical to the pursuit of educational excellence and the realization of one's full potential as a student and member of this community. Students at NYU Shanghai are subject to the NYU Policy on Substance Abuse and Alcoholic Beverages, subject to the clarifications and modifications set out below. NYU Shanghai recognizes the drinking age of 18 years and students are expected to consume alcohol responsibly at all times.

Alcohol may not be consumed by students in any NYU Shanghai non-residential facilities, with the exception of approved university events. Additionally, students may not attend any NYU Shanghai event while intoxicated or bring alcoholic beverages to any event.

1. Students who are of drinking age (18 years old) may possess and consume alcohol within NYU Shanghai residence halls in accordance with the following:
 - a) Alcohol may be consumed only within residence hall rooms. Open containers of alcohol or cups containing alcohol are prohibited in common spaces such as hallways, lounges, kitchens, in public areas such as lobbies, or in outdoor areas adjacent to residence halls.
 - b) Alcohol may not be stored or kept in communal kitchens, including but not limited to refrigerators and cabinets.
 - c) Alcohol should be consumed responsibly. Over-intoxication can be dangerous and life-threatening. Students experiencing overdose due to alcohol should contact their Resident Assistant (RA) or another NYU Shanghai administrator to seek immediate assistance.
 - d) Students found to be in a highly intoxicated state in a residence hall may be subject to mandatory medical or psychological evaluation as well as appropriate disciplinary action.
 - e) Students who bring alcohol into a residence hall or possess alcohol in a residence hall are responsible for its use. Students who provide alcohol to others may be held responsible for any alcohol misuse under this policy.
 - f) Kegs or devices that permit purchase, storage, and distribution of alcohol in bulk quantities, or that allow unregulated access to alcohol by any means, are prohibited. Devices or mechanisms that facilitate rapid consumption (funnel bongs, etc.) are also prohibited. Participation in activities that facilitate or promote the rapid, dangerous, and/or forced consumption of alcohol (i.e. drinking games) is also prohibited.
 - g) A resident may be consuming no more than one open container of alcohol at a time.
2. Alcohol may not be sold or distributed in NYU Shanghai facilities.
3. NYU Shanghai funds may not be used for the purchase of alcohol.

4. Students are responsible for the behavior of their guests, including any violation of the alcohol or any other policy.

D. ILLICIT SUBSTANCES

Possession, use, and/or distribution of an illicit substance, including marijuana, is prohibited in all NYU Shanghai facilities. Substances considered illicit in the PRC or in the United States are not permitted at NYU Shanghai.

1. Any student who is found to be in possession of any illicit substances or any narcotics, including marijuana will be subject to disciplinary action and possible criminal charges.
2. Water pipes, bongs, hookahs and other paraphernalia commonly associated with drug use are also prohibited.
3. It is also a violation of NYU Shanghai drug policy to be in the presence of drugs or drug paraphernalia.
4. Students must obey local laws regarding the use, sale, possession, and distribution of controlled substances.
5. Drug use in the PRC is a serious criminal offense and can result in revocation of visa, incarceration, or other negative consequences for both the student and NYU Shanghai.
6. Students found responsible for violating NYU Shanghai's policies related to possession, use, and/or distribution of drugs will be assigned sanctions that reflect the very serious nature of this offense.

NOTE: The police in Shanghai (and elsewhere in China) continue to crack down on illegal drug use and have broad authority to do so. This may involve raids on nightclubs and bars and unannounced drug tests of anyone who is suspected of having purchased, used or been in the presence of illegal drugs or having been in contact with anyone suspected of the same. Drug tests may be conducted using urine, blood and/or hair follicle samples, and positive test results may lead to administrative penalties, including but not limited to fines, detention/jail and, for foreigners, cancelation of visas, deportation and/or a re-entry ban. ***These sanctions may apply even if the positive test result stems from drugs that were consumed legally prior to arriving in China.***

E. SMOKE-FREE CAMPUS

NYU Shanghai is a smoke-free campus. Consistent with the goal of creating a healthy and comfortable environment for all members of the NYU Shanghai community, smoking, including cigarettes, cigars, pipe tobacco, and use of electronic cigarettes, is prohibited at all times on the University campus, including in all of its buildings, residence halls and their grounds, clinics, laboratories, classrooms, private offices, balconies, plazas, vestibules, loading docks, and on any other campus property, as well as within close proximity to or causing the obstruction of any building entrance, covered walkway or ventilation system and on any other NYU Shanghai owned, controlled, or shared property. Signs will be posted at each building's entrances and displayed in prominent, visible areas to inform all individuals entering or occupying NYU Shanghai property that smoking is prohibited.

F. COMMUNAL SPACE USE

1. Inappropriate use of NYU Shanghai property or space not assigned to an individual.
2. Limiting the ability of others to use communal property or space by:
 - a) Leaving personal belongings in communal areas unattended.
 - b) Taking communal items into one's room; locking communal space; or otherwise limiting other individuals' access to communal items or space.
 - c) Failure to clean up communal spaces or items after use in a way that limits others' use of the space.
 - d) Behaving in a disruptive or abusive manner in communal spaces.
3. Unauthorized use or occupation of university space designated as a classroom, office, conference room, laboratory, reservable study room, music practice room, dance studio, vestibule or any reservable space.

G. PROPER IDENTIFICATION

Questions regarding this policy can be referred to shanghai.publicsafety@nyu.edu.

1. To ensure the safety of all the members of the NYU Shanghai community, while in NYU Shanghai facilities, students must carry and use their NYU Card to tap in of NYU Shanghai security gates at all times. If the NYU Card is not presented and used to tap into the facility, the Public Safety officer is required to confirm the identity of the student and document the missing NYU Card before the student is allowed access. If a student fails to present an NYU Card, the student will be required to complete a sign-in form prior to access. After 6 failures to present the NYU Card (tapping in) administrative processing fees will be charged.
2. NYU Cards reported lost or stolen will not be considered a violation of this policy; however, Public Safety will immediately cancel the access of the NYU Card and the student is required to pay a 150 RMB replacement fee at Bursar's office or via online payment through NYU Shanghai's WeChat Enterprise Account.
3. Lost or stolen cards must be reported immediately to Public Safety by calling 2059-5500 or visiting the NYU Shanghai Public Safety Command Center located in room 118 of the Academic Building.
4. If the NYU Card is reported lost or stolen while entering and exiting the residence hall, the student will be required to sign a form and Public Safety will cancel access to the lost or stolen card permanently.
5. Students who have reported a lost or stolen NYU Card must visit the Public Safety Command Center to apply for a new NYU Card within 72 hours.
6. It is against university policy to give or lend the NYU Card to any other individual or use one's NYU Card to "tap-in" another individual through NYU Shanghai turnstiles, the Public Safety Officer will confiscate the card immediately.

IV. ADMINISTRATIVE DEPARTMENT POLICIES

All students studying at NYU Shanghai are expected to abide by all university department policies and other related guidelines, policies and procedures. If any discrepancy exists between provisions of department policies and this document, the provisions of this document will apply. Violations of administrative department policies may be subject to the NYU Shanghai Student Conduct Process.

A. RESIDENTIAL LIFE

Questions about the policy can be referred to: shanghai.reslife@nyu.edu.
Residential Life policies are available here:
<https://shanghai.nyu.edu/page/reslife-policies>

B.

1. ADMINISTRATIVE. The following are violations of administrative standards:

- a) Violating any stipulation of the Student Housing License during the license period
- b) Violating any provision of the Off-Campus Housing Policy.
- c) Moving to another room or residence hall without authorization.
- d) Occupying residence hall space assigned to another resident.
- e) Installing an unauthorized lock on a bedroom, bathroom, or suite door.
- f) Violating the short-term or overnight guest policies.
- g) Inadequately securing one's residence hall room and/or failure to lock room doors.
- h) Subletting a residence hall room, suite. Allowing an individual to reside in a residence hall without authorization.
- i) Failing to properly complete the check-in/out procedure.
- j) Unauthorized possession or use of a key to property or premises owned, used, and/or operated by NYU Shanghai.
- k) Duplicating a residence hall key for any reason.
- l) Unauthorized painting, construction, or other modification in a residence hall room or common area.
- m) Permitting an unauthorized individual to reside in NYU Shanghai housing.
- n) Residing in any space not assigned to them by NYU Shanghai.
- o) The removal of any NYU Shanghai furnishings without prior approval from the Office of Student Life.

2. GUEST AND VISITORS. **Please note, the following policies are subject to change as COVID-19 management policies may supersede them. The following are violations of the guest and visitors policy:

- a) Short-Term Guests:** A resident in an NYU Shanghai residence hall is permitted to have short-term guests during daytime hours, 8AM - 11PM, provided that there is no interference with the rights of a roommate. The following procedures and conditions must be met:
- (1) A resident is permitted to have up to three (3) short-term, non-hall guests at one time.
 - (2) A residence hall room may have no more than six (6) individuals present at one time.
 - (3) Guests must present a valid passport (for non-Chinese Citizens)/citizenship ID (for Chinese Nationals) in order to be signed in to a NYU Shanghai residence hall.
 - (4) Guests must abide by all NYU Shanghai and the Office of Student Life policies, procedures and regulations. The host is responsible for the actions of his/her guest(s) in the residence halls at all times. The definition of a host shall include the individual who signed the guest in, but may also include other residents who the guest has come to visit, or those individuals accompanying the guest at the time of any alleged policy violation.
 - (5) There may be certain times of the year when visitation policies may be restricted or modified. Students will be notified in advance when these changes occur.
 - (6) Permission from roommates is not required for guests visiting during daytime hours (8:00AM - 11:00PM) provided that the presence of guests is not interfering with the academic or personal well-being of the roommate.
 - (7) The NYU Shanghai administration reserves the right to restrict guest privileges for residents who are found to interfere with the personal well-being or privacy of roommates or other community members.
- b) Quiet Hours**
- (1) A resident may have no non-hall guests and no more than three (3) quiet hours guests (students from the same residence hall) between 11:00 pm - 8:00 am.
 - (2) A resident host must have the permission of their roommate(s) to have any quiet hours guests.
- c) Overnight Visits:** Overnight visits are not permitted. Non-hall guests are not permitted in NYU Shanghai residence halls between 11:00 pm and 8:00 am. This definition is subject to change at the discretion of the Office of Student Life. Exceptions to these Guest and Visitation Policies must be approved in advance by the Office of Student Life.

3. NOISE. The following are violations of the noise policy:

- a) Residents are expected to keep sound to reasonable levels and to comply with requests to reduce sound levels that are intrusive.
- b) Use of amplifiers or P.A. systems in the residence halls are prohibited. Pianos are not permitted in residence hall rooms. Musical instruments may be played only in designated practice areas. Such space may not be available in all residence halls.
- c) Residents must observe quiet hours between 11:00 pm and 8:00 am and 24-hour quiet hours during NYU Shanghai designated examination periods.

4. COMMUNAL KITCHEN. **Please note, the following policies are subject to change as COVID-19 management policies may supersede them. The following are guidelines for use of the communal kitchens:

- a) NYU Shanghai residence halls have communal kitchens for resident use. On floors where there is no kitchen, students have access to the kitchen on the floor above or below or in the common area. The use of the kitchen is a privilege that can only be offered as long as it is used in a manner that does not compromise the health, safety, and well-being of the NYU Shanghai residential community.
- b) Students may not remove any kitchen items that have been provided by NYU Shanghai from the kitchen, for any reason. These items include, but are not limited to: hot plates, microwaves, kitchen knives, and communal cleaning supplies.
- c) Students are responsible for cleaning up for themselves after using the kitchen and appliances. Students may be charged for any additional costs NYU Shanghai incurs by having to clean the kitchen or replace damaged appliances.
- d) Students are responsible for the safe use of the kitchen. If a floor causes multiple fire alarm activations, due to inappropriate kitchen use, the kitchen may be closed.
- e) Misuse, theft or unauthorized use of another's personal property or belongings left in the kitchen, including food, is strictly prohibited, even if one intends to return the property or replace the food.

5. FURNITURE

NYU Shanghai maintains a strict outside furniture policy to ensure fire safety and protect the cleanliness of the rooms. Additionally, outside furniture can contribute to pest problems. All rooms are furnished appropriately for its occupants with a desk and chair, dresser, and bed. Furniture (including mattresses) may not be removed from student rooms of original assignment without proper authorization from the Residence Hall Director. Furniture may not be assembled atop bricks, bookcases, or other structures not originally designed to support it. Lofted or bunked beds may only be assembled or disassembled by Facilities staff and manufacturer installers/movers assigned by the university. No student or other person or entity may install or construct lofts or bunk beds in a room.

- a) Outside furniture is prohibited in the residence halls except for the following items:
 - (1) Desk chairs that do not have any fabric or upholstery
 - (2) Lamps (only non-halogen bulbs)
 - (3) Media stand, bookcase, or nightstand in which the total dimensions of each piece do not exceed 2 meters. Total meters can be calculated by adding the longest width, the longest height, and the longest depth together when fully extended (such as legs or sides).
- b) Additional limitations/requirements:
 - (1) Do not bring in items noted above, which are dirty or have been discarded (such as furniture left on the street). Such dirty or dilapidated items may have pests such as bedbugs and will not be allowed in the residence hall even if they meet these guidelines.
 - (2) No upholstered furniture or furniture that requires cushions are allowed for any reason. This includes but is not limited to dish/butterfly chairs, couches, futons, etc. Please consult with your roommate in making any decisions to bring in outside furniture. Also, it is recommended that you wait until you have stayed in your room for several nights before deciding to bring in such items.
 - (3) Residents are responsible to remove outside furniture from their room when they move out of the building or they will be charged for its removal. Residents will be charged for any outside furniture that causes pest problems. Student Life may amend these guidelines at any time and reserves the right to require the immediate removal of any outside furniture for any reason.

6. FIRE SAFETY

Residents will receive residence hall specific information about fire safety and evacuation procedures at the beginning of each term from their RA or RHD. It is extremely important that residents (and their guests) familiarize themselves with all applicable fire safety procedures in their assigned building. Residents who fail to comply fully with applicable fire safety procedures, such as those who fail to abide by building emergency evacuation procedures or who otherwise violate rules and regulations related to fire safety, will be subject to student conduct action. All NYU Shanghai owned or leased buildings are equipped with fire alarms that are tested regularly. In general, residents are expected to maintain adequate standards of cleanliness to avoid fire hazards, and must not obstruct sidewalks, entrances, passages, heating/air conditioning vents, fire escapes, elevators, lobbies, stairways, corridors or halls with personal property.

- a) The following items are prohibited in the residence halls and will be confiscated:
 - (1) Flammable decorations
 - (2) Natural or artificial evergreens

- (3) Electric heaters, electric blankets/pads, air conditioners, or refrigerators
 - (4) Microwaves, rice cookers, water kettles, or any other cooking appliance that is not provided by NYU Shanghai. (Coffee makers may be purchased by residents, but only stored and used in the communal kitchen for use by everyone. NYU Shanghai takes no responsibility for lost, stolen or damaged appliances.)
 - (5) Grills, hot plates/burners, toasters, toaster ovens, or any other type of open flame or heating coil device
 - (6) Halogen lighting equipment
 - (7) Candles or incense
 - (8) Explosives, fireworks, firearms, or ammunition
 - (9) Any other object found to block easy egress from a resident's room as deemed by Residential Life staff
 - (10) Power strips plugged into other power strips
 - (11) The use of any high-powered appliances (over 800 watts) in the common spaces
 - (12) Appliances plugged into outlets on the resident floor hallways
- b) Students found in possession of prohibited items will be subject to student conduct action and sanctioned accordingly. If you have any questions or concerns regarding fire safety, please contact your Residence Hall Director.

7. OFF-CAMPUS HOUSING

The following are the policies and guidelines applicable to juniors, seniors, and study away students who want to live off campus:

a) Eligibility:

- (1) All Freshmen and Sophomores must live in NYU Shanghai housing.
- (2) Juniors and Seniors may live off-campus in non-NYU Shanghai sponsored housing in accordance with the terms of this policy. Your class standing is based upon completion of 4 academic semesters (Fall/Spring only), not by credit or admit year. Juniors and Seniors who do not apply for housing by the specified application deadline will be considered to have forfeited their guaranteed housing and will be considered to be living off-campus.
- (3) All Study Away students from NY, AD and visiting campuses, must live in NYU Shanghai Housing. Only in rare instances are Study Away students allowed to live off-campus. Study Away students should follow the published housing exemption application if they wish to be approved to live off-campus.

- b) Terms & Conditions:** Juniors and Seniors who live off-campus will be responsible for handling all issues relating to their off-campus housing. NYU Shanghai and Student Life and Residential Life staff will not be able to assist with any matters related to students' off-campus housing. This includes but is not limited to:
- (1) endorsing agents
 - (2) providing listings
 - (3) setting up / paying bills or rents or guaranteeing rent payments
 - (4) advancing financial aid funds
 - (5) negotiating leases or disputes with landlords
 - (6) assisting with or claims filed regarding deposits or lease terms
 - (7) Students must work directly with their landlord on all such matters. NYU Shanghai will provide documentation that you are a student at the university and have been approved to live off campus if required by a landlord.
- c) Off-Campus Housing Registration:** Students who live off-campus are required to complete the NYU Shanghai *Off-Campus Housing Registration* form (https://nyu.qualtrics.com/jfe/form/SV_d41YAtZ50YKb685) within one week after moving into an off-campus housing location. International students must register their off-campus housing location with the local police station within 24 hours after moving-in, and are required to upload a copy of the police registration form when submitting the *Off-Campus Housing Registration* form. Students who live off-campus are also required to update their NYU Albert student profile with a current off-campus housing address and phone number.
- d) Regulations:** Students who live off-campus must agree to review and abide by all policies and regulations of NYU Shanghai and Student Life, including, but not limited to, this policy, the NYU Shanghai Student Community Standards Handbook and the policies it references, and the laws and regulations of Shanghai and the People's Republic of China, including, but not limited to, the temporary residence registration process, that are or become effective during the academic year. Violations of these policies, regulations, and/or laws may result in disciplinary action and/or a requirement to return back to university housing. You are responsible for your own actions off-campus. NYU Shanghai will not intervene with any aspects of your off-campus living condition. NYU Shanghai reserves the right to revoke its approval of your waiver at any time if you no longer meet the off-campus housing eligibility criteria or fail to comply with the Community Standards Handbook. NYU Shanghai will not be responsible for any financial damages levied for breaking the lease for your off-campus housing, including in connection with a revocation of the waiver.

8. MAIL & PACKAGE

**Please note, the following policies are subject to change as COVID-19 management policies may supersede them. The following are guidelines for receiving mail and packages:

- a) The residence halls retain the right to refuse the acceptance of any package that is in violation of university policies.
- b) The residence halls do not accept cash on delivery packages or send out packages.
- c) The residence halls do not accept perishables (take-out food, frozen food, fresh milk, flowers, fruit, etc), laundry/dry cleaning or any items that are deemed as a safety hazard.
- d) Due to limited package storage space, packages must be picked up as soon as possible, but no later than seven days from the date of the notification email.
- e) Students who do not pick up packages within five days may lose the privilege of package services at the Resource Center. The resource center will not accept any new packages should a student have unclaimed packages for more than five days.
- f) Mail Pickup Jinqiao Residence Hall
 - (1) Mail/package(s) **MAY ONLY** may only be picked up after it has been logged into the **Notifi Mail System** by the Resource Center staff.
 - (2) Mail and packages may not be picked up until an official notification is received through the student's NYU email address.
 - (3) Notification of delivery from the courier is not a confirmation that the package is logged and ready for pick up. Students may only pick up a package once the NYU Shanghai Notifi email has been received indicating it is ready for pickup.
 - (4) The NYU Card is required to receive mail at the Resource Center. Mail and packages can only be received by the recipient.
- g) Mail Pickup Jinyang / Pusan Residence Hall
 - (1) All mail/packages are received by the express lockers in front of the residence hall. When the lockers are at full capacity, students will need to obtain their packages on their own. Only packages that can fit in the express lockers can be accepted; students wishing to receive a large package will need to obtain their packages on their own.
 - (2) All mail/packages must include the student's room number, full (legal) name, and a working cell phone number. Once a student's package has arrived, the student will receive a notification via text message to the cell phone number included on the package.

- (3) Students must pick up their package within five days of its arrival. Packages not picked up within five days may be discarded.
- (4) Students must go to the express lockers to pick up their package anytime to pick up their package by entering their phone number.

9. LOCKOUT

The following are violations of the lockout policy. Refer to Appendix B (page 37) for the fee schedule.

a) Jinqiao Residence Hall Lockout

- (1) For student room key lockouts occurring during regular Resource Center business hours (9am-9pm), students may go to the Resource Center in Tower 2 to request access to their room. The Resource Center staff will confirm the identity of the student and unlock the room.
- (2) For student room lockouts occurring after regular Resource Center business hours (9pm-9am), students may go to the Public Safety desk in Tower 2 to request access to their room. The Public Safety guards will notify the Resident Assistant (RA) on duty at 11pm, 1am, 3am, 5am, and 7am to unlock a room for a student. *Example: If a student is locked out at 9:15pm, the student will need to wait until 11pm to be let in.* The RA on duty will confirm the identity of the student and unlock the room.
- (3) After three room key lockouts, administrative processing fees will be charged.
- (4) Lost or stolen keys must be reported to the Resource Center in Tower 2 immediately. For safety reasons, if the lost key had a personal identifier attached to it when lost (i.e. NYU Card, personalized keychain, etc.), the lock must be replaced and the student will be charged 200 RMB.

b) Pusan / Jinyang Residence Hall Lockout

- (1) Students who are locked out of their room due to forgetting or entering the incorrect digital keycode may go to the front desk of the Pusan/Jinyang Residence Hall on the first floor.
- (2) During front desk business hours (9am-9pm), front desk staff will confirm the identity of the student and unlock the room.
- (3) After front desk business hours (9pm-9am), the Public Safety guards at the front desk will notify the Resident Assistant (RA) on duty at 11pm, 1am, 3am, 5am, and 7am to unlock a room. *Example: If a student is locked out at 9:15pm, the student will need to wait until 11pm to be let in.* The RA on duty will confirm the identity of the student and unlock the room.
- (4) The digital keycode should be treated like a physical key and residents have the responsibility of ensuring that unauthorized

changes or disclosure outside the assigned residents should not be made without approval from the Office of Student Life.

- (5) Students who change the digital keycode without proper approval will be charged a 200 RMB fee to reset the keycode.
- (6) Students found to have shared their residence hall room digital keycode with residents outside the assigned room will be charged a 200 RMB fee to reset the keycode. Students to be found in violation repeatedly will both be charged a 200 RMB fee and go through the student conduct process.

C. STUDENT MOBILITY

Questions about the policy can be referred to: shanghai.student-mobility@nyu.edu.

1. STUDENT VISA AND RESIDENCE PERMIT

The following are violations of the student visa and residence permit policy: Based on the requirements of the Chinese Ministry of Education and the Exit-Entry Administration Bureau, international students studying in China have to obtain and maintain a valid student visa for the duration of their academic program. Non-Student Visa holders are not eligible to enter Mainland China to study. If your visa does not cover the full duration of your academic program in China, you should contact NYU Shanghai Student Mobility staff to get your visa extended. Please note: Overstaying your visa can lead to fines of 500 RMB (around 75 USD) per day, up to 10,000 RMB (around 1500 USD). While in China, students who engage in activities that do not correspond to the purpose of their student visa or residence permit or who otherwise violate the laws or regulations of China may be found to be in violation of their visa and may be ordered to leave China.

a) Student Visa

Generally, Chinese Embassies/Consulates will only issue a single entry X1/X2 visa. X1 visa holders have to convert their visa to a residence permit within 30 days of entering China. X2 visa holders can only apply for one additional entry if they need to travel out of China during their studies in China. X2 visa holders requesting an additional entry will need to surrender their passport for 7 business days while the new visa or residence permit is processed. The fee varies based on nationality from 160 RMB (around 25 USD) to 1,000 RMB (around 150 USD).

b) Residence Permit

If your academic program in China will last more than 6 months, you have to apply for a residence permit. A residence permit is a long-term permit with multiple entries. A health screening at the authorized clinic in Shanghai is required for the residence permit application. The whole application for a residence permit is X+4+7 business days (X=the waiting time to get a physical exam reservation, 4=health screening report producing and 7=residence permit processing). The application fees will be around 400-500 RMB for the health screening, and the residence permit fee is 400 RMB (less than 1 year), 800 RMB (1 year to 3 years) and 1000 RMB (3 years to 5 years). If you renew your passport during

your academic program in China, you must contact the Student Mobility team to renew your residence permit as well, no later than 10 days after completing your passport renewal. Failure to do this within 10 days may lead to fines of up to 10,000 RMB (around 1500 USD).

c) Health Screening

A health screening is required for all Shanghai campus international students who need to apply for a residence permit. It includes a blood test, X-ray and other basic tests.

d) Stay Permit

If you are a residence permit holder and would like to stay in China longer after the semester ends, you can apply for a stay permit. The stay permit will give you another 30 days, but you won't have any additional entries in these 30 days and you have to stay inside mainland China.

2. OFF-CAMPUS EMPLOYMENT

The following are violations of the off-campus employment policy: In accordance with current Chinese law and regulations, international students in China are not permitted to engage in off-campus work (paid or unpaid), but may participate in off-campus unpaid registered internships. International students must comply with certain requirements and complete the registration process BEFORE they start an off-campus unpaid internship. Failure to do this may be considered illegal employment and may subject international students to fines and other sanctions from the Chinese government and the Exit-Entry Administration Bureau. The fine is up to 20,000 RMB (around 3,000 USD) and also may affect your Chinese visa and your study in China.

3. TEMPORARY REGISTRATION (境外人员住宿登记)

The following are violations of the temporary registration policy: All foreigners are required to complete the temporary residence registration at the local police station within 24 hours after their entry into China. If you live in the Jinqiao, Jinyang and Pusan Residence Hall, or live off-campus, please visit <https://crjzndg.gaj.sh.gov.cn/24hr> to and register online. If you are staying in a hotel, the reception desk will register for you. Failure to do this on time may result in fines and other penalties.

4. 144 HOUR VISA EXEMPTION.

The following are violations of the 144-hour visa exemption policy: Effective January 30, 2016, various ports of entry in Shanghai, airports in Nanjing, Jiangsu Province and Hangzhou, Zhejiang Province are implementing a 144-hour visa-exemption transit policy. Citizens from 53 countries can transfer in China via any of the following ports of entry including Shanghai Pudong International Airport, Shanghai Hongqiao International Airport, Shanghai Port International Cruise Terminal, Shanghai Wusongkou International Cruise Terminal, Shanghai Railway Station, Nanjing Lukou International Airport, or Hangzhou Xiaoshan International Airport without Chinese visas by producing their own valid international travel documents and onward air / vessel / train tickets to a third country (region) with confirmed date and seat within 144 hours upon arrival, and can stay within the administrative precincts of Shanghai municipality, Jiangsu Province and Zhejiang Province for 144 hours. For

detailed information and application instructions, please check our online Student Portal at <https://students.shanghai.nyu.edu/>.

D. STUDENT INVOLVEMENT

The full policy and processes can be found on the community standards web page. Questions about the policy can be referred to: shanghai.involvement@nyu.edu

NYU Shanghai Student Government recognizes official student organizations through a semesterly application process. An official student organization is one that is registered with Student Government and has been explicitly approved for university funding and support. For more information about how to apply for official registration as a student organization, please email shanghai.student.government@nyu.edu. Student groups that are not recognized as an official NYU Shanghai Student Organization are not eligible to receive university support and are not permitted to use NYU Shanghai resources (including the university's name, brand, facilities, funding, or other assets).

For the purposes of the policies contained in this document, the phrase Student Organizations refers to any student organization that is recognized by NYU Shanghai and NYU Shanghai Student Government, including all student clubs, and other ad-hoc groups assembled for the purpose of fulfilling a specific mission on campus.

1. General Activity Guidelines
2. Student Organizations Conduct Process
3. Marketing & Branding Policy
4. Location: On Campus and Off Campus Policy
5. Transportation & Travel Policy
6. Safety Policy
7. Financial Policy
8. Conference & Major Event Policy
9. Sponsorship Policy
10. External Vendors Policy

D. CAREER DEVELOPMENT CENTER

Questions regarding this policy can be referred to: shanghai.careerdevelopment@nyu.edu

1. **HONOR CODE.** To assist students with building professional skills it should be understood that when using the services provided by the NYU Shanghai Career Development Center (CDC) students must adhere to the below honor code. Violations of the honor code are viewed as unprofessional, and will be added to and will remain on your student record. I accept that failure to adhere to this or any other Career Development Center policies may result in the removal of my NYU Shanghai Career Development Center privileges, including access to NYU Handshake, On-campus Recruiting jobs, career fairs, and career coaching appointments, and I may be referred to the NYU Shanghai Student Conduct Process.

When using or taking part in NYU Shanghai Career Development Center on-campus events, services and off-campus programs, I agree that:

- a) All information found on my resume, unofficial transcript and NYU Handshake profile, and other professional social media platforms is up-to-date, truthful and accurate.
- b) I will not share my login information with other individuals, including individuals from NYU Shanghai and peer institutions.
- c) I give permission to NYU Shanghai Career Development Center to provide my resume and other job search documents to prospective employers.
- d) I will honor all commitments. When I RSVP for events, I understand that I am making a commitment to attend. If I cannot attend, I will cancel my reservation prior to the event, so that a peer can replace me.
- e) I will exercise professional conduct during all career development and recruitment related activities, including interactions with NYU Shanghai Career Development Center staff.
- f) I will notify the employer in a timely manner of acceptance or non-acceptance of an internship or full-time offer, either verbally or in writing.
- g) If I renege on a verbal or written offer for an award, job, internship or other program, my Dean will be contacted and consequences may result from this interaction.
- h) Jobs listed on NYU Handshake may not be shared by students with another recruiting entity or posted to another job site.

2. FRESHMAN INTERNSHIPS: The university does not promote freshman participation in off-campus internships until the summer after your first academic year on campus. We strongly encourage you to gain professional skills through other means, such as on-campus jobs, community service, student leadership, research projects, and CDC events. If you are a freshman student who is committed to participating in an off-campus internship during the academic year, you must first attend an Academic Advising and Career Coaching appointment. You should also notify the CDC of your internship details, including company name and hours of commitment (we advise less than 10 hours/week).

3. OFF-CAMPUS INTERNSHIP REGISTRATION: International students must complete the Internship Registration Process to comply with Chinese laws and regulations; otherwise, you risk losing your student visa status. Contact the CDC or the Student Mobility Office to learn more about the criteria for eligible internships and the steps you must follow in order to be approved. You must fulfill the process before starting your first day of your internship. Please visit <https://shanghai.nyu.edu/campus-life/career/students/identify-opportunities/get-ready-work> to learn detailed steps of the registration process. For specific details, please review the information shared above.

4. ATTENDANCE: Our appointments and events are limited and in high demand. To ensure each student has a fair chance of meeting our career coaches or attending

our workshops and events, we have a cancellation policy.

- a) **Coaching Appointments:** Students are able to cancel their scheduled appointment on NYU Handshake up to 24 hours in advance. If you fail to attend two (2) coaching appointments without cancellation, you will not be able to book another appointment for two (2) weeks. If you fail to cancel your appointments four (4) times, your privilege of booking appointments will be removed for four (4) weeks. You will need to come to the CDC office in person and speak to a member of the team if you need to book a coaching appointment within these four weeks.
- b) **Workshops & Events:** You may RSVP to any event you would like to attend in NYU Handshake. We understand that students may experience unavoidable time conflicts, and therefore you are able to cancel your registration no later than 24 hours before the event. If you fail to attend a session without cancellation four (4) times, you will be blocked from participating in CDC workshops/events and accessing NYU Handshake to schedule an appointment and search jobs for four (4) weeks. You will need to visit the CDC office in person and speak to a member of the team to regain your access to workshops, events, or NYU Handshake within these four weeks.

E. STUDENT FITNESS CENTER AND FITNESS STUDIO

**Please note, the following policies are subject to change as COVID-19 management policies may supersede them. Questions regarding this policy can be referred to: shanghai.athletics@nyu.edu

1. GENERAL

- a) Students must present their NYU Card to access the Fitness Center/Studio.
- b) Athletic attire, including shirts and athletic shoes, is required at all times. No street clothes, sandals, slippers, or any type of boots will be allowed. Do not change clothes in the Fitness Center/Studio. Use the locker rooms in the Fitness Center to change your clothes.
- c) No personal property is allowed in the Fitness Center/Studio. Use the lockers in the Fitness Studio to store your personal belongings. Lockers are to be used only while members are at the Fitness Center/Studio. Locks are available for checkout at the front desk.
- d) Members are fully responsible for personal items that are lost, stolen, or damaged at the Fitness Center. NYU Shanghai is not responsible for any loss or damage of personal items.
- e) Food and drinks are not allowed in the Fitness Center/Studio. Water bottles may be used if they are made of non-breakable material and contain only water or sports drinks.
- f) Wipe off equipment and yoga mats after every use with disinfectant.

- g) Be polite. Share machines. Members may not occupy a Fitness Center machine between sets if another member is waiting to use that machine.
- h) During Fitness Center peak hours, use of aerobic training machines is limited to 25 minutes, which includes cool down.
- i) Any abuse of the equipment is not allowed. Please take off your shoes before using the yoga mat.
- j) Ease weights into position on the machine and do not allow them to slam down. Place weights back on the rack properly, after use.
- k) No outside personal trainers or guests are allowed in the Fitness Center/Studio.
- l) No horseplay is allowed.
- m) No profane or boisterous language is allowed.
- n) The use of cameras and mobile devices inside the locker rooms and during Group Fitness classes is not allowed.
- o) If equipment malfunctions, do not attempt to fix it. Notify the Fitness Center attendant.
- p) To regulate and maintain safety, obey fitness attendants at all times.
- q) Only Fitness Center staff is permitted behind the Fitness Center front desk.
- r) Unauthorized entry into the Fitness Center/Studio or contributing to such unauthorized entry of another individual is strictly prohibited.
- s) Students that enroll in the Fitness Center towel service must abide by all towel service policies.
- t) Fitness attendants have the authority to expel anyone found violating any Fitness Center/Studio policies.

F. LIBRARY

Questions regarding this policy can be referred to: shanghai.library@nyu.edu

1. PREAMBLE

The NYU Shanghai Library supports the educational goals of NYU Shanghai by providing access to all forms of information to support research, study, teaching, and the general pursuit of knowledge. In order to be successful in this mission, the Library and its community of users observe a relationship of reciprocal rights and responsibilities. While most users conduct themselves in a responsible manner, in the interest of protecting the rights of all Library users, it is necessary to define what constitutes infringements on the rights of others.

The NYU Shanghai Library Conduct of Code affirms a commitment to protecting an environment conducive to intellectual pursuits. Such an environment is characterized by respect for the rights of others, respect for the Library's resources, and respect for appropriate conduct in a public forum. The

Code ensures that users of NYU Shanghai Library find themselves in an environment that will enable them to achieve their educational objectives. The Code also acknowledges that the Library fulfills an important educational function in the University. Educational settings, unlike other public forums, require special considerations in defining violations, investigating allegations of violations, and imposing disciplinary action. This document affirms our commitment to addressing and resolving charges of misconduct in a speedy manner, while upholding the rights of due process.

NYU Shanghai Library is committed to:

- a) Serving and being responsive to the needs and priorities of its users
- b) Protecting each user's right to privacy and confidentiality in all of their interactions with the Library
- c) Building collections that meet the research and instructional needs of all users simplifying, enhancing and expanding access to information
- d) Preserving the collections for present and future users
- e) Providing library spaces to accommodate study, research, and scholarly exchange
- f) Keeping the physical environment of the Library clean, well-maintained, and properly functioning

2. PROHIBITED CONDUCT

Users will refrain from engaging in behavior that leads to the denial of, or unreasonable interference with, the rights of others; or which disrupts the regular operations and activities of the Library. Behavior which is considered to be in violation of the NYU Shanghai Library Code of Conduct includes, but is not limited to:

- a) Failing to follow instructions or take other directions from library staff
- b) Creating a disturbance or behaving in a manner which interferes with normal use of the Library (including rowdiness, noise, offensive interpersonal behavior, and the use of cellular phones in the stacks and designated silent study areas)
- c) Removing or attempting to remove Library materials or property from the library without authorization
- d) Damaging Library property (including mutilating Library materials by marking and/or underlining pages, tearing or cutting out pages or sections thereof, removing binding and staples, removing or tampering with security tags, using Post-it notes)
- e) Refusing to honor Library regulations regarding overdue items, materials recalled by the Library, and the payment of fines and/or fees for lost or damaged Library materials

- f) Concealing Library materials in the library for an improper purpose, including to reserve the materials for the exclusive use of an individual or group
- g) Leaving personal materials and/or books in stacks and study areas for extended periods of time or overnight
- h) Using Library areas for sleeping
- i) Being in an unauthorized area of the Library, or remaining in an area after its closing
- j) Smoking anywhere in the library
- k) Failing to abide by the NYU Shanghai Library Food and Drink Policy
- l) Sharing an NYU ID to allow unauthorized entrance to the library
- m) Refusing to present identification to NYU Public Safety officers and library staff upon request
- n) Failing to adhere to copyright laws and/or University policies on copyright
- o) Refusing to abide by regulations (including the Policy on Responsible Use of NYU Computers and Data guiding access to and use of computing and networking resources at New York University, including NYU Shanghai Library
- p) Violators of the NYU Shanghai Library Conduct Code may be removed from the library and referred for disciplinary action under applicable Library and/or University disciplinary processes, including the NYU Shanghai Student Conduct Policies.

3. ADDITIONAL RELATED LIBRARY POLICIES may be found on the NYU Shanghai Library website (shanghai.nyu.edu/academics/library/policy).

- a) Loan and Fine Policy-Student
- b) Food and Drink Policy
- c) Lock out Policy
- d) Locker Policy
- e) Donation Policy
- f) Video Room Viewing Policy

G. FACILITY MANAGEMENT

Questions regarding this policy can be referred to: shanghai.facilities@nyu.edu

1. Pudong Campus Locker Use Agreement

a) Application Period

- (1) One student is allowed to sign for one locker only.
- (2) All lockers are assigned randomly. Locker location can't be changed after an application is completed.

- (3) Locker quantity is limited, so it is not guaranteed that each student can get a locker.
- (4) Students can't apply for a locker again in the agreed semesters when they choose to cancel the successfully applied locker or return lock in advance.

b) Usage Period

- (1) Students are required to use a university Master or Lehmann lock. No personal lock is permitted under any circumstances and will be removed by NYU staff.
- (2) Students are allowed to use the locker & lock for two consecutive semesters of 2021 Fall and 2022 Spring. The deadline is May 31, 2022.
- (3) When the lock is broken, students can get a new lock for free by providing the broken one.
- (4) If a locker has been occupied by a student who is not physically studying in Shanghai, he/she will permanently lose the qualification of signing for a locker again.

c) Return Period

- (1) Students are required to return locker & lock before the deadline of the end of 2022 Spring. Locker return procedure contains two steps: empty the locker, return the lock to the mailroom.
- (2) Students will be fined 100 RMB if any one of the following items occur:
 - (a) Leave the Master lock on the locker. Master Lock is taken or lost.
 - (b) Locker partition is taken or lost.
- (3) Students will be fined 200 RMB if any one of the following items occur:
 - (a) Student doesn't empty his/her locker.
 - (b) Rotten, foul or valuable stuff remained in the locker.
- (4) If a student neither empties the locker nor returns the lock by him/herself to the mailroom, the university reserves the right to cancel his/her qualification for the locker application.
- (5) Your friend can help return your lock only when he/she can offer your lock's password.
- (6) No locker extension.

d) Maintenance Period

- (1) After the deadline, all items remaining in the locker will be disposed of completely.

e) Locker Guidelines

- (1) If a locker is not officially registered through the Office of Facility Management, others are entitled to register your locker without notification.
- (2) Food, drinks, and other perishable items are forbidden in the locker. No hazardous materials may be stored in the locker.
- (3) NYU Shanghai is not responsible for any lost, stolen, or damaged items, and/or any loss, damages resulting from the use of the locker. Do not store valuable property in the locker.
- (4) NYU Shanghai reserves the right to open and inspect lockers at any time without prior notice, and is authorized to remove materials which violate the locker agreement.
- (5) NYU Shanghai reserves the right to terminate this agreement at any time at its discretion, including but not limited to any campus security violations and/or student misconduct.

H. INFORMATION TECHNOLOGY SERVICES

Full policies can be found on the NYU Shanghai Information Technology Services website (<https://shanghai.nyu.edu/it/policies>). Questions about these policies may be referred to: shanghai.it@nyu.edu

1. IT Guidelines
2. IT Equipment Loan Policy
3. Guidelines for Registering events in NYU Shanghai
4. Notes on Illegal Downloading and File Sharing
5. Responsible Use of NYU Computers and Data
6. Guidelines for Account Access and Management at NYU
7. Terms of Use for NYU Google Apps for Education
8. ITS NYU-NET Operational Principles
9. World Wide Web Policies and Procedures
10. Appropriate Use of Email at New York University
11. Data and Computer Security Policy
12. Data and System Security Measures
13. Reference for Data and System Classification
14. Security Guidelines for Desktop and Laptop Computers
15. Security Guidelines for System Administrators
16. Personally Identifiable Information Policy
17. Administrative Data Management Policy



NYU SHANGHAI STUDENT CONDUCT PROCESS

Effective August 22, 2021

I. PROCESS

- A. INITIATION OF THE DISCIPLINARY PROCESS.** Upon receipt of a report concerning an alleged violation of policies or standards applicable to student conduct, the Dean of Students or designee will review the complaint and any supporting materials or statements. If it is determined that a potential policy violation may have occurred, the Dean of Students or designee will conduct a Student Conduct Conference, as set forth below.
- B. CONSIDERATION OF INTERIM SUSPENSION.** If, in the judgment of the Dean of Students or designee, a student's behavior is deemed to be disruptive to the personal or academic well-being of members of the NYU Shanghai community, including, but not limited to, threatening or causing injury to the health or safety of self or others, to NYU Shanghai property, to the maintenance of public order, or to the effective continuation of the educational process at NYU Shanghai, the Dean of Students may recommend to the Vice Chancellor of NYU Shanghai, or his or her designee, (in non-academic matters), or the Dean of the department in which the student is enrolled (in academic matters), an interim suspension of the student from NYU Shanghai, including residential and/or academic programs and facilities, pending the resolution of the matter through an appropriate University student conduct process. When this occurs, the student shall be afforded the opportunity to expedite disciplinary proceedings so that the matter may be resolved at the earliest possible time. The period of interim suspension shall be deducted from any final sanction involving suspension. A student who has been subject to interim suspension and who is found "not responsible" shall be allowed full opportunity to make up any work that was missed due to the interim suspension. Should the student be an external or visiting student, NYU Shanghai may notify the college or university in which the visiting student is permanently enrolled.
- C. CONDUCT CONFERENCE:** A Conduct Conference is a meeting between the student alleged to be in violation of the policies and/or standards and the Dean of Students or designee. The purpose of the meeting is to investigate the allegations and provide the respondent an opportunity to present relevant information. If a Student Conduct Conference is necessary, any one of the following may occur:
1. The Dean of Students may review the matter or designate the case to one of their staff members.

2. Cases involving serious violations or repeat offenses may be referred directly to the Office of Student Conduct and Community Standards at New York University in New York.
3. The student will receive notice of a Student Conduct Conference via email to the student's NYU account. The notice will include information about who will review the case, the alleged policy violations, and the date, time, and location of the meeting.
4. During the Student Conduct Conference, the student will have the opportunity to share his/her account of the incident. The student may present supporting information and/or provide the names of relevant witnesses at the Student Conduct Conference. At the Student Conduct Conference, if the student indicates they want to provide additional information, they must do so within two calendar days following the meeting. The consideration of additional evidence is at the discretion of the Student Conduct Conference hearing officer.

D. DECISIONS: After the Student Conduct Conference is completed, the Dean of Students or designated NYU Shanghai administrator will consider the incident report, alleged policy violations, student statements, and information provided in rendering their decision. A preponderance of the evidence standard will be used to determine whether a policy violation occurred. The student will be notified in writing of the outcome via email, including whether or not the student is responsible for any violations of NYU Shanghai's policies, and if any sanctions are assigned as a result of the violation(s). Based upon a review of the evidence, the Dean of Students or designee shall take one (or more) of the following courses of action:

1. **Resolution by Agreement:** The Dean of Students or designee may elect to resolve minor infractions through informal (non-student conduct) interventions including, but not limited to, mediation, education, or verbal warning.
2. **Formal Resolution:** The Dean of Students or designee may elect to resolve violations via the student conduct process described above. Imposition of the following disciplinary sanctions may be assigned, which shall be presented in a letter sent to the student.

The following sanctions are available to the Dean of Students or designee:

- a) **Written Warning:** A notice to the student in writing that continuation or repetition of the conduct found wrongful, or participation in similar conduct shall be cause for disciplinary action.
- b) **Restriction:** Exclusion from participation in designated privileges, NYU Shanghai sponsored activities, or rights and services for a specified period of time. May be permanent or for a designated time period.
- c) **Probation**
 - (1) **Housing Probation:** A status imposed upon the student for a designated period of time, during which further violation of the University's residential policies will result in more serious disciplinary sanctions.

- (2) Disciplinary Probation:** A status imposed upon the student for a designated period of time, during which further violation of any University policy will result in more serious disciplinary sanctions. Students on Disciplinary Probation may not be permitted to study away and may be removed from any student leadership position.
- d) Deferred Status**
- (1) Deferred Suspension from University Sponsored Housing:** A defined period of time during which further violation of the university's residential policies will result in immediate suspension of the housing license or dismissal from NYU Shanghai housing.
- (2) Deferred Disciplinary Suspension:** A defined period of time during which further violation of any (or a particular one as noted) NYU Shanghai or Residential Life policy, they are subject to immediate suspension or dismissal from NYU Shanghai. Students on Deferred Suspension may not be permitted to study away and may be removed from any student leadership position
- e) Revocation of Off-Campus Housing:** Revocation of approval to live off-campus. A student whose approval to live off-campus is revoked may be required to live in NYU Shanghai sponsored housing or, if combined with a suspension from NYU Shanghai sponsored housing, may be dismissed from NYU Shanghai.
- f) Persona Non Grata:** Restrictions on access to designated areas of NYU Shanghai or presence at designated events and activities. May be permanent or for a designated time period.
- g) Relocation in University Housing:** Mandatory reassignment from one room or residence hall to another room or residence hall.
- h) Restitution:** Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
- i) Mandatory Health Referral:** A mandated assessment with a qualified health professional to evaluate a student's well-being and promote responsible decision making.
- j) Restricted/No Contact Directive:** A directive ordering the student to refrain from any effort to contact, communicate or interact with a designated member of the University community including, but not limited to, in person, in writing, by phone, by email, by texts, or other electronic messaging, through social media, or notes, cards, packages, letters, or efforts to communicate through a third-party acting on the student's behalf, or by non-verbal means. May be permanent or for a designated time period.
- k) Community Service:** Completion of a designated task, project, or service activity intended to foster awareness, educate, or make amends for one's misconduct.

- l) **Education:** A student may be required to complete an educational experience intended to educate the student on matters associated with the incident in which he/she was involved.

- m) **Suspension from University Sponsored Housing:** Exclusion from living in and/or visiting any/all NYU Shanghai sponsored residence facilities for a specified period of time. At NYU Shanghai, living in NYU Shanghai sponsored housing is mandatory for all first year students, sophomores and study away students. NYU Shanghai juniors and seniors may live off-campus if they have submitted a NYU Shanghai Housing Waiver and Release and been approved to live off campus in accordance with the Off-Campus Housing Policy. Thus, suspension from NYU Shanghai sponsored housing is tantamount to a dismissal from NYU Shanghai and/or the NYU Shanghai sponsored Study Away Program. **This sanction shall not be imposed on a Study Away student without consultation with the Dean of the School in which the student is enrolled, the Office of Global Programs, and the Office of Student Conduct and Community Standards.*

- n) **Dismissal from NYU Shanghai and Study Abroad Program:** Immediate dismissal from the program and Center/Campus. This sanction shall not be imposed on a Study Away student without consultation with the Dean of the School in which the student is enrolled, the Office of Global Programs, and the Office of Student Conduct and Community Standards.

- o) **Additional Sanctions:** In consultation with, and on behalf of, the Dean of the School in which the student is enrolled in academic matters or the Office of Student Conduct and Community Standards in non-academic matters the Dean of Students or designee may also impose other sanctions or extend the sanctions to other NYU campuses.

The following sanctions are available to the NYU Shanghai Director of University Community Standards, NYU Shanghai Assistant Dean of Students, and/or NYU Shanghai Dean of Students:

- p) **Suspension:** A separation from the University for a designated period of time and setting forth any conditions for reinstatement.

 - q) **Dismissal:** A permanent separation from NYU. Transcript Notation: A notation affixed to a student's internal or external transcript indicating his/her involvement in a disciplinary proceeding which may be permanent or for a designated time period.
3. **Referral of the matter to a central NYU Office:** Should any of the following circumstances exist, upon consultation with the Dean of the School in which the accused student is enrolled (in academic matters) or the Office of Student Conduct and Community Standards (in non-academic matters), the Dean of Students or designee may refer a matter directly to the appropriate office at NYU.

- a) If an alleged behavior/violation is considered to be of such a nature that the disciplinary sanction typically applied in such matters exceeds the sanctioning authority of the Dean of Students or designee, as noted above (e.g. dismissal from NYU).
- b) If an alleged behavior/violation is considered to be of such a nature that an investigation and resolution by administrators with more specific resources and/or specialized training in such matters is warranted (e.g. discrimination based on protected class, unauthorized access of electronic files, etc.).
- c) In the event the precipitating incident occurred at a time in the semester that resolution at NYU Shanghai was precluded (e.g. during finals week or if a student departs from NYU Shanghai prior to resolution of a student conduct matter).
- d) If circumstances at NYU Shanghai (e.g., staff schedules or vacancies, etc.) make it impractical or unreasonable to conduct the investigation or conduct process at the NYU Shanghai location.

Matters involving allegations of academic policy violations may be referred for adjudication directly to the Office of the Dean of the School in which the accused student is enrolled. Matters involving allegations of non-academic policy violations may be referred for adjudication directly to the Office of Student Conduct and Community Standards. The case will be reviewed in accordance with the policies and procedures of that office.

Allegations brought against a student of Sexual Assault, Sexual Harassment, Relationship Violence and Stalking will be referred to the NYU Office of Equal Opportunity for handling in accordance with the applicable procedures for such matters, available at <https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/test-reporting--investigating--and-resolving-sexual-misconduct--rela.html>

E. APPEAL: Students may request an appeal review of a decision made at any level by submitting a letter within three calendar days of the date of the hearing decision. The notification letter will identify the individual who will review the appeal request. The letter must request an appeal on one of the following grounds and include the remedy sought. The appeal must be accompanied by supporting documentation. The student will receive a notification letter that will identify the individual who will review the appeal request. The student shall receive a written decision from the appeals officer within twenty-one (21) calendar days of the submission of the appeal.

1. Grounds for an Appeal: An appeal must be based on one of the following grounds:

- a) a material procedural error

- b) previously unavailable relevant evidence that could affect the outcome
- c) the sanction being substantially disproportionate to the violation

2. Appeal Procedure:

- a) The appeal review of decisions rendered by the Dean of Students' designee will be conducted by the Dean of Students or a designee that did not render the decision being appealed.
- b) The appeal review of a decision rendered by the Dean of Students will be conducted by the Vice Chancellor.
- c) The appeal review for decisions rendered as a "dismissal" will be conducted by the Vice Chancellor.
- d) The appeal review of all decisions rendered for Study Away students will be forwarded to the Office of Student Conduct and Community Standards (for non-academic matters) or to the Office of the Dean in which the student is enrolled (in academic matters).

3. Appeal Process and Decision:

- a) An appeal review does not consist of a new hearing. Rather, it involves a review of the letter of appeal, the accompanying supporting documentation, and the initial proceedings.
- b) The appeal officer may call upon the appellant and/or others, as needed, for additional information or clarification.
- c) An appeal may have three possible outcomes:
 - (1) The appeal is denied and the decision remains as issued.
 - (2) The sanctions imposed in the matter are to be modified as deemed appropriate by the Appeal Officer.
 - (3) A new hearing/review of the matter is to be conducted by an administrator not involved in the initial case.

II. Final Review by NYU Central Office:

A. Academic Matters: The results of all academic policy disciplinary decisions made at NYU Shanghai shall be communicated to the Office of the Dean of the Department or School in which the student is enrolled and are subject to review by that office for the purpose of determining whether the sanctions imposed at NYU Shanghai should be extended to all NYU Centers/campuses. If the sanctions are determined to be so extended, the student shall be notified in writing of that decision and the related implications.

B. Non-Academic Matters: The results of all non-academic policy disciplinary decisions made at NYU Shanghai shall be communicated to the Office of Community Standards and Compliance and subject to review by that office for the purpose of determining whether the sanctions imposed at NYU Shanghai should be extended to all NYU centers/campuses. If the sanctions are determined to be so extended, the student shall be notified in writing of that decision and the related implications.

C. Disciplinary Records: All student conduct actions taken at NYU Shanghai should be reported to the Office of Student Conduct and Community Standards (for non-academic matters), the Dean of the School in which the student is enrolled (for academic matters), or the home institution of a visiting student. Records are maintained as follows:

1. NYU Students: Student Conduct actions are disciplinary matters and, as such, part of the student's educational record that is maintained in the Office of Student Conduct and Community Standards and/or the School or College in which the student is enrolled.

2. External and Visiting Students: In disciplinary matters involving a visiting student whose home institution is other than NYU Shanghai, NYU Shanghai reserves the right to inform the appropriate office at that institution of the results of all disciplinary decisions involving that student, as well as maintaining a record in the NYU Office of Student Conduct and Community Standards.

III. Parental Notification: In an effort to provide support or assistance to students and in accordance with the Family Educational Rights and Privacy Act - FERPA, NYU Shanghai may notify the parents or legal guardians of students who have violated university policies or federal, state, or local laws pertaining to alcohol or other drugs or in situations in which there is a health and safety emergency. The decision to notify parents or legal guardians will be made according to the professional judgment of the appropriate staff. Whenever possible, students will be consulted in the notification process. The primary goal of notifying parents or legal guardians is to promote the health and wellness of the student and others in the community.

APPENDIX A

NYU SHANGHAI RESOURCES FOR SEXUAL MISCONDUCT, RELATIONSHIP VIOLENCE, AND STALKING

Confidential Resources for students at NYU Shanghai include the **Wellness Exchange 24/7 (021-2059-9999)** and any **Wellness Counselor** or **medical provider** at the NYU Shanghai Student Health Center. To make an appointment with a Wellness Counselor, email shanghai.health@nyu.edu, call **021-2059-5353**, or visit the Student Health Center (Academic Building, 605) business days from 8:30am-5:30pm. For a complete list of NYU and community-based confidential resources for students, see the *Sexual Misconduct, Relationship Violence, and Stalking Resource Guide for Students* (<https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/sexual-misconduct--relationship-violence--and-stalking-resource-.html>).

Private Resources for students at NYU Shanghai:

Liaisons to the Title IX Coordinator in NY:

Judy Li, Assistant Dean of Students

Email: hl50@nyu.edu Phone: 021 2059-5323

David Pe, Dean of Students

Email: dp949@nyu.edu Phone: 021 2059-5312

Make a Report to NYU

Contact the NYU Title IX Coordinator in New York

Mary Signor: mary.signor@nyu.edu

Secure Online Form: nyu.edu/sexual-misconduct

Contact the NYU Shanghai Liaisons to the Title IX Coordinator in NY:

Judy Li: hl50@nyu.edu, Academic Building, Room 108

David Pe: dp949@nyu.edu, Academic Building, Room 1433

Make a Report to Local Authorities

Step 1: Talk with Judy Li or David Pe to get knowledge of the local law enforcement.

Step 2: Call or visit local authorities to report.

APPENDIX B

NYU SHANGHAI FEE SCHEDULE

I. Failure to Present NYU Card Administrative Fee.

Students who fail to present a valid NYU Shanghai ID will be subject to the following fees:

- A. 1-6 instances = No Charge
- B. 7-9 instances = 20RMB / Failure
- C. 9+ instances = 50RMB/ failure, including a notice letter from Public Safety and referral to the Office of Student Life conduct process.
- D. All charges are posted to the student bursar accounts.

II. Residence Hall Room Lockout Fee Schedule

Period	# Lockouts (Total Academic Year)	Fee
All Times	1-3 Lockouts	No Charge
	All Lockouts \leq 3	20 RMB / Lockout
More than 5 Total Lockouts per Academic Year		Referral to Office of Student Life Conduct Process
Unauthorized changes to the digital keycode or lock replacement for lost or stolen key.		200 RMB and Referral to Office of Student Life Conduct Process
<i>* All administrative fees are charged to the student's bursar account.</i>		

Lost or Stolen Room Keys

Students are responsible for locking doors and carrying room keys all the time. Lost or stolen keys must be reported to the Resource Center in Tower 2 immediately. For safety reasons, the student will be charged 200 RMB for lock change.