



جامعة الأمير مقرن بن عبد العزيز  
University Of Prince Mugerin

## Student Disciplinary Regulations

Amended copy

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## Document Control

### Student Disciplinary Regulations

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## Preface

Disciplinary Regulation for students at the Prince Muqrin bin Abdul Aziz University aims at controlling the behavior of students and their equivalents inside the university or in one of its facilities. It also contributes to the straightening of the behavior of students who violate the applicable rules and regulations by imposing penalties commensurate with the gravity of the violation in ways that achieve the desired educational and behavioral goal.

### Article I:

This Regulations is called: Disciplinary Regulations for students at the Prince Muqrin bin Abdul-Aziz University, and applied since the date of approval and announcement.

## 1- Definitions

### Article II:

The following words, wherever used in this regulation, have the mentioned meanings below unless the context requires otherwise:

| Word                                | Meaning  |
|-------------------------------------|--|
| <b>Ministry</b>                     | Ministry of Education  |
| <b>University</b>                   | Prince Muqrin bin Abdul-Aziz University.   |
| <b>Dean:</b>                        | Dean of Student Affairs.   |
| <b>Vice Dean:</b>                   | Vice dean of student's affairs   |
| <b>Registrar of the university:</b> | University Registrar   |
| <b>Students:</b>                    | students enrolled at the university.   |
| <b>violation:</b>                   | Every word or act or behavior incompatible with the university systems and regulations.  |
| <b>Penalty:</b>                     | Discretionary penalty decided by the disciplinary committee on the offending student who is found to be responsible and entitled to a penalty for an offense of the university systems and its regulations, or the Ministry of Education systems and regulations in the Kingdom. |
| <b>Committee:</b>                   | Disciplinary Committee   |

**Appeal Committee:** A committee - formed by the university president out of members who are not of the disciplinary control committee. It is a concerned authority in the university to consider all appeals against decisions of the disciplinary committee.

### **Article III:**

The provisions of this Regulation shall apply to all students enrolled at the university, and all those who join any program offered by the university.

### **Article IV**

1. The ignorance of a student who violates those articles of this Regulation after its publication and announcement does not absolve him of any case of sanctions and disciplinary actions resulting from what he has done from the offense.
2. The list is announced in the induction week per semester and posted on the website and the led screens within the university and in every possible way.

### **Article V:**

In case of a disciplinary infractions, a detailed felony complaint is recorded of the facts of the offense and the circumstances of their commission, and it should be accompanied by a document with witness statements, if any, the felony is then handed to the person in charge to refer the offending student to the discipline Committee according to what is specified in this regulation.

### **Article VI:**

1. The student, under investigation, isn't allowed to withdraw before the investigation is over.
2. In case the student dropped the study at the university and the violation includes the abuse of others or the property that cannot be resolved internally, then the subject is referred to the jurisdiction.
3. When a student is referred to the investigation, Admission and Registration shall be notified so as to stop graduating procedures or to release him from the university until a final decision on the subject of the alleged violation is made.

## 2-Disciplinary Violation

### Article VII:

Any breach of public morals and public law, and the university systems, instructions and decisions, by a student is considered a disciplinary offense. It subjects the committer to disciplinary sanctions set forth in this regulation, including the following acts:

1. Violation of Islamic laws.
2. Actions against national security, or abuse of national unity.
3. Use of prohibited substances, or drugs, or distributing them, within the university and its facilities.
4. Participate in any organization of committees, gatherings, or assemblies within the university without a prior permission from the concerned authorities at the university.
5. Issuing bulletins or distributing them like: newspapers, magazines, and bulletin, and posters. Or fundraising, or signatures before getting prior permission from the concerned authorities at the university.
6. Collect funds or signatures before obtaining a prior authorization from the competent authorities in the university.
7. Posting signs of different types, forms and purposes on the university walls or facilities without taking formal approval to do so.
8. Carrying a firearm, licensed or unlicensed, as well as carrying knives or Keeping flammable or explosive materials. Or the passing any material that can be used for illegal purposes into the university and its facilities or threatening to use any of them.
9. Dress offending Islamic morals; like wearing tight and transparent clothes, or resembling the other gender.
10. Smoking inside the university and its facilities.
11. The theft involving the theft of personal property, or affiliate of the University.
12. Verbal or physical abuse of students, or any of the employees of the university.
13. Students leaving the university or dormitory - if any - without formal permission from the concerned authorities.
14. Vandalism, sabotage or misuse of university property and its movable and fixed installations and all facilities like classrooms, and laboratories with all its instruments teaching aids, maps, and collectible s of Central Library, Sub-library, laboratories, museums, exhibitions, playgrounds, parks, wall newspapers, advertisements and guiding posters

15. Make any amendment, change, or moving any internal furniture of the university or its contents without the approval of the concerned authorities
16. Misuse of university property for example computers, such as: access to the programs and copy them without permission, and security breach.
17. The use of mobile phones or cameras for the purpose of violating the privacy of others.
18. The use of university buildings for purposes other than what it was prepared for, or without the prior written permission of concerned authorities at the university, such as celebrating a special occasion.
19. Engaging in any activity against the regulatory rules executed at the university, or incitement for such an activity.
20. Hindering student activity programs directly or indirectly.
21. Acts that are contrary to university regulations, rules, regulations, and the rest of its facilities.
22. Giving incorrect statements or information to any media, especially with regard to the actions of Admissions and Student Affairs.
23. Forging documents, certificates or official documents or using them after being forged, whether they were issued from within the university or outside, as long as it has to do with the relation of the university and student or procedures therein.
24. Disturbance during lectures or scientific lessons or tests or incitement not to attend.
25. Refraining to hand the papers to the concerned authorities if requested.
26. Failure of the student to cooperate during the interrogation process or breaching the limits of ethics and public morals in his actions or in addressing the members of the committee.
27. The student's failure to perform the issued sentence from the relevant authorities.
28. Engaging in any conduct which distorts and harm the reputation of the university at home and abroad.
29. Every other violation the university sees that it may make a breach to the issued decisions, regulations and that were not included in any text.

## **Academic Integrity & Its Violations**

### **Article VIII:**

1. UPM promotes, supports and requires students to adhere to the principles of academic integrity and avoid academic dishonesty and its various types.

2. It is the responsibility of every student to adhere to the university requirement of academic integrity that encompasses honesty, trust, respect and ethical responsibilities in all academic affairs and activities.

3. Conduct that involves a breach of this policy is known as an academic misconduct, which may result with disciplinary procedures taken by the university. Disciplinary action taken affects the marks awarded for student's assignments, examinations, and possibly the enrolment status. Academic misconduct/dishonesty includes cheating, plagiarism, abuse of intellectual property rights, collusion, impersonation, and fabrication.

4. *Plagiarism* involves deliberate or accidental cheating when a student submits work for assessment that is not their own work. In other words, the work submitted has been taken from other sources and is submitted for assessment under the student's name without appropriately referencing the original source(s) of the work or obtaining the required permission to use the work. It is the responsibility of every student to take the necessary precautions to avoid the malpractice associated with *plagiarism* and its many different forms and related malpractices that commonly includes:

- submitting other peoples' work exactly as their own work.
- copying others' work without citations made to the original sources used.
- copying excessive portions of work from one or multiple sources even when citations were made.
- paraphrasing and submitting others' work or ideas without referencing,
- submitting or presenting designs, images or code as original work when they are not,
- buying/obtaining and submitting ready-made work including assignments, dissertations, software, etc.

5. It is the responsibility of every student to take the necessary precautions to avoid the misconduct associated with *collusion*, as for instance, when collaborating or seeking assistance from others while conducting an academic assignment or examination without the permission of the instructor.

6. It is the responsibility of every student to take the necessary precautions to avoid the misconduct associated with *impersonation*, as for instance, when sitting an examination in place of another student and representing themselves using the latter's name and vice-versa.

7. It is the responsibility of every student to take the necessary precautions to avoid the misconduct associated with *fabrication*, which for instance, involves the use of false or invented information in academic exercises or experimentation.

8. Course instructors may require that *all/selected* assignments, projects and assessed activities be submitted along with a signed-form that acknowledges full understanding and compliance to Section II of this policy document (see *Student Academic Integrity Acknowledgement Form*).

9. Violations in student academic conduct are governed by the penalties listed in Section III of this policy.

### **Article IX:**

Violations that occur from students outside the walls of the University and do not affect the University and its various systems, it is the competence of the relevant authorities in the State, and excluded from the application of the penalties stipulated in these regulations unless the concerned party in the University to find a solution.

## **3. Disciplinary penalties imposed on the offending student.**

### **Article X:**

A student who commits any of the violations stipulated in Article 8 of this Regulation shall be punished by any of the following penalties:

1. Verbal or written warning with a written pledge from the offending student.
2. Warnings, by its three stages: first, second and final.
3. Denial of attendance of some or all of the lectures of the subjects in which the student violates the law while teaching.
4. Denial for a limited period of benefit from the services provided by the facility or more of the university or its facilities, in which the offense was committed.
5. Denial for a limited period of benefit from the activity of one or more of the student activities related to the violation.
6. Scholarship suspension or denial of loans, or employment for one semester or more.
7. Assigning students to perform some business or social services, or attending training courses inside or outside the university not exceeding 14 days.
8. Public and private fines after assessing the damage through a specialized assessment committee in a manner that does not violate the regulations of the Ministry of Education.
9. In case of fraud, student is considered having failed a course or more.
10. Cancellation of a student's registering in a course or more.
11. Temporary denial of the student from the university for a semester or more.
12. A final dismissal of the university.
13. Cancellation of the decision to grant the certificate in case it is found that there is a fraud or scam in the requirements to get it.



### **Article XI:**

1. It is not allowed to combine two disciplinary punishments for the same offense and take into account the penalties that are commensurate with the gravity of the offense, it must abide by precedents and the circumstances relating to the violation and the one who commit it.
2. In case of the temporary dismissal from the university the student's card shall be taken, and she/he is not allowed to attend during the period without prior permission from the dean or vice dean.

### **Article XII:**

None of the sanctions provided in Article IX of this regulation shall be signed of the violations that had been committed for more than two years without taking any action to investigate them.

### **Article XIII:**

1. If a student is caught in the act of cheating during the test, in any course, or as a result of the investigation proved that he had tried or initiated fraud, then the observer must offend the student output from the testing room, and editing detailed record of the incident, according to the procedures set forth in Article V of this regulation. And the dean of the college - or whoever authorized in case of a moral mind to follow incident, has to send the student to the Committee monitoring tests, which in turn raises the order to the concerned disciplinary committee of the students, to proceed its specialization of anticipating the punishment according to the following cases:
  - A. If cheating in tests took place during the semester, the student fails in the test.
  - B. If cheating was in the final test of a course; the student should be deemed to have failed the test. And he should be given a warning of dismissal in case of a recurrence of it in any of the periods of study at the university.
2. The student who commits an offense of fraud in the test Shall never be forgiven of the disciplinary responsibility established under the provisions of this order if fraud was discovered after the test ends

### **Article XIV:**

In case an offending student was caught cheating in reports or research, or practical training or field, or duties, or graduation projects, or master's and doctoral theses, the course instructor should release a report of the incident in accordance with procedures set forth in Article XII of these Regulations.

### **Article XV:**

1. The student who agrees with a student or someone else to enter to perform the test instead him by impersonating his identity has to get the following sanctions:
  - A. Considering him a failure in the test.
  - B. Dismissing him from the university for a semester after the semester in which he was caught cheating in.
2. The student who entered the test instead of another student has to get the following penalties:
  - A. Cancellation of registration in the recorded course in that semester.
  - B. Dismissing him from the university for a semester at least after the semester in which he was caught cheating in.
  - C. If the person who entered the testing room is non-a university student he shall be referred to the concerned judicial authorities.

### **Article XVI:**

In case an incident of fraud stipulated in articles (12-13-14) of this regulation was proved, and the student has received the document of graduation; permissible for the University to cancel the decision to grant the document or certificate, and may refer all matters relating to violation of documents and investigations into the competent state bodies systematic consideration.

### **Article XVII:**

The concerned disciplinary committee should take into account that the penalties set forth in items (8.9) of Article IX should not be a reason to cancel the student's enrollment from the university, and any other subject studied during the semester shouldn't be counted for the student who is dismissed temporarily.

### **Article XVIII:**

Any student who has shown any violent acts has to sign any of the following sanctions:

1. Taking behavior adjustment sessions.
2. Perform hours of work in the university community service.
3. Dismissal from the university for a period of time.
4. The final dismissal of the university.

#### **Article XVIII:**

In case of misuse of a camera device such as a mobile phone or tablet computer within the university, like shooting people, or view clips that breaches morality, public order, or a video recording and all that is similar to these cases, the student is penalized with one of the following penalties:

1. A written warning to the student not to repeat the violation.
2. Disciplinary dismissal for one semester with the removal of the contents of the device like any pictures, and if this is not possible the device will be confiscated and destroyed with stating the subsequent punishment involved. (First time).
3. Disciplinary dismissal action for a period of two semesters with the confiscation of the device and destroying it with stating the subsequent punishment involved. (The second time).
4. The final dismissal from the university (the third time).

#### **Article XX:**

If the offense committed by the student to destruct any of the university's property or others' property in an occasion held by the university or participated in, the student will comply with the payment of the value of the damaged or what caused to be damaged, damage is estimated by a specified evaluation committee constituted by the disciplinary committee.

### **4.The Formation of the Disciplinary Committee, and Demonstration of its Specifications**

#### **Article XXI:**

1. The director of the university shall form a disciplinary committee for students each year and is renewed as follows:

##### **Male Section:**

- Dean of Student Affairs (Chairman).
- Dean of the college that a student follows.
- Member of the guidance department.
- Member of the faculty (specializing in Islamic law).
- An employee from the Department of Student Affairs Secretary and rapporteur of the Committee nominated by the Dean of Student Affairs.

##### **Female section:**

- Vice Dean of Student Affairs (Chairman).

- Vice dean of the college that a student follows.
- Member of the guidance department.
- member of the faculty (specializing in Islamic law).
- An employee from the department of student affairs, a secretary and rapporteur of the committee nominated by the Dean of Student Affairs.

2. In special cases, the director of the university is entitled to replace a member with another member or to host members from another university, according to the necessity and for a definite period.

3. In the case of the expiry of the Commission's work without renewal, it continues to work until the restructuring.

#### **Article XXII:**

The decision of the Commission shall be by majority. In case of equality in the vote, the side in which the chairman of the meeting voted wins.

#### **Article XXIII:**

1. The committee shall hold its meetings at the invitation of its Chairman or his deputy.
2. The quorum of the committee is completed if two-thirds of the number of members attended.

#### **Article XXIV:**

The committee has the following tasks:

1. Receive complaints and observations submitted to it and it is delivered to the Secretary of the Committee.
2. Collect data and evidence related to the case.
3. Investigate cases connected with students, violations.
4. Notify the relevant authorities within the university with the decisions of the Committee.
5. Follow-up implementation of the resolution.
6. Providing the necessary recommendations for the development of regulations, the related procedures and the models after the test.

### **Article XXV:**

The President of the Disciplinary Committee has to do the following:

1. Invite members of the Committee to meet in normal and emergency conditions.
2. Make sure of the safety of the Committee procedures, consistent with the university systems and regulations.
3. Ratify the decisions and correspondence on behalf of the Commission.
4. Raise the quarterly and annual reports on the progress of work of the Commission to the Rector.

### **Article XXVI:**

The Vice Chairman of the Disciplinary Committee has to do the following:

1. Act as a president in his absence or resignation.
2. Does all the work assigned by the Chairman of the Committee.

### **Article XXVII:**

The Rapporteur of the Committee shall be responsible for the following:

1. Preparing the agenda of the committee meetings and meeting documents. Attending meetings and follow up the implementation of decisions without participate in the vote.
2. Invite Committee members to attend meetings at the request of the President.
3. Prepare the annual report and action plans to be submitted to the Commission.
4. Organize records and files for the Commission, and other records or files that are considered necessary.
5. Report the Commission's decisions to the competent authorities.

### **Article XXVIII:**

1. All Committee members must ensure confidentiality of everything under their hands including documents or information at any stage of the subject under discussion, and they should preserve the secrets they had been acquainted with when carrying out their duties within the Commission, and not to deal with the media in all its means and types.

2. No members may disclose the Committee's decisions before the Committee president informs the concerned members officially.

## **5- Powers of the Imposition of the Sanctions**

### **Article XXIX:**

**Firstly:** The responsibility for dealing with the academic violation - as cases of deception, or plagiarism, or interfering in the work of the others and destroying their academic work- is the duty of the faculty member who initiated the case; as he has to report the Disciplinary Committee through the use of the form prepared for the violations according to the following procedures:

1. The offense should be recorded in the registration of the offense Form (attached with the regulations).
2. Violation should be referred to the President of the Disciplinary Committee.
3. The Chairman of the Disciplinary Committee considers the matter, and calls for a meeting of the Committee.
4. The student shall be informed with the Committee's meeting by an official letter, and shall be given the opportunity to defend himself, and to provide all the documents that support his defense.
5. Disciplinary Committee is considering the case.
6. The student's guardian shall be informed with the case which is presented to the Committee in writing.
7. Listen to the witnesses, collect all the documents related to the case in order to analyze them.
8. The investigation is documented in writing and signed by all parties concerned.
9. The Commission issues its decision on the basis of rules and regulations of the university, and the decision is taken by vote, and in case of even votes the side who president votes for wins.
10. The student should be informed by the Committee's decision to review it and sign that he was informed. In case of refusal to sign, the Commission's decision shall take place, and the student is informed of his right to appeal.
11. The concerned authorities in the colleges are informed with the decision to carry out everything related to it.

12. In case the student does not attend the committee meetings for three consecutive times within two weeks from the date of the first call without an acceptable excuse, the Committee may issue the decision in absentia.
13. Commission decision is handed to the student, and a copy is sent to the guardian by registered mail or by hand.

**Secondly:** The non-academic violations can be registered by the person (employee or student) who initiated it at the Deanship of Student Affairs to follow the situation; by using the form prepared for the violation.

**Thirdly:** Upon completion of the necessary investigations into the incident, the Committee recommends the application of any of the penalties stipulated in Article (9) of this Regulation. The Committee's recommendations shall be approved by a decision of the Rector.

### **Article XXX:**

The director of the university can take over the terms of reference of the Disciplinary Committee provided for in this Regulation, and sign any of the penalties provided for in Article IX in the event of a disturbance or a serious breach of procedure at the university, or the occurrence of the case of a security threat requiring rapid decision, as well as in case of the commission of the student's disciplinary infractions, need privacy and confidentiality.

## **6- Grievance against Decisions of the Disciplinary Committee**

### **Article XXXI:**

The student has the right to appeal any decision of the committee within one week from the date of notification of the decision as follows:

1. The student who wishes to appeal should inform the Appeal Commission in writing, justifying the reasons for the appeal.
  2. The Appeal Committee shall discuss the evidence and evidence submitted by the Conduct Control Committee and the other submitted by the student, and issue its decision in the light of new evidences; by amending the actions taken by the Conduct Control Committee or canceling or approving them.
  3. The student's right to appeal shall be forfeited if he does not comply with these requirements and deadlines.
  4. The decision of the appeal committee is considered final.
  5. The Committee shall implement and follow up on the decisions of the Appeal Committee.
- Proposal to add a student from the Advisory Board.

### **Article XXXII:**

In case the student, who was sentenced to a disciplinary action is proved innocent, the following combined measures are achieved:

1. Issuing a personal letter of apology to the student issued by the Chairman of the Committee.
2. Compensating him for moral damage, such as re-testing, or financial he has paid inside the university.
3. Announcing the student's innocence inside the university.

## **7- General Provisions**

### **Article XXXIII:**

The decisions of the Committee and the Appeals Committee shall be effective even if the violation is being considered by other parties outside the University.

### **Article XXXIV:**

The security staff and safety in the university maintain security and order within the campus, and their notifications and reports shall be authentic on the student unless proven otherwise.

### **Article XXXV:**

The committee shall decide on the violations referred to it within one week from the date of referral.

### **Article XXXVI:**

Decisions of discipline penalties shall be kept in the student's file. All bodies that issue the penalty shall provide the Deanship of Admission and Registration Affairs with a copy of their decision. The dean concerned may announce the decision in the college bulletin board with the initials of the student's name.

### **Article XXXVII:**

The Deanship of Student Affairs, after notification of the decision issued by the Competent discipline Control Committee for the violating student, shall take immediate action to implement it in accordance with the powers prescribed for each in the university regulations and regulations.

### **Article XXXVIII:**



The student may apply to the University Council for reconsideration of the decision issued against him to impose the final dismissal penalty from the University after at least two years from the date of its issuance. The University Council may reconsider this decision.

**Article XXXIX:**

Deans, department heads, and faculty members, and managers of departments at the university, are responsible for student discipline according to the regulations of the university and regulations, as well as they are responsible - all within his competence on adjusting any infraction which is located within the university or in one of its facilities on the basis of the procedures set forth in this Regulations