

 جامعة الإمارات العربية المتحدة United Arab Emirates University  	<b>Student Affairs Deanship Policies Manual</b>	Policy Number	SA-02
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	Student Code of Conduct	Due Date for Next Review	01-Sep-2016
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## 2. Student Code of Conduct

### Overview

The Student Code of Conduct establishes standards of expected behavior for students and student organizations at the University, and puts in place fair and efficient procedures for protecting student rights and handling student misconduct.

### Scope

Applies to all University students and student organizations.

### Objective

Specifies acts of student misconduct (academic or non-academic) for which an offending individual or student organization will be subject to disciplinary sanctions under the established disciplinary Procedures. These Procedures determine if a student has violated the Code and result in appropriate sanctions when violations are found to have occurred. The Procedures are intended to ensure consistency and fairness for every student in the University through its consistent application for the adjudication of cases of student misconduct.

### Policy

1. The University seeks to create an environment that promotes academic achievement and integrity, that is protective of free inquiry, and that serves the educational mission of the University.
2. The University seeks to foster a community that is respectful of the rights, opportunities, and welfare of students, faculty, staff, and guests, that is free from violence, threats, and intimidation, and promotes health and safety of the University community.
3. The University expects all students to conduct themselves as honest, responsible and law-abiding members of the academic community and to respect the rights of other students and members of the faculty and staff to use and enjoy University facilities and to participate in University programs.
4. In order to preserve the spirit of community and provide a comfortable safe environment for all students enrolled in the University, the University holds each member of its community responsible for respecting the rights, privileges and opinions of other members of the community.
5. Students and their organizations shall conduct their activities in a manner compatible with the commitment of the University to maintain an intellectual and cultural environment conducive to personal development and critical awareness, and in compliance with the laws of the United Arab Emirates, and UAE University Policies and Procedures.
6. The University is dedicated to responsible stewardship of its resources and to protecting its property and resources from theft, damage, destruction, or misuse.
7. The University is dedicated to the rational and orderly resolution of conflict.
8. The Code shall apply to student conduct that occurs on University premises or at University-sponsored activities. The Code also shall apply to off-campus student conduct when the conduct, as alleged, adversely affects a substantial University interest and either

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constitutes a criminal offense as defined by law, or indicates that the student may present a danger or threat to the health or safety of the student or others.

9. Any member of the University community may file a written complaint against a student or organization alleging misconduct under this Code or other University Policies or regulations.
10. Any alleged breach of the Student Code of Conduct may result in the University taking disciplinary action against the student(s) concerned.
11. Disciplinary sanctions for misconduct may not be imposed without a disciplinary proceeding in accordance with the Procedures set in this Policy.

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## Procedures of Policy No. (2) - Student Code of Conduct

### 1. Expected Conduct of the Student

Each Student should act honestly and responsibly and respect the University laws, regulations, policies and guidelines. The student must respect other students' rights, faculty members, staff and the public. A student is prohibited from doing any behavior that is considered a breach to other individuals' rights.

### 2. Disciplinary Actions

- a) Any student who commits a breach to the University laws, regulations, policies and traditions shall be punished with one of the sanctions stipulated here, whether this violation took place on the University Campus or in events sponsored by the University.
- b) A student shouldn't be accounted by the authorities concerned for commission of a criminal act unless the University commences its disciplinary action against the student. Disciplinary actions in the University may commence before the criminal procedures or after them or in coincidentally. Should the student proven innocent, that would not prevent the commencement of disciplinary actions unless the innocence is supported with objective reasons that refute the incident.

### 3. Filing Complaints

- a) Each member of the University community has the right to file a complaint or make his concerns known without fear of reprisal.
- b) Any faculty member, staff member, or student of the University can file an incident report documenting a complaint against a student of the University for Alleged Misconduct.
- c) All complaints must be put in writing.
- d) No student bringing a complaint under these procedures, whether successfully or otherwise is treated less favorably by a UAEU employee than if the complaint had not been brought. If evidence to the contrary is found, the UAEU employee may be subject to disciplinary measures under University Policies.
- e) Any person named in a complaint will be informed of the substantive nature of the complaint and will have the right to reply as part of the investigation. Information contained within the complaint will be made available only to those involved in its resolution.
- f) Complaints should be made immediately during or after the incident of alleged misconduct. Substantial delays in making the complaint following the date of the alleged misconduct may give cause for the University not to investigate the matter.

### 4. General Behavioral violations

Any breach to the University regulations, rules and by-laws is considered a violation that necessitates discipline, in particular the following:

#### a) General

- (i) Any action, saying or clothing that is improper to the rules of decorum or conduct represents a breach to the on or off campus accepted standards of behavior.

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- (ii) Any behavior that negatively affects the University reputation or breaches the colleges, institutes, academic centers and University housing and other university premises.
- (iii) Disturbance during classes or instigation not to attend them.
- (iv) Breach of University Law or code of conduct whether on Campus or during University activities.
- (v) Organization of, or participation in, unauthorized University activities.
- (vi) Unauthorized use of Campus premises.
- (vii) Distribution of pamphlets or posters or collection of signatures or monetary contributions or organization of general lectures or seminars without following the normal approval procedures.
- (viii) Formation of any organizations or groups or societies or issuing newsletters, newspapers or magazines or distributing them inside the University Campus, or fund-raising or collection of signatures without obtaining a prior permit from the competent authorities in the University.
- (ix) Hazing that disrupts the students' activities, or unacceptable actions to the standards of behavior inside the housing, or causing any damage either direct or indirect.
- (x) Damage or deformation of the University movable or immovable properties.
- (xi) Possession of weapons, explosives or flammable materials inside the University Campus or the University housing.
- (xii) Presence of male students in the female students' areas without proper justification and vice versa.
- (xiii) Breach of the Intellectual Property Rights of others whether through unauthorized photocopying, quoting or resorting to offices to prepare research papers and studies.
- (xiv) Hosting or hiding unauthorized visitor inside the housing.
- (xv) Making false statements or information to any media party and particularly any related information about admission, registration and students affairs.
- (xvi) Taking prohibited drugs or distribution thereof or smoking inside the University Campus.
- (xvii) Non observance of the traffic rules inside the University Campus.
- (xviii) Any saying or action or doing that affects the honor or dignity or breach to the accepted code of conduct and values inside or outside the University.
- (xix) Dishonoring the regulations imposed by the Deanship or the College concerning trips and activities conducted inside or outside the University Campus.
- (xx) Non-compliance to the University security officers or staff during performing their official duties or refusing to show ID card when requested.
- (xxi) Unauthorized interference in University processes or activities including, but not limited to:
  - Assault or threatening to assault self or others.
  - Interference with freedom of movement of a University member or guest.
  - Interference with others' rights to use University facilities, services, or activities.
  - Obstruction of teaching, learning, research, business operations, activities, or disciplinary actions.

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- Non-compliance with instructions of University employees in the course of doing their regular business.
  - Non-compliance with sanctions and disciplinary actions.
  - Unauthorized entrance to University facilities
- (xxii) Any other behavior that the University Disciplinary Authority sees as a disciplinary violation.

## b) Proscribed Conduct

The following offenses constitute violations of the Student Code of Conduct and can lead to serious disciplinary action.

### (i) Acts of Dishonesty, including

- Cheating, plagiarism or other breaches of academic integrity, such as fabrication, facilitating or aiding academic dishonesty; theft of instructional materials or tests; unauthorized access to or manipulation of laboratory equipment or experiments; alteration of grades or files; misuse of research data in reporting results; use of personal relationships to gain grades or favors, or otherwise attempting to obtain grades or credit through fraudulent means.
- Knowingly furnishing false information to any University official, faculty member or office.
- Forgery, alteration or misuse of University documents, records, instruments of identification, computer programs, or accounts.

### (ii) Stalking, Harassment, and Hazing

- Stalking includes, but is not limited to, purposely or knowingly causing another person substantial emotional distress or reasonable apprehension of bodily injury or death by repeatedly following the stalked person or harassing, threatening, or intimidating the stalked person, in-person or by mail, by electronic communication or any other action, device, or method.
- Harassment includes but is not limited to verbal, graphic and/or written abuse directed at another, beyond a reasonable expression of opinion, which:
  - (a) Is threatening or carries with it the intention to do bodily harm,
  - (b) Substantially interferes with a person's exercise of his/her responsibilities as a student, faculty or staff member, or
  - (c) Constitutes any sort of sexual abuse or sexual harassment.
- Hazing includes but is not limited to any conduct or method of initiation, admission or condition of continued membership in any student group, which:
  - (a) Endangers the physical or mental health or safety of any student or other person, including extended deprivation of sleep or rest; forced consumption of drugs or alcohol; beating or branding; involuntary confinement.
  - (b) Destroys, vandalizes or removes public or private property.

### (iii) Assault

- Physical or psychological assault, which includes but is not limited to: physical contact of an insulting or provoking nature or physical interference

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with a person that prevents the person from conducting his/her customary or usual affairs, puts the person in fear for his/her physical safety, or causes the person to suffer actual physical injury.

- Any other non-consensual physical assault.

**(iv) Discrimination**

Any conduct that constitutes discrimination against any member of the University Community because of gender, religion, age, disability, race, color, and origin while engaged in educational programs or other activities directly related to the University business.

**(v) Misuse of Mobile Phones**

All students must use mobile phones in a manner that does not interfere with the teaching, learning and other educational processes at the University. Use of mobile phones is limited to areas outside classrooms, labs, libraries and other areas where the use of mobile phones might not disrupt the educational process.

**(vi) Photography**

- It is prohibited to use cameras (mobile- laptop- iPad- any other device) in a way that will cause harm to others or to the University.
- It is prohibited to photograph female students at any of the University premises without permission.
- Only students with express written permission are allowed to take photographs on the University premises. All students must be prepared to present such authorization at any time, to any University official while engaged in any photographic activity.

**(vii) Theft/Misuse of Property**

- Theft, attempted theft, or unauthorized possession, use, or removal of University property or the property of any member of the University community.
- Defacing, tampering, damaging, or destroying University property or the property of any member of the University community.
- Unauthorized presence in/on or use of University grounds, facilities, or property.
- Theft or other abuse of computer facilities, capabilities and/or computer time, including but not limited to:
  - (a) Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
  - (b) Unauthorized transfer of a file.
  - (c) Unauthorized use of another individual's identification or password.
  - (d) Use of computing facilities to interfere with the work of another student, faculty member or University official.
  - (e) Use of computing facilities to send harassing or abusive messages.
  - (f) Use of computing facilities to interfere with the normal operation of the computing system.
  - (g) Unauthorized use of computer resources, or copying of computer data or software. Examples of unauthorized use or copying include: attempts to alter systems; unauthorized access or copying of data or software attempts to release data, text, files or software in violation of copyright

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protection; and the condoning, approving, or directing of unauthorized use or copying.

- (h) Attempts to circumvent or defeat any University-owned system firewall or any other mechanism put in place to manage the network.
- (i) Theft of the University services, including but not limited to telephone services, food services or housing.

**(viii) Inappropriate Dress**

As ambassadors of the UAE University, students observe high standards of personal appearance at all times. Students must observe the UAE's cultural norms for female and male attire.

- **Dress standards** are part of the culture and socially accepted norms of ethics and are strongly associated with the identity, traditions, beliefs and values that are deeply rooted in United Arab Emirates society.
- **Dress Regulations Standards for Male Students**
  - (a) Students shall wear the male National costume (Kandura) in traditional colors acceptable by the UAE and GCC male communities. Flashy colors such as purple, etc. are not allowed. Students may also wear a suitable head-cover including Ghutra, Ogal or any other acceptable head covers.
  - (b) Full-length trousers, long-sleeve shirts and elbow-length shirts are permitted on campus. Short trousers and shirts that reveal the entire arms are prohibited.
  - (c) Short and unique color Jeans trousers are also prohibited.
  - (d) Sport-wear is allowed only in gymnasiums and inside the student housing.
  - (e) Clothes with aggressive statements or impolite words imprinted on them are extremely prohibited on campus.
  - (f) Bracelets, bangles or similar accessories are not permitted.
  - (g) Bizarre hair styles and flashy hair dyes are also prohibited.
- **Dress Regulations Standards for Female Students**
  - (a) With regard to UAE National costume including Abbaya and Sheila; Abbaya made of male Kandoura cloth or designed in a male Kandoura fashion are totally prohibited.
  - (b) The Abbaya designed to reveal parts of the chest or legs are not allowed.
  - (c) Tops or any similar dresses that reveal the shoulders or the full arms are not allowed. Nevertheless, long-sleeve or elbow-length tops are permitted.
  - (d) Any dresses with aggressive or impolite words imprinted on them are prohibited.
  - (e) Male garments such as caps or trousers are also prohibited.
  - (f) Sport uniforms are only allowed at sports' facilities and they are totally prohibited in classrooms.
  - (g) Excessive hair style or extravagant hair dyes are not permitted.

**(ix) Receipt of Gifts**

Students must not use gifts as means of persuading members of the University community to act outside University Policies and Procedures.

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(x) **Noise**

- Residents are expected to respect the Quiet and Courtesy hours established by the Residence Life Coordinator. During Quiet and Courtesy hours the noise level in the living unit must be kept at a minimum. Students must comply with requests for quiet immediately by discontinuing the activity causing the disturbance or noise.
- Sound systems of any type must not be directed out of the windows/doors or used outside the residential buildings. Repeated disregard for the noise level caused by use of sound equipment may result in the confiscation of such equipment.
- Sports are prohibited in all areas of University housing except in designated sports facilities. Activities related to sports, including tossing, bouncing, or kicking of balls or other objects are also prohibited within housing.

**5. Failure to Comply**

All students who fail to abide by the Student Code of Conduct or other directives issued by the University will be subject to disciplinary action.

**6. Students' Rights**

All students will be asked to sign a "Letter of Commitment" to the Code of Conduct upon their joining the University, indicating that they will conduct themselves professionally and follow the Student Code of Conduct and other relevant policies. In this letter, it is clearly stated that cheating and other forms of serious misconduct lead to dismissal from the University.

- a) The Student Affairs Deanship and faculty members are required to alert students to the Code of Conduct and the serious consequences of unprofessional behavior and academic and non-academic misconducts.
- b) The colleges will include a warning statement with each exam paper stating the importance of following the Code and setting forth consequences of academic misconduct.
- c) The Colleges will distribute a memorandum to students and faculty members before final exams, explaining that all mobile phones and other similar electronic devices are banned during the administration of an examination.
- d) Students charged with violations of the Code are advised of their due process rights. They are entitled to the following procedural protections:
  - (i) Written notice of the charges
    - If it is determined that a student will be charged with a violation(s) of the Code, a notice is sent to the student. The Notice of Charges identifies those sections of the Code that the student is charged with violating and includes a brief explanation of the facts supporting the charge(s).
    - The University may bring charges against a former student for offenses committed while a student within six months after termination or withdrawal of the student or withdrawal of student organization status. This limitation does not apply to cases that involve academic dishonesty or fraud affecting the acquisition of a degree, over which the University maintains indefinite jurisdiction.

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(ii) Presumption of innocence

It is presumed that a student charged with a violation of the Code did not commit such violations unless the student admits responsibility or a hearing determines otherwise.

(iii) Choosing not to participate

Students may choose not to participate in the resolution of their case. In this situation the hearing body may elect to proceed in the student's absence. When a hearing is held in a student's absence, the decisions of the hearing body will have the same force and effect as if the student had been present.

(iv) Opportunity to Respond

Students charged with violations of the Code have the right to respond in writing, verbally or submitting documents to the allegations in front of a hearing officer/panel.

(v) Hearing

- Students are expected to speak for themselves. They may, however, seek the advice of another person to assist them in either the formal or informal process.
- Written notification shall be provided prior to the hearing. Unless already provided to the student, the notification will include the charge(s), date, time, and location of the hearing, the designated hearing officer or panel, a statement of the student's rights, and information on the hearing procedures.
- All concerned parties must be present at the hearing.

(vi) A written decision that supports disciplinary sanctions

The hearing officer will provide the student with a written decision, which will include the sanction(s), if any, to be imposed.

(vii) Right to appeal

Students have the right to appeal the decisions of the sanctions in accordance with the Signatory Authority.

## 7. Disposition of Breach of Conduct

- a) Allegations of academic dishonesty may be made by students, staff members, or faculty members to the applicable Dean, who will investigate further through a fact-finding panel that he/she appoints from among disinterested faculty members. The allegations may be also investigated by the hearing panel if solid evidence supports the allegation.
- b) The University Registrar is the primary administrator responsible for initiating disciplinary proceedings in cases of falsification of academic records and documents under the applicable policies.
- c) Charges against student for nonacademic conduct violations may be initiated by submitting a written complaint to the direct supervisor. The complaint must state sufficient facts, including specific names, dates, locations and descriptions of the alleged act(s) of misconduct to enable accurate investigation.

## 8. Disciplinary Procedures

- a) The disciplinary procedures are designed to allow for fact finding and decision making in the context of an educational community, and to encourage students to accept

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responsibility for their own actions. The intent is to provide adequate procedural safeguards to protect the rights of the individual student and the legitimate interests of the University.

- b) Violations to academic honesty may be processed through a panel hearing, in which the panel will be composed of faculty members, while non-academic violations of the Code may be processed through an administrative hearing composed of staff member(s).

**c) Procedures pre Disciplinary Board Session**

An initial investigation session is convened with the violator student to determine to what extent he/she is responsible of the violation, in accordance to the following:

- (i) The student is notified in a period not less than five (5) working days from the commencement of the initial investigation session to present him/herself to the investigation committee; if the student fails to attend the investigation session without an acceptable reason, the matter shall be referred to the Students Disciplinary Board to settle the alleged charges.
- (ii) Whoever undertakes the initial investigation may disregard any charges against the student, if it came clear that it is without grounds. In this case, the complainant may file an appeal of the decision to be submitted to the DVC for Students Affairs.
- (iii) The initial investigation may end with a signed accord by the investigator and the student, imposing a disciplinary sanction to the student; by this accord all the disciplinary proceedings shall cease including referral of the matter to the Students Disciplinary Board, also the student's right to appeal the disciplinary decision issued according to the aforesaid accord is fortified.
- (iv) In case the mentioned accord in the previous article is not reached, the matter is to be referred to the Students Disciplinary Board in five (5) working days after the initial investigation session; this period can be extended if the student presents an acceptable excuse to justify this extension.

**d) Academic Misconduct**

- (i) After receiving a case report from the concerned faculty or staff member, or a complaint from a student, the College Dean will establish a hearing committee of three from among disinterested College faculty members to conduct a preliminary investigation. If the preliminary investigation concludes that the allegation has sufficient substance to warrant formal investigation, the Dean shall forward the Committee's report to the Provost who may decide to forward the case to the Student Disciplinary Board to carry out the formal investigation.
- (ii) The Student Disciplinary Board is formed at the discretion of the Vice Chancellor, after consultation with the Provost. The Board shall include three faculty members, among which at least one from the College of Law. Another faculty member will be from the College where the student belongs.
- (iii) The Student Disciplinary Board will set a date for a formal investigation and will inform the student of the allegation(s) and the date of the session at least ten (10) working days prior to the session.
- (iv) Within (10) ten working days of the completion of the formal investigation, the Student Disciplinary Board shall submit a formal report to the Provost.
- (v) The Provost shall inform the Vice Chancellor of the Board's findings and, if the Board has found that the violation occurred, recommend what, if any, disciplinary sanctions shall be imposed.

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- (vi) The Vice Chancellor shall inform the student in writing, within (10) ten working days of receiving the Provost's recommendations, of the decision and of the academic sanctions, if any, to be imposed.
- (vii) The student may submit a written appeal to the Chancellor within ten (10) working days from the date on which the student is notified of the outcome. The decision of the Chancellor will be communicated to the student in writing and the decision is final.
- (viii) In cases where academic misconduct has been found, the Registrar shall be notified of the disciplinary decision for purposes of recording the decision on the student's record.

**e) Non-Academic Misconduct**

- (i) For alleged violations of the Student Code of Conduct, the DVC for Students Affairs may establish a committee to conduct an investigation. The composition of the Committee is at the discretion of the DVC for Students Affairs and shall be formed of three members.
- (ii) The DVC for Students Affairs will inform the student of the allegation and the date of the investigation session at least five (5) working days prior to the session.
- (iii) Within ten (10) working days of the completion of the investigation, the Committee shall complete the investigation and submit a formal report to the DVC for Students Affairs.
- (iv) The DVC for Students Affairs shall inform the student in writing, within ten (10) working days of receiving the report, of the decision and, if the student has been found to have violated the Code, the sanctions, if any, to be imposed.
- (v) The student may submit a written appeal to the Vice Chancellor within ten (10) working days from the date on which the student is notified of the outcome. The decision of the Vice Chancellor will be communicated to the student and the decision is final.

**f) Disciplinary Proceedings of Violations in Housing**

- (i) The students disciplinary provisions stipulated in herein shall be applicable to students residing in the University housing who breach the residence rules or behavioral conduct.
- (ii) Students Housing Manager or his designate under the supervision of the DVC for Students Affairs (or his designate) undertakes ensuring that the resident students in the housing who are charged with breaching behavioral conduct are referred to investigation by a committee formed for that purpose.
- (iii) The DVC for Students Affairs or his designate may endorse the decision reached by the investigation Committee if the Committee decides that the student is innocent from the charges raised against him/her or if it imposes a sanction of Warning/Reprimand to the student.
- (iv) However in case the investigation committee decides to forward the matter to the Disciplinary Board, then all the investigation materials and related documents of the case shall be submitted to the Board.

**g) How to Commence Disciplinary Proceedings**

- (i) The University can by itself or based on a complaint submitted to the DVC for Students Affairs or to any competent department, commence the disciplinary proceedings of any student charged with breaching the applied code of conduct in the University.

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- (ii) The complaint should be submitted no later than two weeks from the incident under investigation unless there is a reasonable justification for the delay; in any case commencement of the disciplinary proceedings should not be delayed for more than one month effective the date of committing the violation or determining the identity of the person who is believed to breach the students Code of Conduct.
- (iii) The complaint should be submitted in writing and include name of the violator student, address, date of the incident, its place and a detailed description hereof.
- (iv) The University may take the necessary action should the student withdraw or apply to withdraw from the University after commencement of the disciplinary proceedings This includes:
  - Withholding the student's academic file and notifying him/her of the commencement of his disciplinary proceedings, before allowing him/her to re-register in the University.
  - Should the Disciplinary Authority decides to impose a sanction on the student, the sanction can be applied upon re-registering the student in the University.
- (v) The Students Disciplinary Board may impose a sanction on the student with one of the stipulated sanctions if the student fails to be present in front of the Board twice even though he was notified to attend, unless his non-presence was due to acceptable reason.

#### **h) Postponement of Disciplinary Proceedings**

Each student charged with violation of students' Code of Conduct has the right to apply to postpone the initial investigation session, as well as the students' Disciplinary Board session based on well-founded reasons.

#### **i) Notifying Student About Disciplinary Board Session**

The student is notified with the date of the students Disciplinary Board session with a period not less than five (5) working days of the session date, unless stated otherwise; notification must be in writing and has to include the following:

- (i) Date and venue of the students Disciplinary Board session.
- (ii) Notification is to be done through the way the DVC for Students Affairs sees appropriate.

#### **j) Students Disciplinary Board Sessions**

Students Disciplinary Board is convened according to the following rules:

- (i) Disciplinary Board members are committed to the impartiality principal.
- (ii) Disciplinary Board sessions are convened in closed-door room and only concerned parties are allowed to attend.
- (iii) The Board rapporteur undertakes writing and keeping the sessions' minutes.
- (iv) The University representative undertakes the responsibility to prove that the student breached the Code of Conduct; he/she will present the conviction evidences to the Disciplinary Board and has no right to attend the deliberation session and has no voting right as well.
- (v) Should the student fail to show up without an excuse after being notified with the date of the disciplinary session, this would not prevent the Board from continuing the disciplinary proceedings.
- (vi) The charged student undertakes presenting his opinion to the Board with regard to the charge(s) raised against him/her. The student may ask the assistance of a lawyer on his own expenses and the role of the lawyer is to advise the student without having the right to address the Board directly.

 <b>UAEU</b>	<b>Student Affairs Deanship Procedures Manual</b>	Related Policy	SA-02
		Effective Date	01-Sep-2014
	<b>Subject</b> Student Code of Conduct	Most Recent Review Date	01-Dec-2013
	<b>Responsible Office:</b> DVC for Students Affairs & Enrollment	Due Date for Next Review	01-Sep-2016
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- (vii) The Disciplinary Board has to abide by the confrontation principle as settling violations or the violations submitted to it.
- (viii) The Chairman of the Disciplinary Board undertakes the running of the session and is responsible to observe all the relevant regulations in an appropriate way.
- (ix) Should any individual including the charged student cause disruption to the session proceedings, or show non-compliance to the Chairman's instructions, the latter has the right to order him/her out of the session.
- (x) The decision of the Disciplinary Board is issued by majority, and must be in writing and supported with reasons and must have original in the documentation.
- (xi) The register of the Disciplinary Board session comprises of the written session minutes, any documented evidences and the written decision of the Board.
- (xii) The Disciplinary Board session register is referred in whole to the competent authority in the University.
- (xiii) In all cases, the student and the complainant, if any, must have a copy of the final decision.

#### k) Disciplinary Sanctions

- (i) **Individual Sanctions** refer to the authority of the Disciplinary Board or other respective authority to impose a sanction on the student who breaches the University Code of Conduct with one of the following sanctions:
  - Verbal warning or a written disciplinary warning.
  - Fines: Are applied to compensate for losses, damages or actual casualties, and it may take the form of an appropriate service, financial fines or replacing the materials.
  - To be under behavioral observation for a set period and the student may face a more severe disciplinary sanction if it comes clear that he/she breaches the Code of Conduct while in the observation period.
  - Deprive him/her to register in the University for a semester or more or for a period not less than the remaining period of the semester at the least.
  - Dismissal and permanent separation from the University.
- (ii) **Sanctions to violations of the University housing regulations:** The student who breaches the University housing regulations shall face one of the following sanctions: Verbal warning - Written warning - Put under observation in the hostel - Deprive from getting the housing privileges - fines - Imposing to perform a social work service to the housing community - transfer from the floor or the building - or expulsion from the housing or the final dismissal from the University.
- (iii) **Group Sanctions:** The following sanctions may be imposed on the University students groups or clubs:
  - Ceasing the activity entirely or losing the prerogatives including the University recognition of that organization for a set period of time.
  - Sanctions mentioned in the first item of the individual sanctions above.

#### l) Appeals

- (i) Any student has the right to appeal the disciplinary decision issued against him/her, whatever the department which issued the decision through a written appeal within five (5) working days from receiving the decision. The Appeal should be based on one or more of the following bases:

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- The disciplinary proceedings stipulated herein have not been observed.
  - Emergence of new evidences which were not known before and have a significant impact of the decision.
  - The disproportion between the violation and the disciplinary sanction.
- (ii) Appeals to the sanctions imposed by a party other than the Disciplinary Board may be addressed to the DVC for Students Affairs.
- (iii) The concerned Deputy Vice Chancellor undertakes the consideration of the appeal and issues a final written decision in this regard within ten (10) working days of receiving the incident file; a copy of the decision is sent to the student and the complainant if any and also a copy of the decision to be filed in the student's file.

**m) Temporary or Urgent Proceedings**

- (i) The concerned Deputy Vice Chancellor or his/her designate may take temporary actions against the referred student until the disciplinary competent authority issues a final decision, in case there is a reason that he/she believes that the student behavior represents a danger or a threat to the properties and individuals. These temporary actions may be:
- Suspension of the student registration in the University or deprive him/her from the housing.
  - Transfer the student to another hostel (for students residing in the University housing).
  - Preventing the student from communication with clubs members, students' organizations or students' activities groups and teams.
  - Obliging the student to obtain a prior approval to permit him/her to perform a certain activity.
  - Any other action the department sees necessary to be taken.
- (ii) The officer in charge of imposing temporary actions shall be responsible to notify the student in writing of the actions taken against him/her. A meeting with the student is to be set within two working days from taking the temporary actions, in case the student couldn't come the actions are implemented and the student is informed in writing.
- (iii) During the meeting the student shall be briefed on the reasons for imposing the temporary restrictions and he/she can explain his situation from these charges and the temporary restrictions issued against him/her. Should the official sees the temporary restrictions are invalid or very restrictive, he/she may cancel them or modify them, otherwise restrictions should persist until a decision is issued based on the disciplinary proceedings.
- (iv) The Disciplinary Board should convene as soon as possible in the cases that temporary restrictions are imposed and on a date no later than thirty (30) days from imposing the temporary restrictions.