

Student Conduct and Discipline rules			Subject	 جامعة المعرفة ALMAAREFA UNIVERSITY
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Student Conduct and Discipline Rules

Approved by the University Council in its session No. (7)

Dated: 20 Dhu al-Qi'dah, 1445 AH,

28 May 2024 AD

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Based on

Article 50 of the Study and Examination Regulations for Undergraduate Studies and its executive rules were approved by the Board of Trustees in its second session for the year 1444 AH held on 17/11/1444 AH, corresponding to 06/06/2023 AD, which states:

"With due regard to the regulations, bylaws, and decisions, the University Council shall approve the rules of student conduct and discipline at the university."

**Accordingly, the University Council, in session number (7)
dated 20 Dhu al-Qi'dah 1445 AH, corresponding to May 28, 2024 AD,
decided to approve
the rules of student conduct and discipline at Al-Marefa University.**

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First: Definitions

Article 1:

The following words and terms, wherever they appear in these rules, shall have the meanings indicated opposite each of them:

University: Al-Maarefah University.

Student: All male and female students enrolled at the university for undergraduate studies, graduate programs, training programs, or visiting students.

Violation: Any act or statement made by a student that contravenes the specific regulations, bylaws, and instructions of the university or the laws of the country in general.

Penalty: Refers to the action that may be taken against the violating student as stipulated by these rules.

Examination: Refers to a quiz, midterm, final, written, or practical exam for the courses following the Undergraduate Study and Examination Regulations and their executive rules, or the Unified Rules for Graduate Studies in Universities and their executive rules.

Disciplinary Committee: The main or sub-disciplinary committee.

Main Disciplinary Committee: A committee formed at the university level by a decision of the university president.

Sub-Disciplinary Committee: A committee formed at the college level by a decision of the college dean.

Second: Formation and Responsibilities of Committees

Article 2:

By decision of the university president, a main disciplinary committee shall be formed for a period of two academic years, as follows:

Vice President of the University:

Dean of Admissions and Registration and Student Affairs or his delegate:

The vice dean of the college to which the student belongs:

3 faculty members with expertise and competence:

Student Affairs Representative:

President

Vice-President

Member

Member

a secretary for the committee

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Article 3:

The Main Disciplinary Committee is responsible for the following authorities:

1. To consider appeals against decisions of the subcommittees and has the authority to enforce the primary penalties and disciplinary supplementary penalties issued by the subcommittees against violating students or canceling or mitigating them following the provisions of these rules.
2. Approval of the schedule of penalties for general violations.
3. Considering violations referred to it by His Excellency the President of the University and imposing primary penalties and disciplinary supplementary penalties on violating students following the provisions of these rules.
4. Considering violations involving two or more parties from different colleges, except in cases where the students are from the first or second level (preparatory year), in which case the violation shall be reviewed by the sub-disciplinary committee at the College of Applied Sciences.

Article 4:

A subcommittee for discipline shall be formed in each college of the university by a decision of the dean of the college for a period of two academic years. This subcommittee shall be chaired by the Vice Dean of the College and shall include a minimum of three faculty members selected by the Dean of the College.

Article 5:

The subcommittees in the colleges are responsible for reviewing all violations mentioned in Article Seven and for applying the provisions of these regulations. They are authorized to impose primary and supplementary disciplinary sanctions on offending students following the provisions of these regulations.

Article 6:

In the event of exceptional circumstances or when the condition of the offender requires privacy or confidentiality, the university president has the right to assume all the responsibilities of the committees specified in this policy and to impose any of the sanctions stipulated in these regulations.

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Third/ Violations

Article 7:

Any statement or action by a student that violates Sharia laws, public morals, or general regulations, or contravenes public order or university regulations, decisions, and instructions, constitutes a violation subjecting the perpetrator to disciplinary sanctions. Among these violations are:

1. **Inciting students to refrain from attending lectures, exercises, practical lessons**, or university programs mandated by regulations to be attended constitutes a violation.
2. **Disrupting order and causing chaos within university facilities** or other places where the university participates constitutes a violation.
3. **Misconduct** by word or deed that impinges upon religion, honor, or dignity, or tarnishes good conduct and integrity, or harms the reputation of the university or its affiliates.
4. **Assault by word or deed against any member of the university staff** or staff of the entities with which the university deals or represents.
5. **Cheating on exams, attempting to cheat, aiding to cheat**, initiating or participating in cheating, or bringing a mobile phone or any scientific paper or electronic material into the examination hall.
6. **Obtaining exam questions through illegitimate means** or attempting to do so.
7. **Substituting a student in exams, whether in-person or remote**, or having a student take an exam on behalf of another.
8. **Disrupting the order during the administration of exams**, such as creating noise or similar disturbances.
9. **Cheating in research, assignments**, practical and field exercises, scientific theses, and academic projects (plagiarism), including:
 - a. Copying information verbatim through copy-pasting from a source without using quotation marks or properly citing it in a suitable citation with reference to the source.
 - b. Paraphrasing information without indicating the source or providing a citation in a way that suggests to the reader that the ideas and arguments presented are the author's own.
 - c. Presenting any work or part of it that has been prepared by another person and claiming ownership of it, including purchasing papers or research from commercial entities.
 - d. Copying from artificial intelligence (AI) websites and presenting them as the students' ideas.
10. **Organizing gatherings or activities within the university without permission**, issuing publications or distributing them, and collecting money or signatures before obtaining prior approval from the relevant authorities within the university.

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11. **Misuse of university facilities or damaging property**, transferring or altering their location without permission from the relevant authorities within the university, littering, or discarding cigarette butts in places not designated for them.
12. **Using modern technologies, electronic websites, and social media platforms to harm the university**, damage its reputation, or harm any of its affiliates.
13. **Filming internal activities of the university without permission, recording university affiliates or making an audio recording without their knowledge**, and publishing them through any means of publication without prior approval from the university.
14. **Possessing and distributing films or images that contradict Islamic morals** and ethics within the university and its facilities.
15. **Forgery of documents, certificates, or official documents**, whether issued by the university or externally, as long as they are related to the student's relationship with the university or its study procedures.
16. **Smoking within university facilities**, including the use of electronic cigarettes, or using any other means that involve raw tobacco, manufactured tobacco, or any derivatives thereof, within the university campus.
17. **Possession, use, trading, or promotion of prohibited substances** within the university campus premises.
18. **Trespassing on others' property**, inciting or aiding in such actions, or attempting or participating in them within the university campus premises.
19. **Possession of prohibited or dangerous tools**, such as firearms – even if licensed – or bladed weapons, or any tool that could be used for unlawful purposes, or threatening to use them within the university campus premises.
20. **Not adhering to the official dress code of the university**, including the attire prescribed for entering laboratories.
21. **Violation of public decency in dress and appearance**, including, particularly **for male students**, resembling females in attire and hairstyles such as wearing earrings, chains, bracelets, hair ties, or unusual haircuts, or not wearing appropriate footwear and opting for home slippers within university premises. **For female students**, wearing earrings on the face strangely or unusually, resembling males in clothing and hairstyles, and not adhering to modest dress or exaggerating adornment in a manner unsuitable for the educational environment.
22. **Inciting sectarian or regional tensions among students, undermining national unity and cohesion** either verbally or through actions, compromising the social principles and foundations of the

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country, advocating joining organizations hostile to the nation, or promoting any political or regional ideas that contradict the country's system or propagating them within the university.

23. **Refusal to comply with the directives and instructions of the competent authorities for implementing the system within the university** or refusal to provide identification documents to the competent authorities in the university when requested, including refusal to present the university ID card.
24. **All forms of inappropriate, deviant, or unnatural relationships**, or verbal or physical harassment within the university campus.
25. **Impersonating others** in any matters related to the university and its affairs, providing university documents or IDs to others with the intent of using them unlawfully, or speaking on behalf of the university without an official designation.
26. **Unauthorized access to confidential information related to the university** or any of its members, or the dissemination of such information, or instructing others on how to obtain it.
27. **A student's misconduct during an investigation** or going beyond the limits of morality in their behavior or communications with the members of the main or subcommittee.
28. **Submitting malicious or false reports and complaints** with the intent to harm others.
29. Any other violation that the university president deems to constitute a breach of the regulations, instructions, and decisions issued by the university that is not explicitly covered by these rules.

Fourth/ Penalties

Article 8:

Penalties are applied to the offending student following the objectives of these regulations to control and correct student behavior. The appropriateness of the penalty for the type of violation is taken into account, considering the recurrence of the violation (prior offenses) and the circumstances and details. The Disciplinary Committee has the authority to impose the following penalties on violators:

1. A verbal warning to the student about the necessity of adhering to the university's regulations and bylaws.
2. Taking a pledge from the student not to commit the violation again.
3. Assigning the student to perform certain service or social tasks or attend training courses within or outside the university.
4. Temporary deprivation of some services and privileges provided to the student, such as scholarships offered by the university.

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5. Bearing the costs of replacing or repairing the property damaged by the student.
6. Cancellation of the student's grade for the exam, assignment, or research in which the violation occurred.
7. Reducing the student's grade in one or more courses registered for during the semester in which the violation occurred.
8. Barring the student from taking the exam in one or more courses during the semester in which the violation occurred and considering it a punitive failure (PF).
9. Cancellation of the student's exam in one or more courses during the semester in which the violation occurred, and considering it a punitive failure (PF).
10. Punitive Failure (PF) in one or more courses registered by the student during the semester in which the violation occurred.
11. Cancellation of the student's registration in all courses for the semester in which the violation occurred.
12. Suspension from studies for one or more academic semesters without counting the courses the student studies elsewhere during this period.
13. Cancellation of the decision to grant the degree in case of forgery or fraud in documents or procedures related to obtaining the degree and its issuance.
14. Permanent dismissal from the university.

Fifth/ Control Procedures

Article 9:

For the deans of colleges, deans of support deanships and their deputies, heads of departments, faculty members and those in their jurisdiction, directors of departments, and security personnel, to regulate violations committed by students within the colleges, deanships and university facilities, and for all university staff, including faculty members, employees, and students, the right to report violations committed by students to the dean of the college to which the student belongs.

Article 10

In the event of any of the violations stipulated in these rules, a report detailing the incident shall be prepared, including detailed information about the circumstances of its commission. Supporting documents and witness statements, if available, shall be attached to the report. The report and its attachments shall be submitted to the dean of the college to which the student belongs for referral of the violating student to the college's disciplinary committee for consideration of the violation and the appropriate decision following these rules.

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Article 11:

In case the violation relates to cheating during the exam, or the student disrupts the required tranquility and order in the examination hall, or the student violates the rules and conditions governing the organization of examinations set by the university, the invigilator shall prepare a report on the incident and notify the head of the examination committee, allowing the student to complete the exam. The report shall be submitted to the dean of the college for referral of the incident to the college's disciplinary committee for consideration following these rules.

Article 12:

If the violation pertains to cheating in research, assignments, graduation projects, or practical and field training, the course instructor shall prepare a report on the incident following the procedures stipulated in **Article (10)** of these rules. It is then the responsibility of the dean of the college to which the student belongs to refer the violating student to the sub-disciplinary committee to proceed following the provisions of these rules.

Article 13:

University security personnel are responsible for maintaining security and order within the university. Reports and notifications they submit shall be considered evidence against the student unless proven otherwise.

Sixth: Procedures for examining violations

Article 14:

The Disciplinary Committee must examine the violations referred to it within a period not exceeding 15 working days, starting from the day the violation is referred to it.

Article 15:

Disciplinary committee sessions are convened as needed upon the invitation of the chairman, with a commitment to maintaining the confidentiality of the sessions. The session shall not be deemed valid unless attended by two-thirds of the members, including the chairman or his deputy. Decisions are made by a majority vote, and in the event of a tie, the side that the chairman votes for prevails.

Article 16:

When the Disciplinary Committee refers any student for investigation of a violation, the Admissions and Registration Deanship must be notified to suspend the student's graduation procedures or clearance from the university until the matter of the alleged violation is resolved. A student referred for investigation under these rules is not permitted to withdraw from the university or obtain clearance from it before the matter of the violation under consideration is resolved.

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Article 17:

No penalty shall be imposed on a violating student without summoning them for an investigation and hearing their statements regarding the allegations. Communication with the student shall be through their university email. If the student does not appear a second time without an excuse accepted by the committee, the committee may impose the penalty based on the facts and the recorded incident report against the violating student.

Article 18:

If one or more members of the disciplinary committee were involved in reporting the violation under review or were parties to it, they must not participate in reviewing the violation. Additionally, any member of the Disciplinary Committee may request to be excused from reviewing a violation in the event of a conflict of interest. In both cases, the authority may, if necessary, appoint an appropriate substitute to the committee for reviewing the violation.

Article 19:

The Disciplinary Committee has the right to summon anyone whose testimony is deemed necessary. The chairman is responsible for officially inviting them, and their testimonies are heard in the presence of the committee members. The substance of each testimony is recorded in the investigation report, and each witness signs their testimony. Each witness must be heard individually, unless it is necessary to confront witnesses with each other. The committee may accept verbal testimony if deemed appropriate. The committee may also request the cooperation of the Deanship of Student Affairs or any relevant university unit in carrying out any investigative powers and verifying the incident.

Article 20:

The report of the main disciplinary committee shall be submitted to the university president for approval and endorsement, while the report of the sub-disciplinary committee shall be submitted to the college dean for approval and endorsement.

Article 21:

The student shall be notified of the disciplinary decision issued against them through the student affairs officer, who will summon the student, hand them a copy of the decision, and obtain their signature acknowledging receipt. Alternatively, a copy of the decision may be sent to the student's university email. The notification letter must state that the student has the right to appeal the decision and submit a grievance according to the procedures specified in Article Twenty-Three of these regulations. If the student does not appeal the decision within 15 days, the decision becomes final. The Deanship of Student Affairs will then notify the relevant authorities to enforce the decision and keep a copy of it in the student's file.

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Article 22:

The Disciplinary Committee has the right to announce the violation and the penalty issued against the student on the university's internal platforms without disclosing the identity of the violating student (only the initials of the student's name) if deemed necessary.

Seventh: Grievance Procedures

Article 23:

A student has the right to appeal against the disciplinary decision issued by the sub-disciplinary committee or the main disciplinary committee as follows:

1. The student submits their appeal against the disciplinary decision issued by the sub-disciplinary committee to the chairman of the main disciplinary committee through Student Affairs by filling out the grievance form within fifteen days from the date of being notified of the decision.
2. The main disciplinary committee studies the case and reviews the incident report and the committee's report. It has the right to reinvestigate the student and take appropriate actions regarding the case.
3. The main disciplinary committee has the authority to enforce, cancel, or reduce the primary and supplementary disciplinary penalties issued by the sub-committees against the violating students following the provisions and rules of these regulations.
4. The committee submits its decision regarding the grievance to the university president for approval and endorsement.
5. The student is notified of the main disciplinary committee's decision in the manner specified in Article Twenty-One above, and the sub-committee and relevant parties are provided with a copy of the decision for enforcement.
6. If the student is not satisfied with the decision of the main disciplinary committee, they may appeal to the university president within seven days of being notified of the decision for submission to the university council. The decision of the university council shall be final and binding.

Eighth: General Provisions

Article 24:

All male and female students enrolled in the university for undergraduate or graduate studies, or those enrolled in training programs or visiting students, are subject to these regulations.

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Article 25:

A student cannot plead ignorance or lack of knowledge of the university's regulations and bylaws, or the instructions issued, to avoid the penalties prescribed by these rules. The university must publish and announce this policy to the students through all recognized and applicable means of communication within the university.

Article 26:

If an act of forgery, as stipulated in item (15) of Article 7 of these rules, is proven against a student who had received their graduation certificate, the university may annul the issuance of the document or certificate. Additionally, it may refer all related documents, investigations, and records of the violation to the relevant country authorities for further review.

Article 27:

If it is proven that the violation attributed to the student involves a criminal offense, the disciplinary committee may recommend to the vice president of the university to refer all related documents, investigations, and records of the violation to the competent authorities for review. The disciplinary committee may suspend its disciplinary procedures until a final judgment is issued by the competent authority.

Article 28:

The provisions of these rules do not apply to violations committed by students outside the university unless they are referred by an external body or if the violations negatively impact the reputation of the university or one of its affiliates.

Article 29:

A student who has been penalized with a failing grade due to disciplinary reasons may apply to the university president to request the grade be changed to a regular fail before the graduation procedures are completed, provided the student demonstrates good conduct and behavior and has a recommendation from two university faculty members.

Article 30:

The University Council has the right to add, amend, or cancel any of the articles in these rules and has the authority to interpret them.

Article 31:

These rules shall come into effect from the date of their approval by the University Council, and any previous regulations, decisions, or instructions that conflict with them shall be nullified.