

CODE OF CONDUCT



LEADERSHIP,
ENTREPRENEURSHIP,
STEWARDSHIP



CONTENTS

Preamble 3

Rights of Nyenrode Community Citizenship 5

Responsibilities of Nyenrode Community Citizenship 6

PREAMBLE

Think before you act. And if you're in no shape to think, don't act at all unless it's to seek help¹.

The distinction and tone of an educational program will be measured, in large part, by the pride which its program participants and graduates take in themselves and their institution. The aim of *Nyenrode* is to train a select group of women and men to take a leadership role in their future business careers, a role that can be attained only by the individual's superior performance of her or his responsibilities in a competitive work place, a capacity to earn the respect and esteem of others, and a reputation for integrity.

Our education builds upon Nyenrodes three core values: *Leadership, Entrepreneurship and Stewardship*. This trinity of values goes back to Nyenrodes roots and represents core values that have been embedded in its identity since its foundation. Leadership enables people to

- recognize the moment
- where they can make a meaningful contribution
- which is desirable for the system
- and have both the courage and ability to seize that moment

Entrepreneurship encourages a pro-active and creative mindset with which to achieve these goals. As history demonstrates, Leadership and Entrepreneurship combined can be used for both good and evil. Stewardship therefore takes an important role in completing the trinity, balancing Leadership and Entrepreneurship with a strong sense of responsibility and care. Stewardship concerns the moral compass: what you do should reflect on what the system needs; it must be subservient to the whole. Stewardship is related to concepts such as corporate responsibility, sustainability, integrity and including social and environmental issues in the business agenda.

¹ This advice comes from 'Information and Advice for Students About the Stanford Honor Code', Stanford University. We gratefully acknowledge Goizeuta Business School, Stanford University, Pennsylvania Academy, Rutgers University, the John Marshall Law School and the University of California, Hastings College of Law for providing materials which helped us preparing the Nyenrode Code of Conduct. The rights students have to be treated fairly by the educators are derived from 'The Academy of Management Code of Ethical Conduct'.



In short, success, satisfaction, and leadership in business and life will depend on a person's self reliance, the ability to harness the commitment and energies of other people, sensitivity to the concerns and sensibilities of others, and an accurate perception by the community that you play the game fairly.

A community of learning is no different. So, accepting membership into the *Nyenrode community* as a program participant entails an obligation to promote the community's welfare by assuming the rights and responsibilities listed below. Each individual member of this community is responsible for her or his own actions and is expected to respect the rights of others.

It is the responsibility of all *Nyenrode program* participants to familiarize themselves with the rights and responsibilities as stipulated in this Code of Conduct. If violation of these rights and responsibilities is suspected, then every member of the Nyenrode Community has the right to confront the suspected violator(s). Should such confrontation not result in behavior in accordance with the values stated in the Code, a disciplinary procedure will or may be initiated.

The Code of Conduct is not written with the specificity of a criminal statute and is not designed to define misconduct in exhaustive terms.

RIGHTS OF NYENRODE COMMUNITY CITIZENSHIP

Membership of the *Nyenrode community* affords every program participant certain rights that are essential to the University's educational mission and its character as a community.

In the first place, program participants have the right to be treated fairly by the educators. This means, at least, that:

- **The educators have to strive for teaching excellence.** It is their duty to prepare themselves carefully. Program participants have the right to clear classroom communication, timely assessment and an explanation of their grades.
- **The educators have to show respect for program participants.** Program participants have the right to appropriate respect for their feelings, interests, needs, contributions, and intellectual freedom. Educators must avoid manipulation, coercion, or exploitation of program participants (especially directed at securing monetary, ego, or sexual gratification) and should demonstrate a sensitivity to cultural and personal diversity by avoiding racial, sexual, religious and ethnic discrimination.
- **The educators have to maintain objectivity and fairness.** Examinations should be carefully prepared and written work should be graded in an impartial manner.

Secondly, program participants have the right:

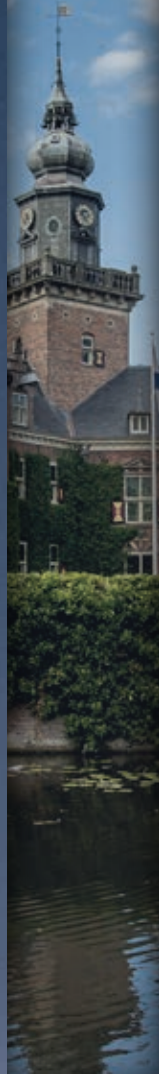
- to have access to participate in the academic and non-academic opportunities offered by Nyenrode, subject to applicable standards or requirements.
- to be free from discrimination on the basis of race, color, gender, sexual orientation, religion, national or ethnic origin, age or disability.
- to freedom of thought and expression.
- to fair judicial process in the determination of accountability for conduct.

RESPONSIBILITIES OF NYENRODE COMMUNITY CITIZENSHIP

Program participants are expected to exhibit responsible behavior regardless of time or place. Failure to do so may result in disciplinary action by *Nyenrode*. Attempts to commit acts not in accordance with this Code, or assisting others to commit acts not in accordance with this Code, shall be treated in the same manner, i.e. as completed violations and subject to the same sanctions. Responsible behavior includes but is not limited to the following obligations:

General

- **To comply with state and local laws.**
- **To comply with policies and regulations of *Nyenrode*** (e.g. ICT Rules, Program Rules, Regulations “OER”, *Nyenrode* house rules).
- **To respect all members of the *Nyenrode* Community and other program participants’ Rights of *Nyenrode* Community Citizenship.**
- **To respect the health and safety of others.** This includes acts or threats of physical and/or psychological violence against another person and disorderly conduct.
- **To refrain from harassment or disrespectful behavior of any sort.**
- **To refrain from bringing, or using, any form of weapons and illegal drugs to the Estate.**
- **To refrain from disturbing the estate including its animals as well as its buildings.** This includes intentionally disrupting the classroom or otherwise interfering with the right of others in the class to learn, as well as eating in the classroom or leaving litter behind



- **To refrain from non professional conduct during the project thesis.** This includes, but is not limited to, compliance with the Code of Conduct expressed by the sponsoring organization.
- **To refrain from intentionally furnishing false information to Nyenrode.** This includes marking or otherwise indicating the presence in class of another Program participant who is not actually present, or misrepresent her or his own presence or absence. This also includes misrepresentations in seeking financial aid, program participant housing, or other *Nyenrode benefits*.
- **Every Program Participant shall cooperate without reservation in supporting the disciplinary procedure to identify, determine, and prevent academic misconduct.** A program participant who is requested to furnish information or evidence for the disciplinary procedure shall respond fully and truthfully to all inquires.

Academic Conduct

- **To act in accordance with the Dutch Code of Scientific Integrity.**
- **To refrain from cheating in any form.** In addition to the conduct customarily regarded as cheating, conduct of the following types shall also be seen as cheating in an academic community:

For Participants this includes amongst others:

- turning in any examination or assignment which is not entirely the Program participant's own work, unless otherwise expressly authorized;
- using crib notes on a test;
- copying from another program participant during a test;
- using unfair methods to learn what was on a test before it was given;
- copying from another program participant during a test without their knowledge;
- helping someone else to cheat on a test;
- copying material and turning it in as your own work (plagiarism)
- fabricating or falsifying a bibliography;



- turning in work done by someone else but representing it as one's own;
- receiving substantial, unpermitted help on an assignment;
- collaborating on an assignment when the instructor asked for individual work;
- copying any material from a published source without footnoting it;
- not taking active part in group assignments.

Confidentiality

- Participants that have access to **confidential or secret information** will treat this information in an appropriate way. They will not use or disclose confidential information at any time, unless expressly permitted by the disclosing party.
- Participants will in **no way use or disclose any sensitive information** about other participants, other participants' organizations, faculty or guest speakers that is discussed in the class room.

Classroom Conduct

- **To refrain from disturbing the classes.** This includes intentionally disrupting the classroom or otherwise interfering with the right of others in the class to learn.



This also includes:

- **Using digital communication devices, such as cell phones, for any other purpose than educational ones.** The devices remain out of sight unless the program participants are requested by teaching staff to use it;
 - **Being late.** Program participants that arrive at the class room after the door has closed and the lecture has begun wait until the first break to join the lecture.
 - **Whispering or talking.** Although interactivity during lectures is very much appreciated and stimulated, bilaterals are very disturbing for those who teach and for those who are actively listening and therefore they are considered as not permissible.
- **The general dress code in the class room is smart casual.** This means shorts, flip flops or summer wear alike is not acceptable. During **guest lectures the dress code is business attire**, meaning a suit both for men and women.




Library and Nyenrode ICT Services (ICT)

- To refrain from stealing, damaging, defacing or misusing the property of the library or the ICT. This includes the building, the collection, the software and the equipment. This also includes obeying the copyright rules in using the information sources and software from the library and ICT.
- **To act according to the rules as described in the library rules and regulations.**
- **To act according to the rules as described in the ICT rules and regulations.**





Nyenrode Business Universiteit
Straatweg 25, 3621 BG Breukelen
Postbus 130, 3620 AC Breukelen

 www.nyenrode.nl
 info@nyenrode.nl
 0346 291 211