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# Student Conduct and Discipline Regulations



## Glossary of Terms

### Article One

The following terms, wherever mentioned in these regulations, shall denote the meanings specified opposite each, unless the context implies otherwise:

1. **University:** Majmaah University, its campus, and equivalent entities.
2. **Regulations:** The Student Conduct and Discipline Regulations of Majmaah University.
3. **Students:** Individuals enrolled at the University for study or equivalent, including male and female students.
4. **Violation:** Any statement or action by a student that contravenes Islamic Sharia, state laws, or the University's regulations, bylaws, and directives.
5. **Violation Decision:** An administrative decision conclusively establishing a breach of these regulations.
6. **General Committee for Student Conduct and Discipline:** The student conduct review committee formed by a decision of the University President.
7. **Sub-Committee for Student Conduct and Discipline:** A committee responsible for reviewing student conduct within colleges, formed based on nominations by college deans and approved by the General Committee.
8. **Examination:** Any assessment method outlined in the University's Study and Examinations Bylaws to evaluate students and record grades.
9. **Appeal System Against Issued Decisions:** The system for contesting decisions.
10. **Appeals Committee:** A committee formed by a decision of the University President, authorized to review appeals against decisions issued by the General Committee.
11. **Academic Actions:** Any changes affecting a student's academic status.
12. **Appearance:** Modest attire that does not display images, ideas, phrases, or symbols offensive to public decency.

## General Provisions

### Article Two

All students enrolled at the University or equivalent are subject to these regulations.

### Article Three

These regulations aim to:

1. Ensuring the quality of the educational process and supporting student activities.
2. Regulating student behavior within the University or its facilities.
3. Monitoring student conduct in various educational settings at the University.
4. Taking appropriate measures against students violating University regulations and bylaws.



#### **Article Four**

The following are authorized to document violations within the University premises:

1. Faculty members and supporting staff.
2. Administrative personnel, including security and transportation staff.

#### **Article Five**

No violator may exploit the University's regulations, bylaws, or decisions to justify violations. The University shall disseminate these rules through official channels, including digital and physical announcements.

#### **Article Six**

If a violation by a student escalates into a criminal offense, the General Committee shall submit its disciplinary recommendation to the University President and refer all related documents to the relevant external authorities. The Committee may suspend disciplinary proceedings pending a final judicial ruling.

#### **Article Seven**

A student under investigation per these regulations may not undertake any academic actions until the investigation concludes.

### **Formation of Student Conduct and Discipline Committees**

#### **Article Eight**

*First: The University President shall form a permanent General Committee for Student Conduct and Discipline as follows:*

1. Dean of Student Affairs – Chairman
2. A Vice Dean of Student Affairs – Vice Chairman
3. Vice Dean of Admission and Registration – Member
4. A representative from the Registration Department – Member
5. A representative from a College Sub-Committee – Member
6. A representative from the Legal Affairs Department – Member
7. Two faculty members – Members
8. An administrative employee – Secretary

*Second: The General Committee's responsibilities include:*



1. Convening meetings as needed, maintaining confidentiality, with decisions requiring a two-thirds quorum (including the Chair or Vice Chair). Decisions are passed by majority vote; in case of a tie, the Chair's side prevails.
2. Exercising its mandated powers, reviewing violations within 15 days of referral, ensuring the accused student's right to defense, and re-examining witness statements. It may summon relevant parties (e.g., department heads, faculty, or staff).
3. Issuing violation decisions.
4. Archiving decisions and providing the student with a copy within 15 days, notifying them of their right to appeal within 15 days of notification.
5. Informing the Admission and Registration Dean before issuing decisions for enforcement.
6. Providing Student Affairs with a copy for implementation.
7. Forming subsidiary committees as needed.
8. Approving Sub-Committee formations and decisions.
9. Issuing necessary instructions and forms for Sub-Committee operations.

*Third: The General Committee submits its records to the authorized authority for endorsement and publishes decisions post-approval.*

#### **Article Nine**

An Appeals Committee, formed by the University President, reviews appeals against General Committee decisions.

#### **Article Ten**

College-level Sub-Committees are formed annually per the General Committee's decision, based on dean nominations:

*First: Sub-Committee for Male Students:*

1. College Vice Dean for Academic Affairs (Chair).
2. Academic Department Head (Member).
3. Two faculty members (Members).
4. Secretary.

*Second: Sub-Committee for Female Students:*

5. Female College Vice Dean (Chair).
6. Female Academic Affairs representative (Member)
7. Two faculty members (Members)
8. Secretary

*Third: Sub-Committee responsibilities:*



1. Monitoring violations, reviewing reports/complaints, and taking action per Article Seven.
2. Investigating violations and documenting them officially.
3. Submitting findings to the General Committee within five working days (unless extended), with recommended actions.
4. Proposing appropriate penalties per case specifics.

## Violations Subject to Penalties

### Article Eleven

The following actions warrant disciplinary measures, including any unlisted violations deemed contrary to University regulations:

#### *First: Religious and Public Order Violations*

1. Neglecting Islamic rituals or violating their guidelines.
2. Acting undermining integrity, dignity, or public morals.
3. Forging or misusing official documents.
4. Cheating in exams or impersonation.
5. Damaging or misusing University property.
6. Possessing weapons or harmful tools on campus.
7. Using or promoting drugs/alcohol.
8. Disseminating ideas disrupting public order or intellectual security.
9. Organizing unauthorized activities, committees, or publications.
10. Spreading false information harming the University's reputation.
11. Unauthorized access to restricted University data.
12. Disruptive behavior during investigations or breaches of ethics.
13. Violating intellectual property rights.
14. Extremist ideologies or behaviors.

## Technical Violations

1. Unauthorized photography/recording on campus.
2. Unapproved photography in female dormitories or transport.
3. Unauthorized use of smart devices for interviews/recording without permission.
4. Distributing content violating Islamic morals or public decency.
5. Misusing mobile devices in classrooms.
6. Misusing social media to spread false/defamatory content.
7. Unlawful use of University communication systems.

## Academic Violations



1. Disrupting exams or required attendance.
2. Entering an exam hall post-ban or impersonation.
3. Cheating (written/practical) or possessing cheating aids.
4. Plagiarism or unauthorized use of academic content.
5. Obstructing education or inciting class boycotts.
6. Unexcused absence from exams, fieldwork, or research.
7. Attempted cheating via prohibited means.

### **Appearance and Dress Code Violations**

1. Non-compliance with modest dress per Islamic and societal norms.
2. Wearing attire associated with prohibited groups.
3. Any unlisted violation deemed relevant by the Committee.

### **Enforcement Procedures**

#### **Article Twelve**

- A. If a student is caught violating exam rules, the presiding officer documents the violation on the answer sheet and obtains the student's signature.
- B. For non-exam violations, a report is filed and signed by the student.
- C. Accused students are summoned for investigation via available means.

#### **Article Thirteen**

Violations discovered after final grades or graduation are referred to state authorities without disciplinary action.

#### **Article Fourteen**

The University may report external violators to state authorities.

#### **Article Fifteen**

Penalties must be proportional, considering precedents and circumstances, with no dual penalties for one violation.

#### **Article Sixteen**

No penalty shall be imposed except after investigating the accused student, confronting them with the alleged violation, and recording their statements after hearing their defense and the testimonies of witnesses for denial or confirmation, if requested by the student. The investigation must be conducted within a period not exceeding fifteen (15) days from the date of notifying the



student of the violation. The investigation shall be carried out by a committee formed by the Dean of Student Affairs. The student has the right to appeal the decision within fifteen (15) days from the date the decision is issued, and the committee must review the appeal and issue a reasoned decision. The student retains the right to appeal on the following day. If the student fails to attend the investigation, the penalty shall be imposed in absentia.

### **Article Seventeen**

A student referred for investigation under these regulations shall be barred from undertaking any academic actions. Coordination with the Deanship of Admissions and Registration shall be maintained until the investigation procedures are concluded and a final decision regarding the alleged violation is issued.

### **Article Eighteen**

The General Violations Committee is exclusively authorized to impose penalties on violating students in accordance with the provisions of these regulations. This shall be done after notifying the student, the college dean's office, and the Deanship of Admission and Registration by sending a copy of its decision within a period not exceeding fifteen (15) days from the date of its approval by the University President. The concerned authorities shall then execute the penalty and record it in the academic system for future reference when needed.

### **Article Nineteen**

Disciplinary decisions are archived in the student's file.

## **Penalties**

### **Article Twenty**

*First: The General Committee shall impose any of the following penalties based on the nature and severity of the violation:*

1. Verbal warning along with a signed written pledge of non-repetition.
2. Written warning.
3. Suspension of privileges for a maximum of two academic semesters, including access to certain student services, benefits, activities, and university-organized trips, depending on the violation.
4. Cancellation of the final exam for the course(s) in which the student was caught cheating.
5. Withholding of semester coursework grades.
6. Suspension of services for up to two academic semesters, with no recognition of courses taken at another university during this period, as determined by the Committee.
7. Temporary dismissal from the university for no more than two academic semesters.
8. Permanent expulsion from the university.



9. Permanent expulsion without granting a degree certificate or any official academic documents.
10. Permanent expulsion with granting of a degree certificate or relevant academic documents.
11. The General Committee reserves the right to impose additional penalties as deemed appropriate based on the nature and severity of the violation.

*Second: Without prejudice to the penalties imposed by the Committee, the violator shall bear the cost of any damages caused, including repair and replacement expenses, in addition to any other penalties stipulated in these regulations.*

## **Appeals and Grievances**

### **Article Twenty-One**

Decisions issued by the General Committee regarding disciplinary penalties shall take effect after approval by the University President. A student subject to an administrative violation decision has the right to file an appeal with the Appeals Committee stipulated in Article (9) of these regulations within fifteen (15) days from the date of notification.

### **Article Twenty-Two**

The University President may direct the reconsideration of a penalty or impose an alternative penalty if deemed appropriate. The President may also assume all powers of the General Committee specified in these regulations and may implement any measures outlined in Article (18) in cases of emergency, severe breaches of university order, or situations requiring immediate resolution. This authority extends to violations necessitating confidentiality, exceptional circumstances, or force majeure.

### **Article Twenty-Three**

The Student Conduct and Discipline Committee holds the authority to interpret the provisions of these regulations. For matters not explicitly addressed, the Committee shall establish implementing regulations in accordance with applicable laws and regulations in the Kingdom of Saudi Arabia.

### **Article Twenty-Four**

These regulations supersede all previous Student Conduct and Discipline Regulations approved by the University Council in its Twelfth Session dated 24/01/1444H. They shall enter into force following approval by the University Council in its Sixth Session dated 29/07/1444H and shall be effective from that date onward. All prior regulations are hereby repealed.