



EAST ASIA MANAGEMENT UNIVERSITY

STUDENT HANDBOOK 2023



PROPERTY OF EAMU. ALL RIGHTS RESERVED. VER.2.2023





Contents

General

1. About EAMU

Student Creed

2. EAMU Student Creed

Academic Matters

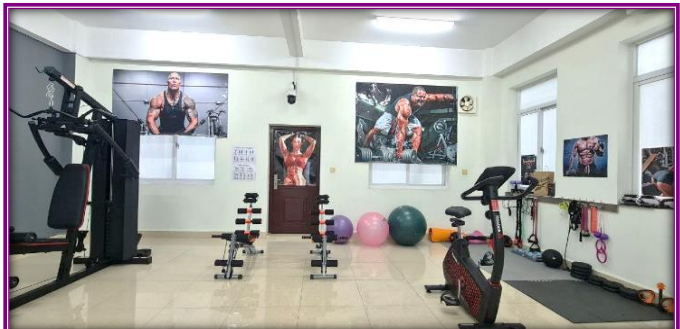
3. Academic Integrity and Misconduct

Administration matters

4. Attendance Monitoring

Student Conduct and Discipline

5. Student Conduct
6. Student Dress Code



1 ABOUT EAMU

Welcome to East Asia Management University (EAMU).

EAMU is located in the central business district of Phnom Penh, at Oknha Kleang Moeung Street (70), Sangkat Toul Sangke, Khan Russey Keo, Phnom Penh, in the capital city and business centre of Cambodia.

EAMU aims to offer students the opportunity to undertake studies at multiple delivery centres around the globe, and EAMU teaching faculty includes visiting lecturers who are able to share their international experiences. EAMU course contents facilitate the development of international and cross-cultural perspectives to ensure that EAMU graduates are conversant with the international, as well as local, business and socio-economic environments



EAMU's vision is to be recognised as a premier university in Cambodia for her global approach to higher education.

EAMU's mission is to deliver degree programs and professional courses which are internationally recognised for producing employment ready graduates.



Government approval and recognition

East Asia Management University is a government regulated private university. The East Asia Management University (EAMU) is officially licensed and recognised on 20th October 2018 by a Sub-Decree issued by the Royal Government of Cambodia and signed by Prime Minister, Samdech Hun Sen. It is licensed to conduct courses from Certificate to Doctorate levels and award certificate, diploma and degree qualifications for the following disciplines:

1. Faculty of Business and Management
2. Faculty of Business Information Systems
3. Faculty of Arts, Humanities, Languages and Education
4. Faculty of Social Science and Economics
5. Faculty of Hospitality and Tourism Management
6. Faculty of Science and Technology
7. Post/Graduate School (MBA-Global Business, HRM, Marketing, Finance, and DBA)
8. Vocational Training Center

2 EAMU STUDENT CREED

East Asia Management University (EAMU) is a community dedicated to learning, where members engage in discoveries and sharing of ideas and promotion of greater humanity

Universities are the pinnacle of learning. Our university's motto 'Sapientia et Veritas' in Latin means "Wisdom and Truth". A learning organisation should be a place not simply to gain knowledge but to expound wisdom, engage in critical discourses, and seeking truth.

Our Student Creed

As a member of this community, students shall commit themselves to a shared responsibility to participate and contribute actively in university life by:

- Seeking wisdom so as to uphold the truth;
- Respecting myself and the dignity of fellow humans;
- Being self-discipline and driven to pursue excellence;
- Embracing and celebrating diversity;
- Practicing personal and academic integrity;
- Volunteering myself to better this world and our society.



3 ACADEMIC INTEGRITY AND MISCONDUCT

EAMU provides a supportive and stimulating environment for teaching and learning for both academic staff and students and encourages intellectual growth through scholarly achievement, and contributions to the academic community and society at large.

EAMU maintains this environment by sustaining a culture of free intellectual enquiry and academic integrity grounded on higher education values, namely: honesty, trust, equity, responsibility and respect.

EAMU subscribes to the view that free intellectual enquiry is crucial to the higher education approach to teaching and learning on the basis that it facilitates critical and creative thinking, with the view to developing fresh perspectives and new understanding.

EAMU considers that free intellectual enquiry, necessarily, is accompanied by the obligation of maintaining academic integrity and the values underpinning higher education.

Academic integrity involves scrupulous honesty in all matters relating to teaching and learning including pedagogy, assessment submissions and examinations. Academic integrity also involves respect for other involved in the learning process by acknowledging their contributions.

Students will be provided with further information on the subject during orientation and in the first week of the teaching term. This will involve tuition on referencing and how to acknowledge the work of others.

Students are required to sign Declarations relating to academic integrity at the beginning of enrolment. Failure to comply with academic integrity requirements and breaches of the Declarations are actionable offences and may lead to exclusion or other forms of disciplinary action.

EAMU recognises that academic misconduct could occur through unfamiliarity with academic conventions and their interpretations. As such all cases of academic misconduct will be considered in light of the extent of the misconduct; student's intentions and motives; circumstances leading to the offence; student's past academic performance; and other factors critical to the case.

Academic misconduct covers a few areas:

- Fabricating or falsifying data
- Submitting materials for assessment that is the work of another student or has been written by another person;
- Utilising data, words or ideas (from sources such as books, journal articles, reports, materials from the Internet or other forms of written or oral communication) without appropriate acknowledgement;
- Falsification of identity at examinations or in assessment processes;
- Possession at examinations and assessments of unauthorised materials or equipment.
- Seeking or providing unauthorised assistance (colluding) in the assessment or examination process

Penalties for academic misconduct

Actions relating to academic misconduct are discretionary and may include counselling and mentoring and/or the imposition of penalties such as:

- mark reduction or zero mark for an assessment item;
- awarding of a fail grade in the course unit in which a breach of academic integrity occurs;
- awarding of a fail grade in the course unit in which a breach of academic integrity occurs and in another course unit or all course units undertaken in the same teaching period;
- suspension from the EAMU for a specified period of time, combined with the allocation of fail grades;
- exclusion from EAMU, combined with the allocation of fail grades

Students who have been penalised for academic misconduct may appeal against the penalty imposed under the provisions of the Academic Grievance and Appeal process. Records of outcome will be kept in the student's file.

4 ATTENDANCE MONITORING

EAMU is required under various regulatory requirements to monitor the attendance of students enrolled in any academic programs delivered by the university. Overseas students are required to achieve satisfactory attendance under their visas guidelines.

Governmental regulations require that approved providers implement appropriate documented attendance policies and procedures for each course offered.

All students of EAMU are expected to achieve a minimum of 90% attendance in order to satisfy EAMU graduation requirements.

Request for period of absence from lessons may be granted only if the application of absence is made at least 2 weeks in advance, except for extenuating circumstances e.g. bereavement of Next-of-Kin.

In the event of illness, valid medical certificates are required to be presented to the Front office upon returning to class. Please note that medical sheets from the traditional Chinese/Khmer medicine (TCKM) at this point in time cannot be considered as valid medical certificates.

Attendance will be marked by the lecturers during lessons and submitted to the administration on a daily basis for updating. Random spot checks will also be conducted by the Academic Director or designated staff during classes to ensure that proper attendance marking is carried out. On a weekly basis, the attendance will be tallied to assess individual attendance rate and remedial actions taken for errant students.

Students who are absent for more than 2 consecutive days of lessons without prior approval or likely to miss the minimum attendance rate will be immediately called up by the Student Service for counselling.

In the event that the student twice absents for two or more consecutive days in the same study term, the Academic Affairs manager will forward an Attendance Warning Letter (AWL) which requires the student to meet up to explain for their absence and agree to comply with EAMU's Intervention Strategy. This may include daily reporting to the Front office at designated time.

Finally, if students fail to meet the minimum attendance requirements, EAMU will inform them in writing that the Non-compliance - Attendance Letter will be issued. Students are given the option to appeal against the decision in accordance with the University's Non-Academic Grievance and Appeal process. They have 7 working days to submit their appeal.

The Principal will consider all appeals received in accordance to the regulatory guidelines and EAMU's policies and a written outcome will be provided within 7 working days. His decision will be final and no correspondence will be entertained.

5 CONDUCT OF STUDENT

As members of an academic community, students are expected to conduct themselves in the best possible manner. EAMU has established a set of appropriate behaviour required of all students. Students are to:

- Commit to the principles, values and spirit of the Student Creed.
- Attend all lessons, participate in class discussions and submit assessments punctually.
- Maintain consistently high academic performance.
- Respect others and treat them with courtesy irrespective of their age, race, religion, sexual orientation, gender, physical or mental conditions and political inclination.
- Avoid conduct that may be perceived to be racial, sexist, threatening or harassing to others
- Familiarise themselves and comply with the rules, policies and practices of EAMU.
- Speak English within the premise of EAMU.
- Contribute by participating in the community and social activities organised by EAMU.
- Avoid all forms of activities that may negatively impact on oneself or on other members of EAMU or on the university itself e.g. fraud, drug abuse and bullying.
- Avoid all forms of academic misconduct such as cheating, plagiarism, or collusion.

Students who breach the guidelines stated above may be considered to have engaged in misconduct behaviour and could be penalised.

In a case of non-academic misconduct, a student will be required to attend an interview with the Academic Affairs Manager to explain for his/her behaviour. Serious offences are considered by the EAMU Disciplinary Committee.

Penalties for misconduct may include one or a combination of the following:

- Verbal reprimand
- Written Letter of Warning
- Suspension from studies for specified period of time
- Exclusion from enrolment for specified period of time
- Expulsion from the university

All disciplinary actions taken by EAMU, except verbal reprimand, will be recorded and indicated in the individual student record.

Students who are subjected to disciplinary actions may appeal against the penalty imposed through the Grievance and Appeal process made available to them.

