

## Disciplinary Procedures

### 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.

### Student 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.

1. 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 misconduct.
2. 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.
3. 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.
4. Students charged with violations of the Code are advised of their due process rights. They are entitled to the following procedural protections:
5. Written notice of the charges
6. 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).
7. 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.

8. Presumption of innocence
9. 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.
10. Choosing not to participate
11. 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.
12. Opportunity to Respond
13. 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.
14. Hearing
15. 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.
16. 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.
17. All concerned parties must be present at the hearing.
18. A written decision that supports disciplinary sanctions
19. The hearing officer will provide the student with a written decision, which will include the sanction(s), if any, to be imposed.
20. Right to appeal
21. Students have a right to appeal the decisions of the sanctions in accordance with the Signatory Authority.

22. 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.
23. 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.
24. 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.

### **Disposition of Breach of Conduct**

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2. 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.
3. 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.

### **Disciplinary Procedures**

1. 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 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.

2. 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).

### **Procedures pre-Disciplinary Board Session**

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

1. The student is notified in a period not less than three days from the commencement of the initial investigation session to present him/herself to the investigation party, if the student failed to attend the investigation session without an acceptable reason, the matter shall be referred to the Students Disciplinary Board to settle the charges raised against him/her.
2. Whoever undertakes the initial investigation may disregard any charges against the student, if it came clear that it is baseless. In this case, the complainant may file an appeal of the decision to be submitted to the Dean of Students Affairs.
3. 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.
4. 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 working days after the initial investigation session, this period can be extended if the student presented an acceptable excuse to justify this extension.

### **Academic Misconduct**

1. 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 Council to carry out the formal investigation.

2. The Student Disciplinary Council is formed at the discretion of the Vice Chancellor, after consultation with the Provost. The Council 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.
3. The Student Disciplinary Council 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 (10) ten working days prior to the session.
4. Within (10) ten working days of the completion of the formal investigation, the Student Disciplinary Council shall submit a formal report to the Provost.
5. The Provost shall inform the Vice Chancellor of the Committee's findings and, if the Committee has found that the violation occurred, recommend what, if any, disciplinary sanctions shall be imposed.
6. 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.
7. The student may submit a written appeal to the Chancellor within (10) ten 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 within (10) ten working days and the decision is final.
8. 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.

### **Non-Academic Misconduct**

1. For alleged violations of the Student Conduct Code, the Dean of Students may establish a committee to conduct an investigation. The composition of the committee is at the discretion of the Dean and shall be formed of three members.
2. The Dean of Students will inform the student of the allegation and the date of the investigation session at least (10) ten working days prior to the session.

3. Within (10) ten working days of the completion of the investigation, the committee shall complete the investigation and submit a formal report to the Dean of Students.
4. The Dean of Students shall inform the student in writing, within (10) ten 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.
5. The student may submit a written appeal to the Vice Chancellor within (10) ten 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 with (10) working days and the decision is final.

### **Disciplinary Proceedings of violations in the housing**

1. The students disciplinary provisions stipulated in this by-laws shall be applicable to students residing in the University housing who breach the residence rules or behavioral conduct.
2. Students Housing Manager or his designate under the supervision of Dean of Students (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.
3. Dean of Students Affairs or his designate approves the decision reached by the investigation committee in case it decided that the student is innocent from the charges raised against him/her or imposing a sanction of Warning / Reprimand to the violator student.
4. However, in case the investigation committee decided to forward the matter to the disciplinary board concerned, then all the investigation instruments and all related documents of the case shall be submitted to the disciplinary board concerned.

### **How to Commence Disciplinary Proceedings:**

1. The University can by itself or based on a complaint submitted to the Dean of 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.
2. The complaint should be submitted on a date no later than two weeks from the student committed the violation 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.

3. 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.
4. The University may take the necessary action should the student withdrawn or applied to withdraw from the University, after commencement of his disciplinary proceedings for violation of the university student code of conduct as following:
  - a) 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.
  - b) Should the Disciplinary Authority decided to impose a sanction on the student from the sanctions stipulated in the University regulations and by-laws, the sanction can be applied upon re-registering the student in the university.
  - c) The Students Disciplinary Board may impose a sanction on the referred student with one of the stipulated sanctions in this by-laws, if the student failed to present him/herself to the Board twice even though he was notified to attend, unless his non-presence was due to acceptable reason:

### **Postponement of Disciplinary Proceedings**

Each student charged with violation of student 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.

### **Notifying Student about Disciplinary Board Session**

The student is notified with the date of the student disciplinary board session with a period not less than seven days of the session date, unless there is a text that states otherwise, notification must be in writing and has to include the following:

1. Date and venue of the student disciplinary board session.
2. Notification is to be done through the way the Dean of Students Affairs sees appropriate.

### **Students Disciplinary Board Sessions:**

Students Disciplinary Board is convened according to the following rules:

1. Disciplinary Board members are committed to the impartiality principal.
2. Disciplinary Board sessions are convened in closed-door offices and only relative parties are allowed to attend.

3. The Board rapporteur undertakes writing and keeping the sessions' minutes.
4. The University representative undertakes the responsibility to prove that the student breached the code of conduct who will present the conviction evidences to the disciplinary board and the University representative has no right to attend the deliberation session and has no voting right as well.
5. Should the student fails to show up without an excuse after being notified by any means with the date of the disciplinary session, this would not prevent the board from continuing the disciplinary proceedings.
6. 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 an advocate and on his own expenses and the role of the advocate has to be restricted to giving the consultation to his client without having the right to address the board directly.
7. The Disciplinary Board has to abide by the confrontation principle as settling violations or the violations submitted to it.
8. Chairman of the Disciplinary Board undertakes the running of the session and he is responsible to observe all the regulations related to running the session in an appropriate way.
9. Should any individual including the charged student caused disruption to the session proceedings, or showed non-compliance to the session chairman, the latter has the right to order him/her out of the session.
10. 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 instruments.
11. The register of the disciplinary board session is comprised of the written session minutes, any documented evidences, and the written decision of the disciplinary board.
12. The disciplinary board session register is referred in whole to the competent authority in the University.
13. In all cases, the student and the complainant if any must have a copy of the final decision.

## **Disciplinary Sanctions**

1. Individual Sanctions refer to the authority of the disciplinary board or the respective party may impose a sanction on the student who breaches the University code of conduct with a sanction from the following sanctions:
2. Verbal warning or a written disciplinary warning.
3. 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.
4. To be under behavioral observation for a set period and the student may face a more severe disciplinary sanction if it came clear that he breached the student code of conduct while in the observation period.
5. 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.
6. Expulsion, Permanent separation of the student from the university.
7. Sanctions to violation of the University housing regulations:
8. The student who breaches the University housing 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 expulsion from the University.

## **Group Sanctions**

1. The following sanctions may be imposed on the University students groups or clubs:
2. Ceasing the activity entirely or losing the prerogatives including the University recognition of that organization for a set period of time.
3. Sanctions mentioned in Item "1" above.

## **Appeals**

Any student has the right to appeal the disciplinary decision issued against him/her, whatever is the department that issued the decision, through a written appeal addressed to the Provost

within five (5) days from receiving the decision copy. The Appeal should be based on one or more of the following reasons:

1. The disciplinary proceedings stipulated in the University by-laws have not been observed.
2. Emergence of new evidences which were not known before and have a significant impact of the decision.
3. The impropriety between the violation and the disciplinary sanction.
4. Appeals to the sanctions imposed by a party other than the disciplinary board with a letter addressed to the Dean of Students Affairs.

The concerned DVC, on a case-by-case basis, undertakes the consideration of the well-founded appeal with one or more of the previous reasons after reviewing the incident file, and issues a final written decision in this regard within 14 days of receiving the incident file. A copy of the decision is sent to the student and the complainant if any, and another copy of the decision is filed in the register.

### **Temporary Restrictions**

1. The concerned DVC or a designate may take temporary actions against the student until the disciplinary competent authority issues a final decision. In case there is a reason to believe that the student's behavior represents a danger or a threat to the properties and individuals, then the following temporary actions may be taken:
  - 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 club members, student organizations or student 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.
2. The officer in charge of imposing temporary actions shall be responsible to notify the student in writing of the actions and 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 for an acceptable reason, meeting is arranged at the earliest date which the student can attend.

3. During the meeting the student shall be briefed on the reasons of imposing the temporary restrictions and he can explain his situation from these charges and the temporary restrictions issued against him/her. Should the official sees the temporary restrictions are wrong or that they are very strict after hearing the student situation, he may cancel them or modify them, otherwise restrictions should persist until a decision is issued based on the disciplinary proceedings.
4. The Disciplinary Board should convene as soon as possible in the cases that temporary restrictions are imposed and on a date no later than 30 days from imposing the temporary restrictions.