

# Asia-Pacific International University (AIU)

## Student Guidebook

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This Guidebook contains

Select Student Administration Guidelines and Student Handbook Policies and Supplements

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## INTRODUCTION

This Student Guidebook is for the convenience of Asia-Pacific International (AIU) students and is not intended to replace the AIU Student Handbook (SH). Students are required to familiarize themselves with the contents of this Student Guidebook, the AIU Student Handbook and the Residence Hall Handbook.

The purpose of this Student Guidebook is to provide students a convenient reference on University policies, regulations, procedures and the consequences for non-compliance. Every organization needs guidelines to ensure it functions harmoniously and for the good of all its members. It is hoped that these guidelines will help students make a successful adjustment to life at AIU.

A commitment to the Asia-Pacific International University educational philosophy generally dispenses with the need for student discipline. Inevitably, however, there will be occasions where it becomes necessary and appropriate for the University to discipline students who engage in behavior - whether on campus or off campus - that is inconsistent with the University's mission, standards and expectations.

Some guidelines exist to preserve and enhance the unique mission, message and life-style of the Seventh-day Adventist church. You may not always like or agree with all the rules and regulations; nevertheless, you are required to abide by them. You are encouraged to develop a mature attitude and response toward these guidelines and to always show a positive and respectful attitude to those who are assigned to implement them.

**Note:** This Student Guidebook may contain new or updated policies and guidelines and will function as an official supplement to the Student Handbook. The contents of the Student Guidelines will be updated from time to time.

**Caveat:** Please note that should any policy or its interpretation in this Student Guidebook later be found to be contrary to any existing or new policy or directive from the Board of Directors, Ministry of Higher Education, or the Government of Thailand, it will be considered null and void, and a new more suitable policy and interpretation will be immediately determined.

## UNIVERSITY LIABILITY POLICY

“Although reasonable security and safety precautions are taken, Asia-Pacific International University does not assume any liability and/or legal obligation to pay for injury to any person(s) (including death) or loss or damage to items of personal property which may occur on its property or at University events or activities, sponsored or otherwise, on or off its grounds prior to, during, or subsequent to the period of one’s enrollment at the University. Residents and students or their parents are encouraged to carry appropriate insurance to cover such losses.” (SH 25 - Revised)

Please be informed that the above University Liability Policy includes but is not limited to events and activities such as field trips, individual or group excursions, retreats, club activities, volunteer camps, etc.

## FIRE-SAFETY GUIDELINES

Students requiring assistance should contact their Residence Assistant (RA), the desk monitor, the Residence Hall Dean or the crisis management team. Emergencies requiring immediate assistance may include loss of electrical power, fire outbreak, theft, assault, personal crisis or injury. (SH 12)

### Fire Safety Policy

Tampering with fire safety equipment or falsely setting off a fire alarm is a violation of the law and the expectations of the University residence halls. Open flames and open heating elements of any kind are not permitted in the residence halls. This includes candles, incense, hotplates, matches, lighters, etc. (SH 12)

### Policy Updates

- a. No open flames are permitted in all University buildings and at indoor student programs, activities and events unless done in a designated area, by an authorized person, in a strictly controlled manner and with the permission of the Plant Services Director and the Student Administration Office. (SL2016-143)
- b. No open flames are permitted outdoors at on campus or off campus programs, activities and events unless done in a designated area, by an authorized person, in a strictly controlled manner and with the permission of the Student Administration Office and/or Plant Services Director. (SL2016-144)

### Fire Safety Guidelines

Fire safety in the residence halls and on the whole campus is a very serious matter. For your protection, you should learn the fire safety policies and guidelines. In the event of a fire, it is important that you know about the fire safety equipment around you and the nearest exit from your room. When the fire alarm sounds, evacuate the building using the stairs and comply with staff instructions. If the alarm bell sounds, do the following: (SH 12)

- Let others know of the danger on your way out.
- Do not re-enter the building unless specifically permitted to do so.
- In the event of a fire, take the following action:
  - If the fire is small, put it out using the fire extinguisher located closest to you.
  - Always have your important documents within easy reach, but, if not, DO NOT take time to find them.
  - Do not delay or try to carry your heavy belongings. Remember an extra minute could cost you your life.
  - Do not panic or shout; try to exit quickly, yet in an orderly manner to avoid any accidents.

- Proceed calmly to the basketball or soccer field. Please line up according to your floor so that the RA's or Deans can take a roll call to find out who is missing.

Certain emergencies may require you to seek safety in the building. For example, if the danger is coming from outside. In such scenarios, please remain calm and lock yourself up in the building and wait for help. (SH 11, 12)

### Consequences for Non-compliance

- **General Rules and Regulations No. 13 "Do not tamper with fire alarms or equipment." (SH 70)**
- **Issue of Misbehaviour No. 25 "Improper use, damaging or tampering with fire protection equipment" Citizenship Points Deducted 20-100 (SH 80)**

### Rule-Interpretation Note

**"General Rules and Regulations No. 13" and "Issue of Misbehaviour No. 25" are to be interpreted as applicable to and inclusive of the policies regarding open flames and heating elements.**

## FREEDOM FROM HARASSMENT POLICY

We recognize that men and women were created in God's image and the University has adopted the following policy in order to maintain the dignity of all. It is our aim to promote a work and study environment that is free from all forms of harassment. (SH 49)

The University has a duty to care for the health and safety of its staff and students. Harassment that occurs within the University can create an intimidating, hostile, offensive or distressing work or study environment and impacts on the health and wellbeing of staff and students. Harassment may adversely affect the work or academic performance of staff and students and their ability to access opportunities and benefits relating to employment or education. It can also damage the integrity and standing of the University. (SH 50)

### Hazing Policy

No hazing activities are permitted on or off campus. Hazing is often ritualistic harassment, abuse or humiliation with requirements to perform meaningless tasks; sometimes as a way of initiation into a social group. The term can refer to either physical, emotional or mental practices.

### Consequences for Non-Compliance

**General Rules and Regulations No. 18 "Do not harass, assault or intimidate any student, staff, faculty or guest." (SH 70)**  
**Issue of Misbehavior No. 23 "Harassment (sexual, physical, emotional, etc.) assault or intimidation" Citizenship Points Deducted 10-100 (SH 80)**

## CITIZENSHIP AWARD SYSTEM

Asia-Pacific International University, as with most organizations, has basic rules and regulations that must be carefully observed in order for it to accomplish its mission and maintain its reputation. “Students enhance the image and the reputation of the University by their professional, positive and well-mannered behavior. They also bring honor to their family and their country. The University values highly the ideal of members of the University community living together and is committed to the elimination of racial discrimination and harassment. The University relies on the positive behavior of its students to achieve these results.” (SH 67)

A Citizenship Award System (CAS) has been developed to promote character formation and to recognize and encourage exemplary behavior in students that will reflect the moral, social, cultural and religious values of the University. (SH 68)

- a. At the commencement of their studies at Asia-Pacific International University, each student is credited with 100 citizenship points valid during the entire duration of their studies. All students are encouraged to progress through their course of studies without losing any points. (SH 68)
- b. Points can be lost by means of behavior considered to be below accepted standards, revealing a lack of personal responsibility, or a failure to follow through on the personal commitments that students have made to support the rules and regulations governing University community life. (SH 68)
- c. Points lost can be recovered through positive behavior or support of University activities. (SH 68) Students may satisfactorily complete a plan consisting of one, some, or all of the following activities or assignments:
  1. Assist the residence hall deans in monitoring and maintaining a high level of cooperation in the dormitory.
  2. Be actively involved in supporting Student Council activities;
  3. Engage in approved campus ministry and/or community service;
  4. Engage in positive behavior particularly noted for supporting the University’s mission and objectives;
  5. Engage in other behavior beyond the call of duty or other meaningful engagement;
  6. Participate/engage in free labor; (SH 68/69)
  7. Pay a fine (**see e\* below**) (Please note that payment of fines is not the norm and may only be used in exceptional cases with committee approval).

### Notes on Citizenship Award Procedures

- a. The Dean/Director of Deans will approve activities and supervise an Improvement Plan to restore good citizenship standing. One copy is to be kept by the Residential Hall Dean/Director and one in the SA student’s file.



- b. A completion slip for each activity in the Improvement Plan is to be signed by the approved activity/project coordinator or supervisor and submitted to the Residential Hall Dean/Director to be kept on file.
- c. Upon completion, an Improvement Plan Report is to be submitted to the VPSA Administrative Secretary to be placed in student's file.
- d. If citizenship points fall below 70%, a student will not be permitted to move off campus, register for the next semester, or graduate (SL2013-028).
- e. \*The fine amount is 50 Baht for one (1) citizenship point. Fines must be in cash, cannot be charged, and must be paid to the AIU Cashier. The receipt is to be shown to the Residential Hall Dean/Director, and only a maximum of 50% of outstanding citizenship points may be regained by paying a cash fine (SL2013-028).
- f. The allocation of citizenship make-up points is as follows (SH 69):
  - 1. one hour of excellent work or participation = 3 citizenship points
  - 2. one hour of good work or participation = 2 citizenship points
  - 3. one hour of acceptable work or participation = 1 citizenship point
- g. If citizenship points are 50 or less the VPSA or Discipline Committee will require the student to receive counselling and may apply one, some, or all the following actions (SH 82):
  - 1. Place a student under campus restriction for an appropriate time
  - 2. Give a student probation for 1-2 weeks
  - 3. Require free labor for at least 30 hours
  - 4. Require compensation
  - 5. Require counseling
  - 6. Inform or invite the parent to visit
  - 7. Send daily record of activities to the Residential Hall Dean/Director or office of the VPSA i.e. class attendance.

## GENERAL RULES AND REGULATIONS

### Acceptable/Unacceptable Behavior

"Students are expected to demonstrate justice, fairness, and equality to all. Campus community life is characterized by kindness, courtesy, and respect for others. Any action and/or behavior that is demeaning or causes physical, emotional, or psychological injury to others is inappropriate and unacceptable." (SH 69)

"The University's general rules and regulations identify behavior considered unacceptable for students who wish to be members of the Asia-Pacific International University community. Practicing or engaging in unbecoming behavior will give cause for reconsideration of a student's continued status at the University and may result in the imposition of discipline." (SH 69)

## GENERAL RULES & REGULATIONS (SH 70, 71)

1. Follow University rules and regulations.
2. Take careful note of instructions and announcements.
3. Take heed of warnings and advice by the faculty and staff.
4. Abide by the University actions/policies.
5. Maintain a peaceful environment by not engaging in an act or acts that would be disruptive.
6. Do not create division among students or incite students, resulting in the breaking of University rules.
7. Abstain from using, possessing or selling alcohol, tobacco, addictive substances and drugs.
8. Do not engage in dishonesty, lying or cheating.
9. Do not engage in or be involved in theft.
10. Do not leave the campus without permission.
11. Do not engage in inappropriate social or sexual relationships.
12. Do not keep or possess pornography in any form.
13. Do not tamper with fire alarms or equipment.
14. Do not use or possess restricted items such as certain knives, swords, guns, fireworks or any form of weapon.
15. Follow residential rules and regulations (refer to Student Handbook and Resident Hall Guidebook).
16. Do not be aggressive to other students, staff or faculty either verbally or physically.
17. Refrain from fighting or quarrelling. Avoid situations involving these activities.
18. Do not harass assault or intimidate any student, staff, faculty or guest.
19. Attend required campus meetings such as worship services, chapels and assemblies.
20. Do not destroy property belonging to fellow students, staff, faculty, guests or the University.
21. Do not engage in activities that damage the name of another person or the University.
22. Abide by the University's dress code.
23. Maintain cleanliness in student dorm rooms.
24. Do not stalk another student, staff or any member of the community. Stalking is a serious offence and may result in the full range of disciplinary response, including dismissal from the university.

### Painting/Graffiti

1. Use of spray paint or any other substance for the purpose of graffiti is not permitted anywhere on campus.
2. A 2,500 Baht fine plus clean up-up charges apply to infractions of this policy.
3. **Defacing of private or public spaces or property will result in a loss of 20-40 citizenship points in addition to the fine.**

**General Rule: No. 27 Defacement, damage, use of graffiti to any public or private space or property.**

## CODE OF DISCIPLINE PROCEDURES

The following procedures will be taken when a behavioral problem arises: (SH 72)

- a. An informal cooperative and consultative approach is preferred in problem solving. A student will always be referred to the Residential Hall Dean/Director, a staff member, or a Dean of Faculty in an attempt to help the student towards more acceptable behavior. If the problem persists or cannot be resolved, further measures may be taken. (SH 72)
- b. Activities outside the University that involve police and criminal activities/charges will be considered by the Discipline Committee if the action of the student brings the name of the University into disrepute. (SH 72)
- c. In cases where students have committed, or are suspected of having committed a serious criminal act, or when they threaten or become a danger to another student, staff, faculty or guest, or place University's property at risk, it may become necessary for the University to request and involve the Police, and in appropriate cases, the immigration authorities in Thailand. (SH 72)

### Actions to be taken by Residence Hall Dean/Director

The following actions may be taken by the Residence Hall Dean/Director depending on the seriousness of the issue: (SH 73)

- a. **Verbal Warning** – A warning given to students pointing out the failure to abide by University guidelines.
- b. **Written Warning** – A written warning specifically addressed to a student. A copy of this letter will be kept in the student's file until their graduation.
- c. **Disciplinary Probation without Restrictions** – A period of time during which a student will be required to report on a regular basis to a Residence Hall Dean, staff member, or some other person nominated by the disciplinary body.
- d. **Disciplinary Probation with Restrictions** – A period of time when a student will be placed under particular restrictions and their behavior will be monitored by either a Student Residence Dean, or a staff member nominated by the disciplinary body.
- e. **Unpaid Labor** – An amount of time may be allocated to a student for carrying out unpaid labor in some area of the University. The amount of time for free labor will be determined by the Residence Hall Dean.

### Citizenship Points Deduction and Levels

Residence Hall Deans can deduct a maximum of 20 citizenship points for misbehavior and up to 40 citizenship points per semester. For challenging cases, they need to contact the Residence Hall Director and/or the Vice President for Student Administration.

The Residence Hall Deans should always inform the student if there is a change of more than five points in his/her citizenship point status. This notification will also function as a Verbal Warning to the student. Any misbehavior requiring the deduction of ten points or more should be accompanied by a Written Warning issued according to the following levels:

- a. Citizenship Points 70% - 91% = Warning letter issued by the Residence Hall Dean (Copy to SA Student File)
- b. Citizenship Points 51% - 69% = Warning letter issued by the Residence Hall Director (Copy to SA Student File).
- c. Citizenship Points 01% - 50% = Warning letter issued by the VPSA (Copy to SA Student File).

The gain or loss of student citizenship points will be recorded on SARRA by the Residence Hall Dean/Director/VPSA noting the date and the issue. This software provides the student and the VPSA the final citizenship report twice a semester. (SH 72/73)

**If a student has less than 50 citizenship points the enrollment into a new semester is only possible through personal appeal to the VPSA. (SH 73) Please note the following 2013 policy update: "If citizenship points fall below 70%, a student will not be permitted to move off campus, register for the next semester, or graduate (SL2013-028)."**

A student who has lost points for minor lapses (categories 1-6, SH page 86) will be counseled when the student has only 50 citizenship points or less. This step is taken in order to help students achieve responsible behavior and to save them from needing to appear before the Discipline Committee. Serious issues requiring the deduction of more than 20 points for one issue or 40 points per semester will be taken up by the Residence Hall Director or the VPSA. (SH 82)

## Disciplinary Action

Serious disciplinary issues and problems that have not been resolved at a lower level will be brought to the Discipline Committee. (SH 74) The following actions may be taken by the Discipline Committee depending on the seriousness of the issue: (SH 74-76)

- a. Initiate a Process for Serious Reflection
- b. Counseling and Rehabilitative Actions
- c. Deduction of Citizenship Points
- d. Unpaid Labor
- e. Monetary Restitution or Fine
- f. Suspension
- g. Dismissal

Note: See Student Handbook p. 74-84 for more detailed information relating to the Discipline Committee.

## CITIZENSHIP POINT PENALTIES (SH 78-81)

No	Issue of Misbehavior	Points deducted
1	Taking daytime campus leave without permission. (This refers to extended hours of absence from the University excluding routine shopping or banking for students on the Bangkok campus)	03-05
2a	Taking night time campus leave without permission. The first 15 minutes after curfew time is grace time without point deduction. For the next 15 minutes, students will lose 1 point. For every full hour, students will lose a maximum of 2 points. Student will lose a maximum of 10 points for the whole night.	01-10
2b	Taking weekend campus leave without permission. Students living off campus without permission will lose a maximum of 20 points per week.	15
3a	Unauthorized entering or leaving of campus buildings by any means other than the regular, designated entrances.	20
3b	Unauthorized presence in University buildings after regular closing hours, and unauthorized use of University facilities or equipment.	20
4	<p>Dressing or wearing a uniform not in harmony with University Dress Code (03-05)</p> <p>The deduction of Citizenship Points will be as follows:</p> <ul style="list-style-type: none"> <li>a. 1st Violation – a three (3) point deduction</li> <li>b. 2nd Violation – a four (4) point deduction</li> <li>c. 3rd Violation – a five (5) point deduction</li> <li>d. A Five (5) point deduction for every violation thereafter</li> </ul>	03-05

No	Issue of Misbehavior	Points deducted
5	Program attendance absences that place a student lower in attendance status than is allowed by policy	20-25
6	Disorderly conduct during chapel or other programs. It will include noisemaking, playing, reading, doing assignments, misuse of computers or mobile phones.	03-05

7	Willful undermining of the religious ideals of the University, including disregard for principles which govern thoughtful and meaningful Sabbath observance.	05-20
8	Disorderly, lewd, indecent, foul, obscene, or otherwise illegal or immoral conduct or language	05-40
9	Cheating on examinations: First offence: 0 points in the exam Second offence: Fail class and excluded from subsequent enrolment in the class	10-20 20-40
10	Aggressive behavior toward a staff or faculty member	10-40
11	Insubordination, being rude and disrespectful to administration, faculty, staff or Resident Assistants acting in the performance of their duties	10-40
12	Quarreling or fighting. Physical aggression (fighting) will attract a higher penalty than verbal aggression (quarrelling).	10-40
<b>No</b>	<b>Issue of Misbehavior</b>	<b>Points deducted</b>
13	Dishonesty, stealing, lying.	10-50
14	Entering the stairway, hallways or room in a dorm of the opposite gender without the permission of the Hall Dean.	30-40
15	Possession or use of pornographic pictures, books, media or other materials on campus	10-40
16	Gambling, or participation in restricted games	20-40
17	For those student who are found to be in violation of General Rule No. 7, 20-40 Citizenship Points will be deducted according to "Issue of Misbehavior" No. 17 "On or off-campus drinking, smoking and using other addictive substances or having possession of them. This includes returning to the dorm intoxicated and/or being involved in disorderly behavior or allowing any of these activities in one's room. In addition, a cash fine for violation of the alcohol, drug and smoking policy will be applied. If a student is found smoking or drinking in the dorm for the second or third time, a fine of 2,000 Bhat will need to be paid." (SH 80) and the following procedure may apply:  1. 1st offence = A warning letter will be issued with a copy to be placed in the student's SA File.  2. 2nd offence = A 2nd warning letter will be issued (deduct 20-40 Citizenship Points). Required steps to restore citizenship points: A fine of 2,000 Bhat and the student will agree to participate in one or a combination of the following: (1) a stop-	20-40

	<p>smoking/drinking/addictive substance education program (10 hours), (2) a free labor program (10 hours). Parents/guardian may be informed.</p> <p>3. 3rd offence = A 3rd warning letter will be issued (deduct 20-40 Citizenship Points) Required steps to restore citizenship points: A fine of 2,000 Bhat and the student will agree to participate in one or a combination of the following: (1) a stop-smoking/drinking/addictive substance education program (20 hours), (2) a free labor program (20 hours). Parents/guardian will be informed.</p> <p>4. 4th offence =The offender's name will be submitted to the Discipline Committee for further action.</p>	
18	Creating division among students or disrupting the peaceful environment of the University	20-40
19	Distribution or sale of alcohol in all its forms, tobacco and other addictive substances	40-100
20	Violation of Asia-Pacific International University Computer and Network Usage Policy	10-100
<b>No</b>	<b>Issue of Misbehavior</b>	<b>Points deducted</b>
21	Tarnishing or destroying the name of staff, faculty or students	20-100
22	Engaging in activities damaging the name of another person or the institution	10-100
23	Harassment (sexual, physical, emotional, etc.) assault or intimidation (See Freedom from Harassment Policy on page 57)	10-100
24	Improper social relationships, sexual misconduct, including rape (100) or other forcible contact on and off campus	10-100
25	Improper use, damaging or tampering with fire protection equipment	20-100
26	Intentionally destroying University, staff or student property. Possession and/or use of weapons or misuse of fireworks or open fire in the residence halls (cooking on open fire)	20-100
27	Defacement, damage, use of graffiti to any public or private space or property.	20-40
28	<p>a. Committing a criminal act</p> <p>b. Being a suspect and under criminal investigation by the Police or Court of Justice (100 points) unless acquitted of wrong doing.</p>	50-100

29	Possession, sale or use of addictive substances prohibited by law (examples include Marijuana, Amphetamines, Methamphetamines, Cocaine, Heroin, LSD, Rohypnol, etc.) The police will be informed by the VPSA's office.	100
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## DISCIPLINARY ACTIONS (SH 82)

Penalty Points	Possible Disciplinary Actions	Remarks
20-40	<ul style="list-style-type: none"> <li>Warning and reprimand</li> <li>Compensation required</li> <li>Campus bound for an appropriate time</li> <li>Free labor requirement – up to 10 hours</li> <li>Counseling required</li> <li>Parents/guardian informed</li> </ul>	Residence Hall Deans (RHD) may make a maximum deduction of 20 points for one issue, and a maximum deduction of 40 points per semester.  - RHD needs to inform the VPSA.
41-70	<ul style="list-style-type: none"> <li>Place under campus restriction for an appropriate time</li> <li>Probation for 1-2 weeks</li> <li>Free labor for at least 30 hours</li> <li>Compensation required</li> <li>Counseling required</li> <li>Inform or invite the parent to visit</li> <li>Send daily record of activities to the Residence Hall Dean or office of VPSA i.e., class attendance</li> </ul>	If students citizenship points are under 50 points or if they have received a deduction of 40 points in one semester, the VPSA or the Discipline Committee may choose one, or several, or the entire actions as is appropriate to the offence.
Penalty Points	Possible Disciplinary Actions	Remarks
71-99	<ul style="list-style-type: none"> <li>Put on probation or suspension for one semester</li> </ul>	
	<ul style="list-style-type: none"> <li>Compensation required</li> <li>Meet/report to parent/guardian</li> <li>Counseling required</li> <li>Submit record of daily activities to the office of VPSA i.e., class attendance</li> <li>The presence of the parents are needed on campus</li> </ul>	Approval from the VPSA or the Disciplinary Committee.  -Suspension or dismissal requires specific action by the Discipline Committee.
100	<ul style="list-style-type: none"> <li>Student is dismissed from University and must clear his/her account</li> </ul>	



## CHARACTER EDUCATION PROGRAMS: UNIVERSITY WORSHIP, CIVIC AND MORAL DEVELOPMENT, AND STUDENT ASSEMBLY PROGRAMS

### Introduction

Asia-Pacific International University functions according to a time-tested, holistic Judeo-Christian philosophy. Character education is central to our philosophy. In order to foster character formation, the University integrates spiritual activities, regular worship, civic and moral development instruction, community service and life-skills training into its educational program.

AIU understands that spirituality, faith, morality, and character development cannot and should not be forced upon any student. Nevertheless, in order to carry out its noble mission of character education, students are required to attend a minimum number of activities to ensure sufficient exposure to and opportunities for well-rounded character development. The beliefs and religious convictions of all students are respected and all are welcome to become involved in the spiritual life of the institution. (SH 30)

The degree to which students avail themselves of opportunities for character development will depend on the individual student. Students are free to accept, reject, internalize, ignore or assimilate ideas and practices according to the dictates of their own hearts and minds. What is required of every student, however, is the essential character trait of respect; respect for the educational philosophy of the University and a respectful attitude toward the ideas of others.

When attending any program promoting character formation students are required, at the very least, to show respect to the speaker and the audience by not becoming a disturbance or a distraction in any way.

“2. At AIU, we have a holistic view of education. Apart from the classroom teaching in the various areas of interest, we have regular character education programs to teach values and to foster personal faith. These programs are very important and are required just like academic classes in the various faculties. Every week students are required to attend a certain number of programs. More information is given in the attendance policy.” (SH 7)

### Sabbath Hours

Commencing at sunset on Friday evening and concluding at sunset on Saturday evening, the seventh day of the week (Sabbath) is observed as a memorial of God’s creation. This is a sacred time for religious worship, prayer, praise, Bible study, moral development and community service. (SH 30) It is also a time to enjoy fellowship with others, physical rest and renewal, and the wonders of God’s creation.

Regular University services, such as the library and the sports facilities, are not available for use during the Sabbath hours. (SH 30) Students, faculty, staff and visitors are not permitted to use the sports facilities on campus from one hour before sunset on a Friday until a half an hour after sunset on Saturday, usually

7:00 p.m., or according to the times posted on notice boards at the sports facilities. No regular or non-essential work is done anywhere on the campus, either by outside contractors, or by University faculty, staff or students. In addition, programs or forms of entertainment which distract from the meaning of the Sabbath are not permitted on campus. (SH 30/31) In order to preserve the sanctity of the Sabbath on campus, students are requested not to engage in activities that might disturb the Sabbath experience of others. Students are not permitted to leave the campus on Saturday morning until 10:00 a.m. without special permission from their Deans.

## Attendance Policy

“Asia-Pacific International University is a Christian faith-based institution owned and operated by the Seventh-day Adventist Church. As such, character education is a major dimension designed to enhance the spiritual growth and moral development of students. “Therefore, we believe that strong participation in programs that foster character formation is imperative.” (SH 31)

“... students are required to attend all mandatory programs while enrolled at our University. It is the student’s responsibility to keep regular track of his/her program attendance as each student will be held accountable for absences. Generally, AIU offers no classes during chapel, student assembly and dorm devotions. All extra classes should end by 9:30 p.m. As far as possible, there will be no exams for students during the Festival of Faith.” (SH 31)

## Character Formation Programs

Many on-campus activities are available to help students in their character development and application of personal faith and academic experiences. (SH 31)

## Character Formation Programs for Undergraduate Students

University Chapel, General Student Assembly, Festival of Faith are mandatory for all students. In addition, Dormitory Assembly (Monday 7:00 p.m.) is mandatory for dorm students. All mandatory programs require a minimum attendance level of 80%. Students are free to choose the other programs they wish to attend; however, they are required to maintain an overall minimum program attendance level of 70% for these programs. Students are required to come on time.

## Programs and Attendance Requirements

### Mandatory Programs

- University Chapel Mandatory for all students Wednesday 9:00 a.m. (1cr.)
- General Student Assembly Mandatory for all students Thursday 4:00 p.m. (1cr.)
- Dorm/Combined Dorm Assembly Mandatory for dorm students Monday 7:00 p.m. (1cr.)

### Required Programs with a Choice Option

- Family Groups/Mid-week Meeting (**Optional**) Wednesday 7:00 p.m. (1cr.)
- Vespers Friday 7:00 p.m. (2cr.)
- Dorm Devotions (One credit each) - Monday, Tuesday, Thursday, Friday 7:00 a.m. (4cr.)
- Sabbath School/Character Education Classes Saturday 9:00 a.m. (2cr.)
- Moral Development Seminar (in lieu of Dorm Devotions 4 credits. - Attendees may be restricted) Thursday 7:00 p.m. (4cr.)

### Attendance Requirement

- Maximum Weekly Program Attendance Credits: 11 (Does not apply to Festival of Faith weeks)
- Overall Minimum Weekly Attendance Credits: 70% (Does not apply to Festival of Faith weeks)

**Note:** Only points a–c below are mandatory programs for Non-Dorm Students (e.g. off-campus students, married students in apartments, or students who have permission to live in a faculty or staff apartment). (SH 39) Attendance credits will not be given to Non-Dorm students for participation in additional worship programs. (SH 39)

- University Chapel** every Wednesday from 09:00 a.m. – 10:00 a.m. (Note time change) University Chapel is held at the Kiti-Tasanee Auditorium. It is designed to provide opportunities for the University community to worship together, to integrate faith and learning, and to prepare individuals for leadership, service and world citizenship. (SH 31/32) Only very important announcements may be made before the chapel program with prior permission from the University Chaplain. No announcements may be made after chapel. (SH 32) The cafeteria will close at 8:45 a.m. before Chapel and reopen at 10:00 a.m. after Chapel (SL 2017-056) **Note the new time for General Student Assembly will be Tuesday, 9:00 a.m. starting 2<sup>nd</sup> semester 2018/2019.**
- General Student Assembly** - Regular Student Assemblies are held on Thursdays from 4:00 p.m. to 5:00 p.m. at the Kiti-Tasanee Auditorium. (SH 32) During this time the Library and Learning Center will be closed. (SH 39) The VPSA Office will organize a short devotional; after which, important information is shared with the student body (for the exact dates please check the University Calendar). The cafeteria will close at 3:45 p.m. before Student Assembly and reopen at 5:00 p.m. after Student Assembly. (SL 2017-056) **Note the new time for General Student Assembly will be Thursday, 9:00 a.m. starting 2<sup>nd</sup> semester 2018/2019.**
- Festival of Faith (FOF)** - Attendance for all sessions is required (SH 40) (day students need to attend only the morning sessions). (SH 39) The Festival of Faith is scheduled twice a year, once each semester. This week-long time of special spiritual focus provides students, faculty, and staff

an opportunity to renew and deepen their own religious devotion and commitment. FOF often features outstanding visiting international speakers. (SH 32) Students are required to remain on campus. Only in cases of emergency may a student make a request to his/her dean for a special leave from campus. The morning and evening meetings will replace morning dorm devotions, chapel, campus family groups and vespers. (SH 40) The dress code for evening meetings will be the same as Vespers.

- d. **Morning Dormitory Devotions** every Monday, Tuesday, Thursday, and Friday morning at 7:00 a.m. in each dorm for 15 minutes (other morning worshipers need to be approved by the VPSA). (SH 39) Dorm worship may be at 7:00 p.m. or at 10:00 p.m. depending on the needs of the dorm. (SH 40) Dorm Worship is an informal spiritual experience designed to enhance spiritual growth in each individual. The program may include singing, sharing, prayer, testimony and Bible study. Programs for dorm students are held throughout the week on campus to encourage students to take some time out from their regular studies and other activities for spiritual enrichment and encouragement. These programs provide informal spiritual experiences designed to enhance the spiritual and moral growth of the resident community. Ethnic groups can also be established and can receive credit after the approval of a written request for regular devotional meetings. For more information, please refer to the weekly devotional schedule. (SH p. 33)
- e. **Dormitory Assembly** in each dormitory held on all Mondays at 7:00 p.m. is mandatory (SH 39). A **Combined Dorm Assembly** in the Auditorium may be held from time to time as needed.
- f. **Campus Family Groups** usually meet every Wednesday. These groups generally meet from 7:00 – 8:00 p.m. in various places on campus. If the host cannot conduct the group meeting because of an emergency, full credit can be given to the group members. This is possible only once a semester. (SH 39) Students whose family group host has cancelled a Family Group meeting and who have been given advanced notice of it may attend the Wednesday Mid-Week Meeting that is held in the church at the same time.
- g. **Mid-week Meeting:** Every Wednesday from 7:00-8:00 p.m. at the church. Students who do not participate in a Campus Family Group may attend the Mid-week meeting.
- h. **Departmental/Class Assembly:** The second Thursday of the month is generally the time for departmental devotions and information sharing. (Check the University Calendar for dates and times).
- i. **Vespers** every Friday from 7:00-8:00 a.m. (with a double credit for attendance) (SH 40)
- j. **Saturday Sabbath School/Character Education Classes** from 9:00 – 10:00 a.m. (with 2 credits for attendance) (SH 40)
- k. **Moral Development Seminar** Thursday 7:00 p.m. (with 4 credits for attendance in lieu of Dorm devotions)
- l. **Saturday Afternoon Programs:** Branch Sabbath School, Adventist Youth, Community Outreach, etc.

## Community Worship Service

All students are encouraged to attend and participate in the Community Worship Service (also known as Divine Worship Service). Divine worship is on Saturday (Sabbath) morning from 10:00 a.m.-12:00 p.m. All students are warmly invited to participate. (SH p. 32) Note: SAUM sponsored students are required to attend this program.

## General Rules and Regulations for Program Attendance

1. Students must carry and present their ID cards at all times for all events:
  - a. No ID card number is allowed to be keyed in.
  - b. If students forget their ID card, they need to talk to their Dean and see him/her the same day with their ID card in order to get credit for the attendance. This is only possible twice a semester.
2. Every student needs to check in with their ID card with their respective Residence Dean or RA. (SH 41)
3. Checking in with or scanning another student's ID number is not permitted.
4. For the first 10 minutes, students are not allowed to walk out of any doors while other students are checking in.
5. Students have to leave their ID cards with the Dean when going out of the room or to the bathroom during an event. Staying outside longer than 10 minutes is considered an absence.
6. Students are not allowed to use the side doors during an event except in an emergency situation.
7. The use of the balcony is permitted only when the hall seats are full or if the Deans allow it. During the summer semester the balcony will be closed.
8. The attendance-checking barcode device is activated before the opening prayer only. Late comers (after opening prayer) will be considered absent. (SH 42)
9. Proper etiquette and decorum should be maintained at all times. Being irreverent, disrespectful or in any way disturbing the worship or listening experience of others is completely unacceptable.
10. If you arrive late, wait until the opening prayer or special music is over before finding a seat.
11. Fill up empty seats in the middle of the row first so it is easier for others to find a seat.
12. Seats cannot be saved for friends after the opening prayer.
13. The use of mobile phones, headphones or earphones, computers and similar electronic devices are strongly discouraged during programs, except when they are used to participate in the program (i.e. electronic Bibles, songbooks, etc.).
14. Talking, eating and drinking is also prohibited during programs.
15. The dress code for Student Assembly and Chapel is the official school uniform. (See SH 52-58)
16. The dress code for Vespers is:
  - a. Males: Shirt or Polo shirts (Sports clothes, pajamas, and sleeveless shirts are not permitted.) Formal pants. Knee-length or longer pants (Shorts are not appropriate.)

- b. Females: Modest blouses, dresses, or pants suit (low cut tops, see through clothes, sports clothes, pajamas, etc. are not permitted.) Skirts of a modest length or formal pants, knee-length or longer pants. (Note: The definition of a 'modest length' will be determined by the Dean or Student Administration Office, short pants and short dresses or miniskirts are not appropriate.)
  - c. Footwear for all: Shoes or formal sandals/slippers (Flip-flops or thongs footwear are not appropriate.)
  - d. Jewelry: Wedding rings, Engagement rings (Bangles, earrings, necklaces, etc. are not appropriate.)
17. The dress code for Sabbath morning worship is:
- a. Males: Formal shirts and pants or suit (Short pants are not appropriate.)
  - e. Females: Modest blouse, dress, or pants suit (low cut tops, see-through clothes, etc. are not appropriate.) Skirts of a modest length or formal pants. (Note: The definition of a 'modest length' will be determined by the Dean or Student Administration Office, short or knee-length pants and short dresses or miniskirts are not appropriate.)
  - b. Footwear for all: Dress shoes or formal sandals/slippers (Flip-flops or thongs footwear are not appropriate.)
  - c. Jewelry: Wedding rings, Engagement rings (Bangles, earrings, necklaces, etc. are not appropriate.)

### Attendance Credit (SH 32, 33)

1. For all the programs, such as chapel, vespers or student assembly, etc. students will not get an attendance credit if they come after the opening prayer. (SH 33)
2. Attendance at Sabbath School classes/Moral Development Seminars is taken at the beginning of the program. If a student is late three times, it is equal to one absence. (SH 32)
3. The attendance for the Campus Family Groups should be taken at the end of the meeting. (SH 32/33)
4. Day and married students need to be in attendance at the chapel and the general student assembly. If they would like to join additional programs, they are more than welcome and encouraged to do so. (SH 33)

### Information for Union or Mission Sponsored Students

After every semester, the sponsoring Union and Mission Offices and Sponsors will be informed by the VPSA's Office about the status of their sponsored students. This will include a student's attendance percentage (including divine worship attendance) and citizenship points. (SH 38)

### Attendance Exemptions and Exceptions

The Student Life Committee reviews all petitions for exemptions and exceptions. For private or other unusual circumstances, a petition may be given directly to the Vice President for Student Administration. (SH 34)

All students will be required to participate in University programs. The University will permit students to apply for date-specific exemptions only for the following reasons (SH 33, 34):

1. Students doing a mandatory practicum, teaching, observation, or internships are exempted only if the concerned department gives prior notification to VPSA Office.
2. RA's or monitors will get attendance credit if they are on duty during the program.
3. Media-Services student workers must remind their supervisor to report their total credits to the VPSA Office every week. (Please note the procedural change.)
4. Students with serious medical conditions may be temporarily excused if they immediately inform their dormitory dean.
5. Students on authorized school trips are excused only if the teacher/supervisor in charge notifies the VPSA Office.
6. Students having a verifiable family emergency or an unusual family occasion may be excused if they inform the VPSA Office before the requested absence.
7. Students who are parents with childcare responsibilities during University programs requiring attendance may apply for an exemption. (SH 34)

### Attendance Restrictions

1. The University does not grant a full semester exemption.
2. Work conflicts do not qualify as excused absences.
3. Exemptions for volunteer work, lunch, running errands, class meetings, homework, or other personal business may not be granted. (SH 34)

### Consequences for Irregular Attendance

"There are generally five different levels of attendance status. If a student participates regularly in all the programs, or has earned at least 70% of attendance credits, his/her level is considered "Regular". (SH 35)

Students who do not fulfill applicable requirements will be subject to a four-level compliance policy. The attendance level of a student can change after every half of a regular semester and after every full summer session. ... The VPSA's Office will review the attendance of all the students twice every semester: in the middle and at the end of each regular semester. If the student fails to meet the minimum 70% attendance requirement for programs at any of the reviews, the student's attendance level will change." (SH 35)

### Attendance Levels

When a student fails to meet the minimum attendance requirement, the attendance level will change (SH 35) with consequences as follows: (Below is a summary of the non-compliance policy for attendance. See Student Handbook page 35-37 for complete details.):

1. “Regular Level” (70%-100%): Students are encourage to maintain perfect attendance.
2. “Warning Level”: If, upon review, a student has not or continues not to comply, he/she will receive a written warning which will be documented in the student’s Student Administration file. A third “Warning Level” automatically brings a student directly into the “Citizen Probation Level”.
3. “Attendance Probation Level”: If, upon review, a student continues not to comply, he/she will receive a second warning letter which will be documented in the student’s Student Administration file. The student will lose up to 20 citizenship points and be notified of the probation. If a student reverts to the “Attendance Probation Level” for a third time, he/she will automatically be place on “Dismissal/Reapplication Level” and parents will be notified and parents will be notified.
4. “Citizenship Probation Level”: The student will have a discipline file on record in the Student Life Committee and be subject to all applicable activity restrictions, such as, no weekend leaves, except for an academic trip. The student will lose up to 25 citizenship points and will be required to work 15 hours of unpaid labor. Parents will be notified.
5. “Suspension/Reapplication Level”: If, upon review, a student continues not to comply, he/she will be suspended from the University for the following semester or the full summer session. A personal interview with the VPSA will be required before a student can register for classes again.
6. Note: “If a student returns to study after suspension, the student will start with a regular level. However, this time he/she will not go through the level change level by level as listed on pages 35 to 36. When such a student enters the “Warning” level and continues to have less than 70% required attendance, the student goes directly to “Suspension.” After having been suspended once, there is no second suspension-only dismissal.” (SH 37)

### Extra Attendance Credit for Dorm Students

In order to return to “Regular” standing dormitory students may obtain extra attendance credit by satisfactorily completing a plan consisting of one, some, or all of the following extra credit activities:

- a. Being a speaker in the dorm devotions (2 extra credits for every speaking appointment but not more than four times a month beyond the normal 1 credit for attending).;
- b. Being a song leader or translator in the dorm devotions (1 extra credit for every appointment, but not more than eight times a month beyond the normal 1 credit for attending devotions).
- c. Participating in the community outreach ministry on Saturday (Sabbath) afternoon (1 credit for every participation and the slip must be signed by the approved outreach ministry leader and submitted to the Director of Deans (VPSA’s Office).
- d. If students participate in approved programs on campus, full attendance credit will be granted.
- e. All recognized ethnic groups, clubs, etc. may apply to organize extra devotional programs. A request needs to be made in writing to the VPSA’s Office through the Director of Deans.



- f. If a student participates in an outreach program at another church on a regular basis, 2 attendance credits may be given for that Sabbath. Approval from the VPSA through the Director of Deans is needed. A detailed attendance report will need to be submitted before the middle and end of each semester. (SH 37)

### Additional Notes Regarding Program Attendance

- a. On the last day of class before holidays, students receive credit for attending only morning dormitory devotions. The evening devotions may be organized by groups, but students will not receive any attendance credit.
- b. During the days of final exams, only the vespers program on Friday evening and Saturday (Sabbath) morning Sabbath School/Character Education Classes are organized and required until the end of the semester. However, students are encouraged to attend programs during the time of final exams and not neglect their spiritual life.
- c. Vespers and Saturday (Sabbath) morning programs are organized every weekend of the year. During vacation times, there is no attendance check.
- d. During the summer semester, Campus Family Groups and the general Student Assembly will not be held.
- e. During vacation times, programs will be organized according to need and request. (SH 38)

## ONLINE NOTIFICATION SYSTEM FOR OFF-CAMPUS DAY TRIPS (SL2016-080) (Sunday-Friday 7:00 a.m. – 8:00 p.m. / Saturdays 10 a.m. – 8:00 p.m.)

**Please Note:** The information in this section is subject to change as the new AIU integrated online platform is currently being developed. Any changes will be announced to the student body in due course.

### Introduction

We are living in uncertain and often troublous times both nationally and internationally. Asia-Pacific International University cares about the wellbeing and safety of its students. At any time, parents or guardians may need to urgently communicate with their children at AIU. The University, therefore, has an obligation to know the approximate whereabouts of students at any given time. Another equally important reason for knowing the approximate whereabouts of our students is to locate and assist them when they are in dangerous or difficult situations off-campus. Knowing the approximate whereabouts of students who do not return to campus after campus or dorm curfew will provide a starting point for anyone trying to locate them.

It is hoped that students will understand the small inconvenience to them in the context of the larger picture of personal responsibility and institutional accountability. Our goal is to not to restrict or take away a freedoms, but rather to educate students to be responsible members of society and become accountable for their own behavior.

Based on the aforementioned reasons, Asia-Pacific International University has implemented an Online Notification System for Off-Campus Day Trips. This system, designed for your protection, is comprised of two parts:

1. Inputting personal day-leave data online which provides valuable information about your whereabouts.
2. Scanning your student ID card when you leave and enter the campus which provides information on the actual time you left and entered the campus.

### Online Log Book and Scanning Procedure

The online Log Book found in SARRA provides the place where students will fill in basic information pertaining to their off-campus day trip. The simple process can be completed quickly in a few clicks. A student will follow the following procedure if he/she needs to leave the campus during normal hours 7:00 a.m. - 8:00 p.m.:

- a. Access the system online through SARRA.
- b. Input personal trip data into the online system. This can be done in a few click and can be done easily anytime and anywhere. (If there is a power outage or malfunction in the system, students will be required to fill in the dorm log book manually.)
- c. Your anticipated return time is your best guess at your approximate return time, and it is understood that it may not always end up being the exact return time.
- d. It is essential for a student to input accurate information regarding his/her trip because such information is provided for student safety, for the comfort of parents and loved ones, and for the good name of the University. Intentionally entering false information or leaving campus without completing the Off-Campus Day Trip Data Notification will result in the loss of citizenship points.
- e. If the information has been entered correctly the system will automatically acknowledge the off-campus day trip, unless the student has a hold against his/her name. In case of a hold, the student will need to obtain the dean's special permission for the trip. A students in regular standing will generally not have a hold against his/her name. A possible reason for a hold may be that a student's Citizenship Points are below the 70% minimum.
- f. If the student's off-campus day trip has been acknowledged by the system, the student will then scan his/her card when leaving and returning to the campus at the front and back gate scanning stations.
- g. All students are required to scan in or out whenever they enter or leave the campus.
- h. If needed, a student may scan in and out more than once during the time period he/she entered into the system without reentering the trip data.
- i. If a student's ID card is missing or damaged, the student will be required to enter his/her ID manually with the help of the security guard. A photo ID may be required.

- j. Students are to respect security personal at all times.
- k. If the scanning light is green then the student has correctly completed the Online Notification Process for Off-Campus Day Trips and is free to leave campus. If the scanning light is red then the student has not correctly completed the Online Notification Process for Off-Campus Day Trips and is not free to leave campus. The student will then need to contact his/her Dormitory Dean for further assistance.

### Consequences for Non-Compliance

Asia-Pacific International University considers the above procedures to be common sense guidelines. Students who fail to obey the rules and guidelines for leaving the campus risk putting themselves in danger, their parents in distress, and their school in disrepute. Students, therefore, who are found to have left campus without satisfactorily completing the Online Notification Process for Off-Campus Day Trips and/or scanning procedure will lose citizenship points as follows:

**General Rules and Regulations No. 10 “Do not leave the campus without permission.” (SH 70)**

**No.1 - Issue of Misbehavior: “Taking daytime campus leave without permission. Points Deducted: 03-05” (SH 78)**

### DRESS CODE POLICY

“As a Christian institution we are convinced that Biblical principles are the best for our lives. God teaches us in the Bible that our dress should be clean, modest and appropriate (1 Timothy 2:9; 1 Peter 3:3-4). This is a general principle that all enrolled AIU students need to follow on campus and off campus. Therefore, hot pants, miniskirts, low cut tops, see-through clothes, or very tight-fitting clothing and jewelry, are not appropriate.” (SH p. 52)

### Uniform for ESL and Undergraduate Students

“In keeping with the traditions of Thailand and Thai law for university students, a simple but stylish uniform has been adopted and required of all students for everyday University activities.” (SH p. 53)

The word ‘uniform’ is understood to be the distinctive clothing worn by students attending the University. At AIU this definition also extends to jewelry accessories. It is difficult and impractical to establish uniformity in regards to various types of jewelry; therefore, **AIU has a ‘no jewelry policy’ for all its students while wearing a school uniform**, except in the case of a wedding or engagement ring. Note: Bangles, brooches, bracelets, earrings, necklaces, etc. are not permitted when using a school uniform. **Exceptions:** Medical alerts. If needed, a tiny earlobe stud to keep the hole from closing; wedding rings and engagement rings; and religious accessories on a case-by-case basis. In cases of exceptions, it is the student’s responsibility to inform the Student Administration Office ahead of time.

## Uniforms for Male and Female Students

The uniform should be clean and ironed.

1. **Shirt:** WHITE short or long sleeved shirt or blouse, tucked in for tail-cut shirts and blouses (the bottom front and back part of the blouse are curved and longer than the sides). **Note:** the untucked, square-cut shirt and blouse option has been phased out and is no longer acceptable. Only the top button of the shirt or blouse is allowed to be left open. The University badge is pinned on the left side of the blouse or shirt, chest level. For Ladies Only: University metal buttons are placed inside the button holes at the front center placket and collar pin.
2. **Skirt (Female):** Black or dark blue skirt, knee length, only 4-inch open overlap slit.
3. **Trousers (Men):** Black or dark blue pants. Jeans and other jeans-like materials are not permitted.
4. **Shoes:** Any closed black, footwear (shoes and laces)
5. **Belt:** Black/brown leather, with AIU buckle.
6. **Necktie:** Male students can wear a blue necktie with the university logo (optional).
7. **Suit:** Students can wear a complete suit with the university logo on the jacket (optional).
8. **Sweater:** In the cold season students can wear a classic dark or white colored sweater.
9. **Jewelry:** Permitted items: Wedding rings, Engagement rings **Note:** Bangles, bracelets, earrings, necklaces, etc. are not permitted.
10. **Hair (Female):** Conservative, modest and well groomed. **Note:** Eccentric styles and strange colors are not permitted and their suitability will be determined by the VPSA Office.
11. **Hair (Men):** Conservative, modest, neat and short. **Note:** Eccentric styles and strange colors are not permitted and their suitability will be determined by the VPSA Office.
12. **Jewelry:** AIU has a ‘**no jewelry policy**’ for all its students while wearing a school uniform, except as mentioned above. (SH 53-57)

## Dress Code for Office Hours

During Office Hours from 8:00 a.m. – 5:00 p.m. appropriate uniform is to be worn while attending classes, Chapel, Student Assembly and when on business in University department buildings. When there is no class during office hours, only appropriate clothing will be accepted. Official Faculty polo shirts may be worn only on Fridays. (SH 57)

## Tattoos

Tattoos are strongly discouraged. Extreme tattooing of the face and neck is unacceptable, as well as themes, images, or words considered to be contrary to the principles and values of the University.

## Dress Code for Programs that do not require a Uniform

It is important to show respect during formal programs by wearing appropriate clothing. Jewelry is discouraged at all programs. You will find the dress code for Vespers and Sabbath morning programs in the section on Character Formation Programs.

### Temporary dispensation regarding Jewelry

AIU discourages the use of jewelry based on the following policy that **“our dress should be clean, modest and appropriate”** and that **“hot pants, miniskirts, low cut tops, see-through clothes, or very tight-fitting clothing and jewelry, are not appropriate.”** (SH 52), **AIU does not approve the use of jewelry and discourages its use at all times**; however, in recognition of, and out of respect for, the fact that our students come from culturally diverse traditions and religious backgrounds, AIU may, **as a temporary measure**, allow students to use simple jewelry, as long as they strictly abide by the following guidelines.

- a. **Any jewelry used should be small, simple, and inexpensive.** (The University does not accept responsibility for missing, lost, or stolen jewelry.)
- b. **Rings:** Simple rings on one finger. Rings on multiple fingers are generally not appropriate.
- c. **Earrings:** A small, single piece of jewelry in the middle of the earlobe. Multiple earrings are discouraged and jewelry must not dangle excessively below the earlobe.
- d. **Necklace:** A simple, single necklace generally worn under the clothing. No neck chains are permitted. No tight-fitting necklaces or “chockers” are permitted.
- e. **Bracelet/Bangle:** A single, simple wrist bracelet/bangle.
- f. **Ankle Bracelet:** A single, simple ankle bracelet.
- g. **Other Jewelry:** No other jewelry will be permitted, including nose studs, etc.
- h. **Participation:** All jewelry should be removed or hidden from sight when participating or performing on stage at a formal function or activity. Any exception to this rule, as in the case of the Cultural Fest, etc. must receive prior approval from the VPSA Office.

### Special Notice on the Use of Jewelry

1. As a Seventh-day Adventist educational institution, AIU upholds the Churches traditions and values. In the case of jewelry, this generally means not wearing jewelry. You are encouraged to respect these traditions and values by not wearing jewelry to programs.
2. The dispensation on the use of jewelry applies only when students are not required to be in school uniform.
3. The dispensation on the use of jewelry is a privilege and not a right.
4. The dispensation on the use of jewelry is temporary in nature and **maybe withdrawn at any time if it is abused or at the discretion of the Administration**.
5. AIU discourages the use of jewelry at all times.

## Consequences for Noncompliance

### General Rules and Regulations No. 22 “Abide by the University’s dress code.” (SH 71)

### Issue of Misbehavior No. 4 “Wearing uniform not in harmony with University Dress Code” Citizenship Points Deducted 03-05 (SH 78)

## Rule Interpretation and Implementation Procedure

1. It is awkward and embarrassing for teachers and staff members to ask students to change their clothing or remove their jewelry. Such situations are embarrassing to onlookers and to the person violating the policy as well. Requesting a student to change their clothing or remove jewelry is also disruptive to a class or an activity.
2. If a student violates the dress code, including the jewelry policy, a teacher or staff member has the right and responsibility to directly request that the inappropriate clothing or jewelry be changed or removed and, or to note down the name and ID number of the student with or without his/her knowledge for the purposes of deducting Citizenship Points. In such cases, a signed, brief written report detailing the misbehavior (including time, place) must be submitted to the Student Administration Office for further action.
3. **The deduction of Citizenship Points will be as follows:**
  - a. 1<sup>st</sup> Violation – a three (3) point deduction
  - b. 2<sup>nd</sup> Violation – a four (4) point deduction
  - c. 3<sup>rd</sup> Violation – a five (5) point deduction
  - d. A Five (5) point deduction for every violation thereafter

## CAMPUS CURFEW TIME

8:00 p.m. is campus curfew at which time all students are expected to be back on campus. Students are strongly encouraged to be back on campus by 7:00 p.m. every day and by sundown on Friday because it is the beginning of the Sabbath. (SH 25/26)

Students leaving or returning to campus after curfew (8:00 p.m.) must have special permission from their Dean, the Director of Deans, or the VPSA.

## Policy Rationale

This policy is designed to ...

1. help ensure the safety of students,

2. allow students adequate time for studying,
3. encourage students not to stay out after dark.

### Campus Curfew Procedure

For the security and safety of campus residents, all students arriving after curfew will be required to do one, some, or all of the following:

1. present their student ID cards to the security guard for identification purposes,
2. scan in using their student ID cards,
3. face the CCTV camera or alternative camera for verification purposes.

Those who do not have their student ID with them will be required to do one, some, or all of the following:

1. write down their personal identification data in the log book at the gate,
2. manually enter personal student ID number into the computer scanning system,
3. have their photo taken,
4. call the dormitory dean for verification if needed.

### Consequences for Non-Compliance

General Rules and Regulations No. 10 **“Do not leave the campus without permission.”** (SH 70)

**“No 2a – Issue of Misbehavior: Taking night time campus leave without permission. The first 15 minutes after curfew time is grace time without point deduction. For the next 15 minutes, students will lose 1 point. For every full hour, students will lose a maximum of 2 points. Students will lose a maximum of 10 points for the whole night. – Points Deducted 01-10”** (SH 78)

Students who are insubordinate, rude or disrespectful to security personal will be lose citizenship points and be disciplined as follows:

**“No. 11 – Issue of Misbehavior: Insubordination, being rude and disrespectful to administration, faculty, staff or Resident Assistants acting in performance of their duties. – Points Deducted 10-40”** (SH 79)

## GUIDELINES FOR OVERNIGHT LEAVE FROM THE CAMPUS

*“Overnight leave during a semester may be granted to a written request to the Dean. Requests can be made for a maximum of one weekend in a month. During the Festival of Faith (FOF) and Sports Days, and Cultural Fest no weekend leave is possible. Exceptions can be granted only by the VPSA.”* (SH p. 26) **(Note the policy change in the Policy Update below.)**

*“Only if undergraduate dorm students have attendance credits of 70% or more during the last 30 days may he or she be allowed to leave campus for a weekend leave (a maximum of two every month is possible).” (SH p. 40)*

### Policy Update (SL Action #2014-096)

Only one weekend leave off-campus per month is granted for all students instead of two in the past. Some students (excluding freshmen) will have the privilege of receiving permission to leave twice a month at the discretion of the dean if they have:

- CGPA: minimum of 2.25
- Program attendance: minimum 70%
- Citizenship points: minimum 70%”

**Note:** “Special leave from campus may be given by the VPSA Office if the student works in church programs off campus and the pastor signs the student’s participation slip during the weekend. Special leaves may be given by the Deans or the VPSA in extraordinary situations.” (SH p. 40)

### Policy Rational

1. AIU is a residential University with many valuable student activities and programs held on weekends.
2. Weekend programs and events are an important part of holistic Christian education. These activities provide students opportunities for leadership training, fellowship and social interaction, community service, and character development.
3. Certain special University events, such as Culture Fest, etc., require the participation and/or attendance of the whole student body.

### Overnight-leave Procedures

1. Enter the overnight-leave data in writing or online.
2. Request the Dean to authorize leave request in writing or online.
3. Clearance/Permission will only be granted after the Dean’s approval.
4. If there is a power outage or malfunction in the system or in other cases, students will be required to fill in the dorm “Overnight Leave Request Form” and take it to the Dean for approval.
5. Intentionally entering false information or leaving campus without completing the overnight-leave data will result in the loss of citizenship points and/or other disciplinary measures being taken.
6. Scan in and out at the gate.



7. In exceptional cases, the Dean will refer the student to the Residence Hall Director or the VPSA.

### Consequences for Non-Compliance

Students who leave the campus overnight without permission are in violation of **General Rules and Regulations, No. 10. “Do not leave the campus without permission.”** (SH 70)

**“No 2a – Issue of Misbehavior: ... Students will lose a maximum of 10 points for the whole night. – Citizenship Points Deducted 01-10”** (SH 78)

**“No 2b – Issue of Misbehavior: Taking weekend campus leave without permission. Students staying off campus without permission will lose a maximum of 20 points per week.” – Citizenship Points Deducted 15”** (SH 78)

## SOCIAL RELATIONSHIPS POLICY

“It is hoped that, while in the University, students will make use of the opportunities available for social interaction and physical recreation. Students are advised to keep friendships broad in the early years. These can develop into life-long friendships. Young people entering a serious relationship with someone of the opposite sex are advised to keep a broad circle of friends and to benefit from the friendship and counsel of the pastoral staff and faculty.

Male and female students are expected to conduct their relationships in mature and responsible ways as they go about their activities in the classrooms, on campus, and at other University activities. From a Biblical perspective, sexuality is a gift from God and a blessing for human life and should be explored only in the marriage environment. Seeing that your main role is being a student, sexual intimacy and physical expression of affection for the opposite sex, like close hugging or holding hands, is not allowed. When students of the opposite sex spend time together off campus, they are expected to maintain the same standards as when on campus.” (SH p. 45)

AIU is a conservative Christian university where many people from different cultural backgrounds and traditions engage in social interaction. It is difficult, therefore, to formulate a general policy on “expressions of physical affection with the opposite sex” that satisfies everyone. In order not to offend anyone on a culturally diverse campus and to rather err on the side of caution, AIU upholds the following policy interpretation:

### Policy interpretation

This policy includes on and off campus behavior which encompasses inappropriate expressions of physical affection between and within genders, such as:

- Intimate and prolonged hugging
- Walking arm-in-arm (applies primarily between genders)
- Inappropriate touching, fondling or caressing
- Inappropriate or passionate kissing
- Prolonged holding hands (applies mainly in the central campus area and primarily between genders )
- This policy encompasses any act or expression of sexual intimacy.
- Improper social relationships includes the appearance of impropriety, such as, spending an unreasonable amount of time alone in a room or a secluded place with a member of the opposite sex.

### Implementation Procedure

It is awkward and embarrassing for teachers and staff members to ask students to refrain from improper social relationships or expressions of physical affection. Such situations are embarrassing to onlookers and the persons violating the policy as well. **If a student violates the policy on social relationships, a teacher or staff member has the right and responsibility to directly request that the inappropriate behavior stop and, or to note down the name and ID number of the students with or without their knowledge for the purposes of deducting their Citizenship Points or other disciplinary action.** In such cases, a signed, brief written report detailing the misbehavior (including time and place) must be submitted to the Student Administration Office for further action.

### Consequences for Non-Compliance

**General Rules and Regulations No. 11 “Do not engage in inappropriate social or sexual relationships.”**  
(HB 70)

**Issue of Misbehavior No. 24 “Improper social relationships, sexual misconduct, including rape (100) or other forcible contact on and off campus” Citizenship Points Deducted 20-100** (SH 80)

## GENDER IDENTITY POLICY

“Asia-Pacific International University welcomes applications from individuals regardless of race, gender, marital status or religious affiliation. Admission to, and continuation at the University is dependent on evidence of good character, the ability to succeed in tertiary studies, support of the philosophy and

mission of the University, and a willingness to conform to University regulations.” (AIU Academic Bulletin 2013-2015 p.25)

### Policy Rationale

Asia-Pacific University fully supports Seventh-day Adventist guidelines regarding human sexuality and matters pertaining to gender identity. We uphold the fundamental belief that, “Marriage was divinely established in Eden and affirmed by Jesus to be a lifelong union between a man and a woman in loving companionship.” We recognize socio-cultural changes that, for better or for worse, drive societal norms, values and practices. Perceptions of, and attitudes toward, gender identity and lifestyle orientations have changed in many countries. AIU recognizes the reality of these societal changes and, within the laws of the country, respects the rights of individuals to believe, feel, practice and promote a preferred gender identity. While we recognize that our biblically based beliefs may be in conflict with the philosophy and practice of contemporary culture, we hold firmly to the historic Christian position on this issue. We believe that all people, regardless of their sexual orientation, are loved by God and must be treated with dignity and respect, free from ridicule or abuse.

Asia-Pacific International University, as a private parochial institution, reserves the right to provide and maintain an educational environment in accordance with the norms, values, and practices of the University and its unique constituency. Therefore, as a Seventh-day Adventist educational institution, we do not condone on our campus or among our students and staff the promotion or practice of non-heterosexual beliefs and behavior outside of our biblical values. Asia-Pacific International University differentiates between *sexual orientation*, which denotes an enduring pattern of romantic or sexual attraction to one or both genders, and *sexual behavior* or *activity*. We recognize that individuals may experience same-sex orientation through no choice of their own. The struggles they face call for the active support and loving compassion of fellow Christians to help them find their identity in Christ. Those individuals with a same-sex orientation, who conform to biblical teachings about sexual behavior, may fully participate in the life of Asia-Pacific International University.

### Policy on Gender Identity

"5. Because we are a boarding institution, we want to meet and satisfy the needs of our students. Therefore we cannot accept the enrollment of students with strong personal gender identity issues." (SH 7)

### Policy Interpretation

The Student Administration interprets "***Because we are a boarding institution***" to mean, because of AIU's unique philosophy of Christian education, all AIU dormitory facilities are set up to only accommodate students who have a heterosexual lifestyle orientation.

The Student Administration interprets "***to meet and satisfy the needs of our students***" as respecting the general right of the majority of AIU students not to be unduly exposed to or impacted by non-heterosexual lifestyle values that differ from the norms, values and practices upon which AIU is founded.

The Student Administration interprets "***strong personal gender identity issues***" as referring to those individuals whose gender identity make it impossible for them to live comfortably with others of the same

biological gender or those who are unable or unwilling to dress and act in accordance with their legally determined biological gender.

### Policy Supplement

Asia-Pacific International University functions primarily as a boarding institution upholding and promoting an exclusively heterosexual gender orientation in its activities on campus. The University application policy does not discriminate on the grounds of gender; however, AIU requires that students who enroll, or wish to remain enrolled, agree to respect and abide by the policies and values of AIU. All students must, therefore, agree to dress, behave, and act only in accordance with their legally determined gender identity at the time of admission. Should this policy or its interpretation later be found to be contrary to Thai Government policies, it will be considered null and void and a new more suitable policy and interpretation will be determined.

### Consequences for Non-Compliance

Failure to abide by this policy and its interpretation may, among others consequences, result in the loss of AIU Student Citizenship Points under **“Issue of Misbehavior” No. 7 categorized as “Willful undermining of the religious ideals of the University, ...” and/or No. 24 categorized as “improper social relationships” with a Citizenship Point points deduction of 05-20 or 10-100 respectively.** (SH 79, 80)

## MUSIC AND ENTERTAINMENT POLICY

### Music

“For all official programs, music should be chosen wisely based on Christian principles. Music such as rock, heavy metal, Christian rock and similar music styles is not acceptable. Also the volume of the music needs to be reasonable and responsible. Public musical programs require the permission of the Vice President of Student Administration.” (SH 47)

### Entertainment

“Entertainment programs at the University are planned in keeping with Christian values. Videos for public viewing are carefully selected, avoiding those that glamorize violence, crime and questionable morality, and use of profane language.

Before videos or films are shown publicly in University facilities, they must be cleared by the Vice President for Student Affairs. Beauty contests or similar events which focus on the outside appearance are not appropriate. Generally all program flyers or announcement on campus related to social activities need to have a stamp from the VPSA’s Office. Without this stamp, posted information will be removed.” (SH 48)

## Consequences for Non-Compliance

**General Rules and Regulations: 1. “Follow University rules and regulations.” and 4. “Abide by the University actions/policies.”** Citizenship Point Deduction 3-5 (SH 70)

## BRINGING THE GOOD NAME (REPUTATION) OF AN INDIVIDUAL OR THE UNIVERSITY INTO DISREPUTE

AIU upholds the privacy rights, good name, and reputation of the University, its employees, and its students. **Any activities that tarnish or damage the good name of another person or the University is prohibited.**

Students must remember that once words have been spoken, put in print, or disseminated over social media they cannot easily be taken back. Words and images may have intended and unintended consequences. While you may be free to express your feelings, others are also free to take exception to what you say, show or write and to hold you morally or legally accountable for what you do.

## Consequences for Non-Compliance

**General Rules and Regulations Number 21. “Do not engage in activities that damage the name of another person or the University.”**

**Issue of Misbehavior No. 21 “Tarnishing or destroying the name of staff, faculty or students”**

**Citizenship Points Deducted 20-100 (SH 80) and/or No. 22 “Engaging in activities damaging the name of another person or the institution” Citizenship Points Deducted 10-100 (SH 80)**

## POSTING OFFENSIVE, INDECENT, IMMORAL, SEXUALLY EXPLICIT, OR DISRESPECTFUL MESSAGES OR IMAGES ON SOCIAL MEDIA OR BY E-MAIL

“Students shall be penalized for disseminating defamatory, offensive, indecent, immoral, sexually explicit, and/or disrespectful messages or images through electronic media (Social media or e-mail).

## Consequences for Non-Compliance

One, some, or all of the following disciplinary measures may be taken: **500-2000 baht fine, loss of 30-60 citizenship points, suspension, dismissal and or any action deemed necessary by the Discipline Committee.** SL Action # 2015-122

## ADDICTIVE AND CONTROLLED SUBSTANCES POLICY

“The University has a drug-free campus policy. “Drug-free” means abstinence from the use or possession of alcohol, tobacco, and mind-altering drugs on and off campus. This includes the abuse of prescription drugs. The University also upholds all Thai government laws, which prohibit the possession, use, manufacturing or distribution of controlled substances.” (SH 16)

Smoking is a fire hazard and has been shown to be harmful to the health of the smoker and others. The values and principles upheld and promoted by Asia-Pacific International University require total abstinence from all alcoholic beverages and the avoidance of addictive substances. While AIU provides opportunities for students who smoke, drink alcohol, or use addictive substances to rehabilitate themselves, students must be clearly aware that if they continue in their habit, they will not be permitted to remain students on a drug-free campus.

AIU policy on smoking and alcohol (addictive habits) is governed by the following concepts:

1. To help each offender overcome his or her habit.
2. To protect other students from being exposed to the dangers of the offender’s habit.
3. To protect students from being influenced to take up the habit for the first time by others.
4. To protect other students who may have struggled with addictive habits in the past from being tempted by others to take up the habit again.

**Note:** AIU requests students to help their friends or acquaintances by encouraging them to seek help in overcoming their addictive habits.

### Consequences for Non-Compliance

**General Rule No. 7:** *“Abstain from using, possessing or selling alcohol, tobacco, addictive substances and drugs.”* (SH p. 70)

**Issue of Misbehavior No. 30** states regarding the **“Possession sale or use of addictive substances prohibited by law (examples include Marijuana, Amphetamines, Methamphetamines, Cocaine, Heroin, LSD, Rohypnol, etc., the police will be informed by the VPSA’s Office.”** 70-100 Citizenship Points Deduction (SH 81)

For those student who are found to be in violation of **General Rule No. 7, 20-40 Citizenship Points will be deducted according to “Issue of Misbehavior” No. 17 “On or off-campus drinking, smoking and using other addictive substances or having possession of them.** This includes returning to the dorm intoxicated and/or being involved in disorderly behavior or allowing any of these activities in one’s room. In addition, a cash fine for violation of the alcohol, drug and smoking policy will be applied. If a student is found smoking or drinking in the dorm for the second or third time, a fine of 2,000 Bhat will need to be paid.” (SH 80) and the following procedure may apply:

1. 1<sup>st</sup> offence = A warning letter will be issued with a copy to be placed in the student’s SA File.
2. 2<sup>nd</sup> offence = A 2<sup>nd</sup> warning letter will be issued (**deduct 20-40 Citizenship Points**).  
**Required steps to restore citizenship points:** A fine of 2,000 Bhat and the student will agree to participate in one or a combination of the following: (1) a stop-smoking/drinking/addictive substance education program (10 hours), (2) a free labor program (10 hours). Parents/guardian may be informed.
3. 3<sup>rd</sup> offence = A 3<sup>rd</sup> warning letter will be issued (**deduct 20-40 Citizenship Points**)  
**Required steps to restore citizenship points:** A fine of 2,000 Bhat and the student will agree to participate in one or a combination of the following: (1) a stop-smoking/drinking/addictive substance education program (20 hours), (2) a free labor program (20 hours). Parents/guardian will be informed.
4. 4<sup>th</sup> offence = The offender’s name will be submitted to the Discipline Committee for further action.

### Policy Note

1. **The above General Rule No. 7. Applies to “the use or possession of alcohol, tobacco, and mind-altering drugs on and off campus.”** (SH 16)
2. The above General Rule No. 7 applies to the use of **electronic cigarettes or e-cigarettes** often known as **vaping** (handheld electronic devices that vaporizes a flavored liquid often containing nicotine).
3. **The above General Rule No. 7 also applies to “... allowing any of these activities in one’s room.”** (SH 80)

## CAMPUS SAFETY AND SECURITY

Campus security personnel play a vital role in keeping the campus family safe. Our security staff provide a protective function on campus and are required to enforce Asia-Pacific International University rules and regulations as needed.

### General Security

General campus rules and other regulations, including traffic rules, such as speeding and parking violations, will be enforced by security personnel wherever possible and as needed. Parking and other rule violations will be reported to the Head of Security and dealt as follows:

- a. For non-campus residents, the Head of Security will deal with the matter and keep a report on file.
- b. For student related incidents, the Head of Security will report the matter to the VPSA for follow-up.
- c. For faculty and staff related incidents, the Head of Security will report the matter to the President for follow-up.

## Security Issues and Procedures

Should you experience any security related issues on campus or observe any suspicious activity regarding campus security, kindly follow the following procedure:

1. Immediately alert your residence hall dean or one or more of the following individuals of the situation. They will then contact the appropriate security personnel for assistance.
 

a.	Head of Security (Aj. Tirat Somphan)	-	Phone: 086-791-1951
b.	Residence Hall Director (Sorawit Chaiphisit)	-	Phone: 081-571-7528
c.	Plant Services Director (Mr. Reanthong)	-	Phone: 081-402-1378
d.	Front Gate Security	-	Phone: 1911
e.	Back Gate Security (only between 5:00 a.m. - 10:00 p.m.)-		Phone: 1912
2. As far as possible, avoid physical confrontations with individuals perpetrating a crime.
3. Obtain as much information as possible about the incident and individuals involved without endangering yourself. This may be in the form of descriptive details of a person or event, including photos, or video recording.
4. Make a detailed written report on the incident as soon as possible for submission to the security officials upon request.

## MOTORCYCLES AND OTHER VEHICLES

The University is concerned about motorcycle accidents involving our students. Some of the measures we take are to:

- a. Encourage students not to drive any vehicle without the required license.
- b. Monitor that all student vehicles housed on campus have legal documentation.
- c. Encourage students to wear helmets when riding a motorcycle.
- d. Offer regular road and traffic safety seminars to our students.
- e. Wherever possible, facilitate and assist students to get a driving license through a licensed Driver's Training Schools/Programs.



## Motorcycle Helmets

AIU wishes to uphold Thai Government regulations regarding the wearing of motorcycle helmets; therefore, in support these laws and to remind students and faculty of them for their wellbeing. We, therefore, requests everyone who rides a motorcycle to wear a helmet. To accomplish this, AIU has a “No Helmet, No Entry” policy and the following rules will apply:

- a. No student will be granted ENTRY into AIU on a motorcycle unless they are wearing a helmet.\*
- b. Student motorcycle passengers not wearing helmets will be required to get off the motorcycle and walk through the gate.
- c. The names/ID numbers of motorcycle passengers who are identified as students and who are not wearing helmets will be recorded by the security personal and submitted to the Student Administration for further action. Such action may include one, some, or all of the following: counselling, loss of citizenship points, notification of parents, loss of privileges, etc.
- d. Motorcycle drivers not wearing helmets will not be allowed to enter the campus with their motorcycles.
- e. Motorcycle drivers not wearing helmets will be required to park and leave their motorcycles at a designated place at the gate and walk onto the campus.
- f. Security personnel will issue the driver leaving the motorcycle a special ownership token which MUST be returned to the security staff before the motorcycle can be retrieved.
- g. Security personnel will do due diligence but are not responsible for the safety of any motorcycle parked at the gate.
- h. All campus residents are required to obey and respectfully address security personnel at all time.

### \* **Note:**

1. AIU also requests students to wear helmets when leaving the campus; however, the wearing of helmets upon entry to the campus will be enforced as per the above procedure.
2. The aforementioned rules on helmets apply to students under normal conditions. In exceptional situations, the security staff, Head of Security, or the VPSA may make an exception at their discretion. Such exceptions should be documented and filed with the Head of Security.

## Motor Vehicles and Motorcycle Policy

The University permits students to operate vehicles or motorcycles on campus under the following guidelines: (SH 62/63)

### Registration Process

- a. Only one motorcycle or car per student is permitted to be kept on campus.
- b. The vehicle or motorcycle must be roadworthy according to Thai law. (insurance, license plate, tax sticker)

- c. Students must register the vehicle and motorcycle at the VPSA's Office within 48 hours of bringing the vehicle or motorcycle on to the campus.
- d. The owner must provide the insurance certificate when registering (Students may only buy a used motorcycle to use on campus if it has a green book).
- e. The owner of the vehicle must possess a current driver's license.
- f. The owner will receive the University sticker to be put in a visible place on the vehicle or motorcycle. For students, the university will provide stickers in different colors with an annual validity which means they have to register every new academic year. (The annual sticker is valid from one month before the first semester of an academic year till one month after the beginning semester of a new academic year). Faculty and staff will receive a different sticker that has unlimited validity.
- g. The registration price will be 50 baht per motorcycle and 100 baht per car. This needs to be paid in cash at the VPSA's Office.
- h. Faculty and staff will receive the stickers in the first faculty and staff meeting of the academic year. If they are not present at the meeting, they should get it from the VPSA's Office.
- i. If a vehicle is sold to people who are not living on campus, the owner is responsible for removing the sticker.
- j. The University accepts no responsibility or liability for loss or damage to students' vehicles or their contents while they are on campus.
- k. Vehicles or motorcycles without the sticker will not be allowed to enter or exit the university campus unless they get a visitor's pass at the gate. To obtain a visitor's pass, the security guards need to write the information of the number plate of the visitor on a list. The visitor will need to put the visitor's pass in a visible place behind the windscreen of the car and give it back to the security guard when leaving the campus.

### Rules and Regulations for Driving (SH 65-66)

1. Drivers and a maximum of one passenger per normal motorcycle need to wear safety helmets at all times when leaving and entering the campus in respect of Thai law. The helmet must be properly tightened.
2. Driving without helmets is only permitted when driving at a moderate speed inside the campus.
3. Entry and exit are only allowed through the two main gates. The back gate will be closed at 10:00 pm.
4. The gates will generally be closed. Guards will only open them after checking the vehicles and motorcycles. After curfew students can only leave the campus with written permission from the Dean.

5. Students leaving after curfew have to sign at the gate when leaving and when returning to the campus.
  - a. Students, faculty and staff without helmets may be stopped at the gates.
  - b. Students need to carry their student IDs with them at all times when leaving the campus. If students fail to comply with safety policies, the guard will take their IDs and report the offense to the SA department.
  - c. If students want to enter the campus without permission after curfew time, they have to park their vehicle outside and walk in.
6. Students must use the allocated parking areas for vehicles or motorcycles. After curfew time, parking motorcycles in front of the dormitories is not allowed. It is prohibited to park in front of the IT building driveway/entrance at any time.
7. Vehicles or motorcycles must be operated on campus in accordance with all road signs and must not be driven or parked on University lawns. The University accepts no responsibility or liability for loss or damage to students' vehicles or their contents while they are on campus.
  - a. Yellow white curb markings mean it is all right to stop but not to park.
  - b. Red and white markings mean do not stop and do not park in that area.
  - c. Black and white markings mean you can park (However, no overnight parking is allowed in front of the dormitories. All vehicles must be removed from there before curfew time.)
8. Students are advised that failure to follow the general guidelines for vehicle and/or motorcycle use will result in penalties. Violations are:
  - a. Speeding or dangerous driving
  - b. Failure to register the vehicle or motorcycle
  - c. Parking the vehicle or motorcycle in inappropriate places (parking is only allowed at the black and white areas and at motorcycle marked parking lots on the street)
9. Fines for violating the motor vehicle and motorcycle policy (If you lend or loan your motorcycle or car to someone and he or she is violating the rules, it is your responsibility to deal with the violation):
  - a. Warning notice for the first offence
  - b. 200 Baht for the second offence
  - c. 500 Baht for the third offence
  - d. If a student finds their motorcycle locked for any violation, they need to contact the student activity coordinator or the VPSA's office for further procedure.

- e. Disciplinary Action: If a student breaks the lock put on their vehicle by the VPSA's Office, they will need to cover the expense of the lock of 1000 baht. It will be charged to his or her account and the issue will be brought to the discipline committee.
10. Attention! According to Thai law, the owner of the motorcycle or vehicle is responsible for the person he or she lends the motorcycle or vehicle to. This includes personal damage and hospital costs. Any violation of the rules will result in a withdrawal of vehicle privileges and a fine. All fines should be paid at the finance office.

## OFF-CAMPUS RESIDENCE POLICY (SL2016-146)

Please read these paragraphs from the Student Handbook pertaining to Student Residences:

Part of the learning experience at AIU is to live in student residence halls together with other students from many different countries. The student residences are places in which vital skills are developed in inter-personal communication and community living. From the establishment of the University, dormitories were provided in order that students might have a broad learning experience. For many students, life-long friendships are made here with people from other countries and cultures from around the world. Students who are living with close relatives (parents, civil guardians, older uncles and aunts) will be accepted as day students living off campus. As an exception only under certain conditions may students apply to the Student Life Committee to live off campus. Qualifying criteria are: (1) Having permission of the parents or civil guardian in written form, (2) a record of good dorm life, (3) being a senior student, twenty-one years or older with a CGPA of 2.75 or above. Only if the student receives permission in a written form can he or she live off campus (an application form is available on the intranet). (SH 22)

“1. We believe that living on the university campus together with other young people from various nations in residence halls is a powerful learning experience. Therefore, the huge majority of our students, faculty and staff live on campus. Generally two students are accommodated in one room sharing a bathroom with a neighboring room. Male freshmen and sophomore students are generally accommodated in rooms with four students. Only if students can verify that they are married, are over 25 years old, or live with immediate family members (parents, civil guardians, uncles and aunts over 30 years old) within a distance up to 50 kilometers from the campus can they be accepted as day students. A letter from the parents verifying this information is required.” (SH 7)

AIU is a residential university; therefore, everyone is expected to live on campus. Occasionally, permission to move off campus may be given to: i) a small number of seniors (*minimum twenty-one years old*), ii) mature students (*minimum 25 years old or mature, self-supporting students who have documented evidence of living independently on their own for a long time*), iii) students participating in academic internship programs, iv) students with physical and/or emotional disabilities verified by a licensed physician, v) mature, self-supporting students who have documented evidence of living independently on their own for a long time.

Residing off campus is a privilege, not a right. The following is an explanation of some of the “certain conditions” under which the exceptions (not close relatives) may be considered for off-campus residence.

Students cannot simply move off-campus. Students must first receive permission from the **Student Life Committee** which usually meets the first Thursday of each month. It is a serious violation of the University policy to move off campus without permission which will result in disciplinary action.

**Note:** Do not sign a contract or pay a deposit on the rent before receiving permission from the Committee.

### Move-Off Campus Procedures

1. See your dorm dean to request a **Move-Off Campus Application Form**.
2. Complete the form and receive your dormitory Dean’s signature on your application. (If you are or were living in the dormitory.)
3. Get a recommendation signature from your academic advisor or faculty dean
4. Get a recommendation signature from Student Finance.
5. Obtain a letter from your parents/guardian granting you permission to move off campus. This letter must provide a clear and reasonable reason for moving. It must also include the exact off-campus location and address for which they are giving permission.
6. Bring your completed application to the VPSA Secretary, 3<sup>rd</sup> floor Student Center Building *at least seven days* before a Student Life Committee meeting. At the same time, submit your parent/guardian’s letter, recommendation signatures from your advisor/faculty dean and Student Finance Officer.
7. **Off-campus location verification and approval:** The Student Administration Office has identified **approved locations** in the community suitable for off-campus residency. Students can obtain a list of designated locations from the VPSA Secretary. If, in rare cases, residency in the approved location is unavailable, the Residence Hall Dean or appointed SA staff member will visit the student’s off-campus address in order to determine its suitability (accompanied or unaccompanied by the student). This approval must accompany the student’s off-campus residency request submitted to the committee.
8. **Landlord/Host Agreement:** The Residence Hall Dean or appointed SA staff member will meet and obtain the landlord/host’s signature to abide by the Off-campus Housing Policies. This document must accompany the student’s off-campus request submitted to the committee.
9. Wait for a response from the Student Life Committee. Once students have received written permission to reside off campus at a specific location, they are not permitted to move to a new location/address. In such cases, a new application must be made to the committee.

### Conditions to be met for residing off campus:

1. You have a clear and reasonable reason for moving off campus.

2. You are a senior and 21 years old or older. (The mature Student condition is a minimum of 25 years old.)
3. Your CGPA and GPA are at least 2.75. (Special consideration will be given to Mature Students on a case-by-case basis.)
4. Your program attendance percentage is above 70%. (Special consideration will be given to Mature Students on a case-by-case basis.)
5. Your citizenship points are above 70. (Special consideration will be given to Mature Students on a case-by-case basis.)
6. Your parents/guardians agree for you to move out of the dorm. (Special consideration will be given to Mature Students on a case-by-case basis.)
7. Your dorm dean gives you a positive recommendation. (For those who were previously living in the dormitory.)
8. Your advisor or faculty dean/advisor and Student Finance Officer support your request to move off campus.
9. You have location and landlord/host approval/agreement.
10. You have received the official written approval notice from the Student Life Committee.

### Important Information about Off-campus Residency

1. Residing off campus is a privilege and not a right.
2. Off-campus residence is for a limited period of time, usually granted on a semester-by-semester basis.
3. Upon completion of the approved time period, a new request must be submitted and approved.
4. The University reserves the right to revoke a student's permission to live off campus. This revocation may be based on changes in University policies, rules, or regulations or a student and/or landlord/host's failure to meet, maintain, or abide by the policies, rules, and regulations governing off-campus residency.
5. The university undertakes due diligence in the approval process; however, the University accepts no financial obligation for matters relating to a student's off-campus residency and/or behavior.

### A partial listing of the reasons why Off-Campus Residence Approval is necessary:

1. AIU is very concerned about the physical safety of students. We want to do our best to ensure that students reside in a safe and secure environment.
2. AIU is very concerned about student health. We want to do our best to ensure that students reside in a healthy environment that will enable them to prosper and complete their education at AIU.
3. AIU is very concerned about student academic achievement. We want to do our best to ensure that students reside in an environment that will enable them to study well and achieve their full academic potential.

4. AIU is very concerned about its responsibility toward the community. We want to do our best to ensure that students will reside in the community as productive law abiding citizens.
5. AIU is very concerned about its responsibility toward parents/guardians. We want to do our best to ensure that parents/guardians are well informed about and agree to the situation and conditions in which their children will be residing.
6. AIU is very concerned about its good name and standing in the community. We want to do our best to ensure that students residing off campus will present a positive image of the University by upholding its principles and values.

## SELECT LIBRARY GUIDELINES AND POLICIES

1. AIU users must have a valid ID to enjoy borrowing privileges. The Circulation Desk staff has the right to stop you from borrowing any library materials without a valid ID card. Library users are responsible for all materials charged to their ID. Note: Students must not allow their friends to use their ID.
2. All users are responsible for knowing and following the rules stated in the Library Circulation Policy. Users fined or suspended under these rules may not use ignorance of the rules as the basis for an appeal.
3. Library users must return all borrowed materials to the library on or before the due date. The library does not send out overdue notices to users. It is the users' responsibility to know the due date and to return the books to the library before they are overdue. Library materials can be renewed once online by borrowers, or manually at the circulation desk. Books cannot be renewed by phone or email messages. Books should be renewed on or before the due date to avoid any fine charges. Note: A fine of 5 baht will be imposed per overdue book per day.

### Penalty per Library Material

Penalty For	Books	Audio Visuals	Past issues / bound journals	Past issues Newspapers	Reserve Materials
Late Return	5 B p/day	10 B p/day	10 B p/day	5 B p/day	10 B p/hour
Losing	Double/ Price of Book	Double/ Price of A/V	Price of Journal + binding	10 B	Double/ Price of Book

Mutilating/ Damaging	Double/ Price of Book	Double/ Price of A/V	Price of Journal + binding	10 B	Double/ Price of Book

4. A quiet atmosphere must be maintained for those who want to study. If there is a need to speak, hushed tones should always be used. Failure to cooperate may result in the loss of library privileges. Note: Students who make a loud noise will be asked to leave the library. The library may also charge 200 Baht to a student who makes loud noises and refuses to stop making a noise.
5. Library users are required to dress appropriately. ***“Students are required to dress appropriately and respectably when using the library.” (SH p. 51)*** No bare feet or soccer shoes are allowed. Very short shorts, singlets or sleeveless undershirts are inappropriate. *“... hot pants, miniskirts, low cut tops, see-through clothes, or very tight-fitting clothing and jewelry, are not appropriate.” (SH p. 52)*
6. Bags or briefcases containing a laptop can be taken into the library.
7. Bags or briefcases containing books and other personal belongings cannot be taken into the library. They should be kept in the lockers provided. Locker reservation can be made at the library circulation counter at the beginning of the semester. Your bags may be checked when entering the library.
8. Users leaving the library may be required to present their belongings for checkout verification at the circulation counter.
9. Seats in the library may not be reserved. Any books, files, or other personal belongings left on the study tables may be removed by the staff to make room for other readers.
10. No food or sweetened drinks are permitted in the library. Only water is permitted.
11. Use of mobile phones is allowed in the library for emergency use only. While in the library, mobile phones should be switched to ‘silent mode’.
12. The library is a place for research and study. It is not a place for socializing or romance. Do not embarrass yourself and others around you by inappropriate behavior. ***“Seeing that your main role is being a student, sexual intimacy and physical expression of affection for the opposite sex, like close hugging or holding hands, is not allowed.” (SH p. 45)***



## Library Computers Use Policy

Library computers are for educational use and not for entertainment. Library users are NOT allowed to change the computer hardware settings, change the software configurations, circumvent security settings, download software or games onto the computer, play computer games or music, access pornography or engage in spam mailing. If students fail to comply with the above, their privileges will be taken away and fines will be imposed.

## Library Discussion Rooms Usage Policy

Students may request to use the Discussion Rooms on the 3<sup>rd</sup> Floor for group studies and class projects. The policy for use of the discussion rooms are:

1. The minimum number of users in the group must be at least 4 and the maximum 6. Groups beyond this number must seek special consideration from the library officer and maybe granted to use the Multi-Purpose Room.
2. The use of discussion room or multi-purpose room is strictly on an HOURLY basis. If students need to extend their time after ONE hour, they are to go to the Circulation counter to request for an extension. Their time will be extended for another hour if there is no other request.
3. Only staff/student worker is authorized to open the door.
4. Students/users are NOT allowed to add or remove chairs from the discussion room unless permission is given by the library officer.
5. Eating and drinking, except water, is not permitted in the room.
6. The students are responsible for keeping the room clean and tidy. Lights and fans must be switched off before leaving the room.

## COMPUTER SERVICES

*“The students are also accountable for any network resources misuse or illegal activities as listed in the IT policy. They are also subject to the Cyber Crime Law of the Thai government in case of violation.” (SH p.51)*

Please read more detailed information of Computer Lab Policy on the University intranet at <http://intranet.apiu.edu/go/itpolicy> or <http://my.apiu.edu/itpolicy> (SH 52)

## POLICY ON THE POSTING OF NOTICES, POSTERS, SIGNS AND DECORATIONS (AC 2017-77, MAY 9, 2017)

### 1. General

- 1.1 One of the ways AIU conducts campus communications is through a system of posting notices. The posting of notices must be done correctly to avoid unnecessary maintenance costs, safety hazards, and visual pollution caused by the indiscriminate posting of notices, posters, banners and the like. Under no circumstances may unauthorized posters or signs be attached to corridor walls, classrooms, public spaces, or attached to equipment. In order to maintain and enhance the quality and beauty of our buildings and grounds, the following regulations will apply to the posting and affixing of any material in and around University facilities.

### 2. Building Interiors

- 2.1 It is the policy of the University to provide sufficient notice boards throughout its buildings to provide a reasonable amount of space for the posting of notices required for official academic and non-academic purposes and for student activities.
- 2.2 Notice boards in buildings are under the control of the department or other unit in whose area they are located.
- 2.3 Notices and other material may be posted only on the notice boards provided and only when approved by the controlling department or other unit. Posting and removal guidelines are established by the department or unit.
- 2.4 Unauthorized decoration of the atrium walls and ceiling will incur a fine of 2,500 Baht. The posting of posters and notices on pillars and hallway walls is not permitted. They will be removed and disposed of immediately.

### 3. Classrooms, Amphitheaters and Conference Rooms

- 3.1 The plain walls of the classrooms, amphitheaters and conference rooms are to be kept clean and free from any decorations and posters used for academic or non-academic purposes. A penalty of 2,500 Baht applies to offenders.
- 3.2 Requests to mount notice boards for academic purposes in a classroom, or in a classroom dedicated as a lab, must be processed through the appropriate faculty committee and passed on to the Administrative Committee.

### 4. Auditorium and Church

- 4.1 For decorating the church and the auditorium, special hooks have been provided on which to mount/attach posters and banners. No decorative items are to be attached or hung from the walls. A fine of 2,500 Baht applies to violators.

## **5. Building Exteriors**

- 5.1 Notices, posters, bills, or like materials must not be attached to building exteriors.
- 5.2 Banners may only be hung on University facilities under very special circumstances and only with approval from the Plant Services Department. In such cases, the size, method of attachment, and duration of exhibition must be discussed and agreed upon with the Plant Services Department.

## **6. University Grounds**

- 6.1 No material shall be attached to trees, streetlights, grounds furniture, building signs, directional signs, warning signs or other fixtures.
- 6.2 Signs from commercial enterprises are not permitted without prior approval from the Vice President of Financial Administration.
- 6.3 Temporary traffic and directional signs (e.g. concerts, conferences, and special events) are authorized by the Security Services and Advancement & Marketing Office respectively.
- 6.4 Permanent signage, including building signage, is authorized through the Administrative Committee of the University.

## **7. Enforcement of Policy**

The Plant Services Department have been instructed to remove all posters, signs, notices, and similar material that have not been placed in accordance with aforementioned policy regulations. Any costs incurred for their removal or for the repair of damage caused by unauthorized placement will be charged to the persons or organizations responsible.

### **Note:**

1. Every notice or document posted should have the official seal of the department/Faculty, and the date to remove.
2. All documents should be edited and proof read before posting.
3. Commercial activity poster and notices for the community has a designated bulletin board in front of cafeteria. This common bulletin board is under the responsibility of VPFA.
4. Only current notices and documents should be kept on the notice boards.

5. To communicate or announce to the students, use bulletin boards or SARRA messaging system. To inform your students these are the two official channels of communication for the department/Faculty.

## STUDY TIME INSTRUCTIONS FOR FRESHMEN STUDENTS

*Study Time* is a structured out-of-class activity for incoming Freshmen Dormitory students that helps them make a successful transition from high school to university life, and aids in developing regular study habits that will lead to academic success. It is held on Monday-Thursday evenings from 19.45–21.45 in the library first floor and third floor. It provides supervised study time in a quiet environment, with tutorial help on homework assignments provided by upperclassmen students who have experienced academic success. The specific duties of a freshmen dormitory student who is required to attend Study Time are as follows:

1. Attend an orientation program held at the beginning of the first semester. At this meeting, policies and rules are explained and questions are answered.
2. Study Time attendance requirements are as follows:
  - 2.1 The attendance target is 105 hours (15 weeks x 7 hours) per semester, or an average of 7 hours per week.\*
  - 2.2 As with classroom attendance requirements, cumulative absences may not exceed 20% (21 hours) of the total, so minimum attendance of 80% (84 hours per semester) is required. Absences include sickness, field trips, and other excused/unexcused absences. In cases where weekly absences exceed 20%, they should be made up as quickly as possible by attending the Learning Center on the 3<sup>rd</sup> floor of the Library during the day.
  - 2.3 If teachers hold makeup or supplementary classes during Study Time (ST), causing freshmen students to miss ST, the teacher must provide a list of students who attended the session, with beginning and ending times, to the Study Time Coordinator. These hours count toward fulfillment of ST time.
  - 2.4 The penalty for insufficient attendance after 4 weeks is to drop 1 course as specified by the student's Program Chair; no tuition refunds will be granted.
3. Present a student's ID card for scanning to the student tutor so that arrival and departure times may be recorded electronically whenever attending the Study Time, so that accurate attendance records may be kept.
4. Students who attend Study Time should bring their textbooks and assignments are expected to remain in the library. If students leave the library without permission or engage in activities unrelated to study (e.g. watching movies, surfing the Internet, Facebook, playing games, talking on telephone, etc.), this should be noted in the Study Time logbook, and time may be deducted from attendance records.
5. Help to maintain a quiet atmosphere conducive to study during Study Time at all times, cooperating with the student tutors/faculty supervisors in obeying rules. To help keep the Study Time environment clean and attractive, no eating is allowed; if chairs have been moved, students are requested to return them to their normal locations.

## GUIDELINES FOR ALL STAGE PERFORMANCES

## Introduction

As a Seventh-day Adventist Christian institution, Asia-Pacific International University will always strive to reflect its values in all on and off campus stage performances; therefore, it has established the following guidelines:

### 1. High Moral Standards

It is imperative that AIU promotes and maintains a high moral standard in harmony with its stated values and educational philosophy. We are held to a higher moral standard, because we represent our Church in the community; therefore, all stage performances:

- a. Must never include sexual impropriety or indecency.
- b. Must never include immodest behavior, lewd jokes or innuendos of a sexual nature.
- c. Must never include physical movements that are sexual or erotic in nature, such as the rhythmic shaking of the hips and buttocks.
- d. Must never include gender demeaning words or behavior
- e. Must never include direct or indirect behavior or innuendos that blur the lines of biological gender identity.
- f. Must never include dress that is immodest or overly sensual in style or that is too revealing.
- g. Must never include scenes or behavior that may, directly or indirectly, be seen to promote or exalt rowdiness and a lifestyle contrary to Seventh-day Adventist Christian principles and values, such as club dancing or barroom behavior, etc.

Some guiding statements should be: “Modesty is the best policy.” And, when it comes to a dress code: “Long is better than short and more is better than less.”

If performers plan to perform or dance with skirts on, they must wear tights or shorts underneath to avoid embarrassment to themselves and to others.

### 2. High Quality

Stage performances are expected to be of good quality; therefore:

- a. Participants need to take their part in a performance seriously and be ready to present an impressive and entertaining item.
- b. Half-hearted, low quality, and poorly prepared stage performances are unacceptable.
- c. All performances must be well planned, well-rehearsed, and ready to be well executed by the audition and dress-rehearsal dates.
- d. Participants must be punctual and ready at the predetermined time.

### 3. Good Taste

All stage performances should reflect good taste in presentation, beauty, décor, and music. It is well known that beauty is in the eye of the beholder and that good taste is subjective. With this in mind, especially on an international campus, it is wiser not to offend people and rather present non-controversial themes and performances. A rule of thumb would be: “Try to err on the side of caution.” Or

“When in doubt, don’t perform it.” Strive to be sensitive to the feelings of others so that one person or group’s performance is not offensive to others.

#### **4. Originality and Variety**

- a. All performances should be creative and original and contribute positively to the program as a whole.
- b. Copying another performing group’s idea is to be discouraged.
- c. Variety is the spice of life; therefore, sponsors and supervisors should ensure that their group’s presentation contributes to variety in the overall program.

#### **5. Cultural Stage Performances**

All cultures are beautiful and cultural traditions are unique, varied, and should be respected. Nevertheless, not all aspects of a particular culture may be suitable or appropriate for a stage presentation at Asia-Pacific International University. Besides the stage performance criteria listed above, cultural performances that directly relate to religious worship or blatantly portray violent scenes are not permitted.

#### **6. Audition Committees**

- a. All religious stage performances, including dramas at Vespers, must first be approved by the Church pastors and/or the Chaplain’s Office.
- b. All non-religious stage performances, including Student Council social events, must first be approved by the Student Administration Office.
- c. A select Audition Committee will approve all stage performances for the Annual Cultural Fest.

#### **7. Censorship and Termination**

- a. Performers must heed all the advice and recommendations given by members of the audition committee.
- b. Participants are not permitted to change (add to or take away from) their performance plans after they have successfully auditioned without permission from the audition committee.
- c. The person in charge of the program and or the audition committee chair reserves the right to select, censor or terminate any performances should any of the above guidelines be compromised.

#### **Note:**

- a. Stage performances refer to any time anyone represents or performs on behalf of Asia-Pacific International University on a stage on or off campus.
- b. Religious stage performances must always uphold and portray Christian themes and teachings consistent with the official doctrines and practices of the Seventh-day Adventist Church.
- c. Non-religious, secular, or cultural stage performances must never promote, endorse or legitimize worldliness or themes and teachings that are contrary to the official doctrines and practices of the Seventh-day Adventist Church.
- d. Appointed or assigned sponsors or supervising faculty and staff must be actively involved in monitoring and guiding all aspects of the stage performance so that it will meet the criteria set out in the guidelines below.

**Note:** Policies and procedures governing student life may be added to or changed as needs be. Students are required to pay careful attention to such policies and are required to abide by them.

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