

Disciplinary Regulations at Majmaah University



2015-2014

Disciplinary Regulations at Majmaah University

Based on the Royal Decree number 8/M on 1416/6/4 AH. High Board of Ministry of High Education has decided to set the forth following Articles for violators of the laws and includes regulations which are in force at the University

ARTICLE 1

The following terms wherever used in this regulation are shown with meanings in front of each item as follows:

1. **University:** Majma'ah University, Saudi Arabia.
2. **Students:** all students enrolled in the university regardless of their educational level or nationalities.
3. **Offense:** Is all that is contrary to rules, regulations and instructions of the University, and the principles laid down in Islamic law.
4. **Disciplinary Decision:** A punishment as an administrative decision issued to those who do not agree with all regulations and laws set in this disciplinary list.
5. **Public Committee:** a committee that is granted a solid validity by the high administration of the University to place any disciplinary sanctions according to the placed list.
6. **Punishment:** disciplinary punishment as prescribed in these regulations.
7. **Sub-Committee:** An approved small committee formed in each college according to some given powers exactly determined in this list.

ARTICLE 2

Without prejudice to the provisions contained in the statutes of universities in Saudi Arabia, all of the following go under application of the rules as placed in this Disciplinary List and they are:

1. Students enrolled at the University.
2. Students enrolled in training programs and courses of whatever kind and level.
3. Graduate students.
4. University employees who are permitted to take exams.
5. Students granted scholarships to work at other corporations or for training of their work.

ARTICLE 3

The provisions of these Regulations, include the following:

1. Addressing students' behavior within the university or in any of its facilities.
2. Controlling the behavior of the violator students within the university or in any of its facilities by applying psychological and educational methods.
3. Ensure the quality of the educational process and supporting activities in the university.
4. Evaluate the behavior of the students using educational

methods available at the university, and evaluate the violators' behavior by adopting disciplinary sanctions on violators in accordance to the laws and regulations that are in force in the university, and applying appropriate disciplinary sanctions.

4 **ARTICLE**

The competent authority to apply the provisions of this regulation is Deanship of Students' Affairs and Admission in cooperation with the relevant authorities at the university.

5 **ARTICLE**

It is not permissible for students to protest ignorance or lack of knowledge for the systems and regulations of the university. And both Deanship of Students' Affairs and Deanship of Admission must disseminate and declare the provisions of this regulation by all means available at the beginning of each academic year.

6 **ARTICLE**

In case it is proved that the offense attributed to the student goes under a criminal offense, the Commission lifts its recommendation to the Director of the university to refer the case to the competent authorities in the State. However, the Committee may halt disciplinary procedures until it issues a final judgment.

ARTICLE 7

A student can not be withdrawn or cleared before the end of the investigation. Also, Deanship of Admission and Registration should be notified to stop his procedures of graduation or release him through keeping him as a pending student until the final determination of the alleged violation by the Commission.

ARTICLE 8

Formation of the Public Committee of Discipline:

It is a standing committee to discipline irregular students formed and issued by a decision from the President of the University for a period of one academic year. This committee issues all disciplinary decisions recommended by the Sub-Committees located in the colleges once they complete their last investigations. Then, it fixes the final determination of the alleged violation to the Commission. (What is placed in Article 9, points 2 and 3 is taken in consideration). That is, to authorize the Sub-Committee for imposing penalties from 1 to 5 as stated in Article (19).

Formation of the Public Committee of discipline as follows:

1. Dean of students' affairs
Chairman
2. Dean/ Vice-Dean of Registration and Admission Unit
Vice- Chairman
3. Dean/ Vice-Dean of the college that the violator belongs to
Member
4. A representative belonging to the Legal Department
Member
5. Two academic staff **Members**
6. An Administrative employee
Secretary

If more than one violator of more than one college share in the offence; the presence of only one of the Deans, of the college to whom the violators belong to, will be more than enough.

ARTICLE 9

First: Formation

A disciplinary sub-committee is formed in each college for a period of one academic year. It is issued by Dean of the college.

Formation of Sub- Committees as follows:

1. Vice –Dean for Academic Affairs
Chairman
2. Two academic staff **Members**
3. Manager of Academic Guidance or Secretary of Students' affairs
Secretary

Second: Specialization:

It monitors violations, and it controls violators. After that, it investigates them and an official report is written to prove or disprove the violations.

After completing the investigation and proving the violations, the report is declared to the discipline committee for penalty, the committee recommends an appropriate penalty according to regulations.

Execute penalties from 5 – 1 in Article number (9) of this regulation.

A¹⁰ **ARTICLE**

The general committee of students discipline shall consider the violations that are presented to it from other committees in colleges

A¹¹ **ARTICLE**

The committee of students discipline meets when needed, by invitation from its head. The meeting of the committee is confidential, and the meeting is not considered official unless two-third of its member attends the meeting, amongst them is the head or the vice head. The resolutions are issued by absolute majority of present members. But when there is tie in the voting, the resolution is settled by the head of the committee.

ARTICLE 12

The committee initiates its authority that is provided in this regulation. It shall consider the violations in thirty days from the date of violation. It also has the right to do all needed procedures to reach a decision, including listening to the students and asking him to defend himself. It also has the right to call any of the parties participating in the incident, or the heads of the departments, faculties, administrators and others.

ARTICLE 13

Every act by students that breaches public morality public order, laws, instructions, or university regulations is considered a violation, and would lead the violator to disciplinary penalty as explained in this regulation which includes the following acts:

- Any act or statement compromises honor, dignity or modesty. Or breach of good behavior or morals.
- Not praying or being late about Jemaah, or not fasting in the holy month of Ramadan
- Doing any act that does not suit a student like, imitating women in clothes or hair, in character, having long nails, or unlawful haircut.
- Not respecting the tradition of clothes, or Hijab for female students. In a way that does not suit the Islamic values and Saudi

traditions and customs, in addition to University instructions regarding this.

- Acts that prejudice the workflow of lectures, courses, activities at the university, university transportations, and all other university facilities directly or indirectly.
- Obstruction or instigation of study, collective abstain of attending lectures or other university works that students should attend it according to the regulations.
- Forgery of documents, certificate, or official records. Or using it after forgery, whether it was issued in the university or outside it as long as it is related to the student's relation with the university or to study Procedures. Or damage deliberately any of university's facilities, or illegally obtain some of it.
- An outsider to sit in a test on behalf of the student.
- Cheating or trying to cheat in final or monthly exam, and having anything related to the course, even if the student did not get benefit of it. As well as, cheating in writing reports, homework, and graduation projects.
- Prejudicing the test regulations or quietness needed.
- Using any technical tools in the test without prior permission from the college.
- Any damage or trying to damage deliberately university facilities, properties or collectibles like (appliances, laboratories, libraries, properties, etc. Also, making any changes or damaging

university accommodation furniture or its content, in addition to distortion of its properties, or writing on walls and so on).

- Smoking inside the university building or facilities, and prejudicing the cleanliness of the university.
- Assaulting by acts or utterance any member of the university, or members of institutions or firms that work or invest at the university like insulting them, stealing their money or property.
- Having mobile phone with cam or camera in females' campus, or in the transportation buses.
- Misuse of modern technologies like mobile phones, camera with the university members or visitors.
- Having appliances, films, photos, cassettes, newspapers, or magazines that do not suit the Islamic ethics or morals, or Saudi and university regulations.
- Possession of weapons or bladed weapons, and Keeping flammable materials or explosive material in the university or its facilities.
- Set up any activity, events, organizing committees and conferences, issuing magazines, newspapers or brochures, collecting money or signatures before getting a prior approval from the competent authorities at the university. In addition this giving information or incorrect news that harms the reputation of the university to a newspaper, magazines, or any other media.
- Female students leaving the campus or university housing without prior permission from the authorized body.

- Not presenting the identification documents to the authorized body in the university when requested.
- Prejudicing of regulations by violator during investigation, or not showing respect in his action, or the way he addresses the members of disciplinary committee.
- Any other violations that authorized body believes constitutes a breach of university laws and regulations, and which are not mentioned in this regulation.

A **14** **ARTICLE**

It is not permissible to decide on any of the disciplinary punishments set forth in these regulations, which were committed more than a year without issuance of any final determination by the Public Committee in this concern.

A **15** **ARTICLE**

In case an invigilator finds a student committing fraud during the test or tries to breach the calm inside the test room, the invigilator removes the violator student from the testing room according to the procedures provided in this regulation. Also, he should edit a detailed letter of the incident to refer the violator to the Sub-Committee in accordance with the provisions of these Regulations.

In case an invigilator finds a student cheating in reports, research reports practical exercises, homework or graduation projects; the invigilator should edit a detailed letter of the incident to refer the violator to the Sub-Committee in accordance with the provisions of these Regulations.

A^{**16**} **RTICLE**

In case one of the cheating incidents is proved as - set forth in Article -15 after receiving of the graduating document, the University may cancel the decision to grant him the graduation certificate, and the offender shall not be exempt from the disciplinary punishment.

A^{**17**} **RTICLE**

The University has the right to withdraw the awarded degree back from a student as well as deny the decision of awarding the degree to any graduate who is proven to have committed any cheating action. In addition, the university has the right to transfer all the documents and investigation records to the State official bodies or parties specialized in this regard.

ARTICLE 18

In case of transferring the breach and violation works files, including of individuals from outside the University, from the vice president, if necessary, the General Committee is entitled to declare these files to the State authorities and official bodies; however, the committee is allowed to keep its reference updated with the contents of these files.

ARTICLE 19

The disciplinary penalties that can be awarded are :

- Oral warning and notice of attention.
- Signing of a written declaration.
- Locking away of any device(s) used in cheating inside the exam room and not delivering it/them back to the students till the end of the intended academic semester.
- Locking away any device(s), relating to female students, and not delivering it/them back to her till the end of the intended academic semester by the Deanship of the college and in the presence of some people of her family.
- Considering the failure of the intended student in the respected course or subject in which he/she have been found to have committed cheating action and/or made an attempt at cheating.
- The denial of the exam (s), not exceeding three subjects, and considering him/her failure in it/them.
- Suspension for one full academic semester.

- Suspension for two academic semesters.
- Dismissal from the University.

In case of damaging any of the University property (ies), the General Committee has the right to decide on the disciplinary penalty (ies) suitable. The one who commits such actions is considered the only at fault and would not be allowed to leave until he/she meets the entire material fine that the committee finds suitable.

A **20** ARTICLE

In any of the disciplinary penalties, all of the followings should be considered:

1. The penalty must not be a direct reason for closing out the student,s case unless the punishment decision is his/her dismissal from the university.
2. The penalty must be in accordance with the breach level. Moreover, all actions, history, records, and former circumstances should be taken into consideration. Moreover, the committee would still be entitled to recommend not considering the penalty period as a part of the entire period of the student,s undergraduate work.

ARTICLE 21

The University President has all the rights to take over the disciplinary committee, domains shown in this article as well as to initiate all the penalties shown in article number 19 in case of a severe breaching or violation of the university system; the president can also directly interfere if the male/female student(s) commit(s) a disciplinary violation which needs confidentiality and secrecy.

ARTICLE 22

The penalty is not enforced until the violator has been officially interrogated. This includes listening to giving him/her with all the rights to defend himself. However, the violator is denied the right to defend himself he does not show in the interrogation day and time, unless he comes up with an official acceptable alibi.

If he does not appear, the penalty proceeds in his absence.

ARTICLE 23

The violator is called upon via an official message sent to his electronic mail, cell phone and, or an official letter is sent to his official residence recognized by the university. However, the violator is solely responsible for any changes that take place on his electronic page registered on the university website.

A^{**24**} **ARTICLE**

In case of dismissal, the violator is denied his/her right to sit in the final exams or to reopen his case file in any of the university faculties; this decision must be recognized by all parties concerned through a period of time not exceeding 30 days since the issuance of the decision.

A^{**25**} **ARTICLE**

The entitled party must enforce the penalty upon violators- as mentioned in Article number -19 and must inform the deanship of admission and registration and the deanship of students affairs by sending them an official copy of the decision content through a period of time not exceeding 2 weeks from the date of issuing the decision so that they executively proceed and record it on the academic system as an official reference whenever needed.

A^{**26**} **ARTICLE**

All disciplinary secondary- committee reports, all along with the interrogation files, are to be declared by the committee chair to be exposed and presented before the general committee; the final decision is arrived at after signing the general committee records obtained from the university educational affaires vice president.

A²⁷ **ARTICLE**

All deans, vice deans, chairmen and all management officers are all in charge of the process of students, disciplinary affairs according to the university laws and regulations; so, if a violation is committed, each one of them is in charge with reference to his position in accordance with the laws and regulations mentioned in this very article.

A²⁸ **ARTICLE**

The university security officers are directly in charge of maintaining security on campus; their reports, moreover, are of great value unless their contents are entirely disapproved and are to be discharged.

A²⁹ **ARTICLE**

All decisions made by the general committee are considered valid as signed by the university educational affairs vice president, The person on whom a decision has been made upon has the right to appeal before the president in no more than 15 days of his recognition of the decision. The president then has the final say in this regard as to review the penalty or recommend at another penalty he finds more suitable.

Disciplinary Regulations



www.mu.edu.sa