

**Disciplines and**

**Regulations at AL**

**Majmaah University**

## **Discipline Regulations at Al Majmaah University**

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

### **Article 1:**

The following terms whenever used in this document mean the same as indicated in front of its entry.

1. **University:** Al Majmaah University, Saudi Arabia.
2. **Students:** all students enrolled to the university regardless of their educational level or nationalities.
3. **Offense:** All that is contrary to rules, regulations and instructions of the University, and the principles laid down in Islamic law.
4. **Disciplinary Decision:** An administrative decision issued on those who don't abide by the regulations and laws in this disciplinary list.
5. **Public Committee:** a committee that is granted a solid validity given by the high administration of the University to place any disciplinary sanctions according to the placed list.

6 **Punishment:** disciplinary punishment is prescribed in these regulations.

7. **Sub-Committee:** An approved small committee formed in each college endowed with some powers.

**Article 2:**

Without prejudice to the provisions contained in the statutes of universities in Saudi Arabia, all of the following parts go under applying of what are placed in this Disciplinary List, they are:

- Students enrolled at the University;
- Students enrolled in training programs and courses regardless of the kind and level of their courses;
- Graduate students;
- University employee who are permitted to have exams;
- Students granted scholarships to other corporations or 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 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 with the laws and regulations that adopted by the university, and applying appropriate disciplinary actions.

**Article 4:**

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

**Article 5:**

It is not permissible for students to protest ignorance or lack of knowledge of 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.

**Article 6:**

In case it is proved that the offense attributed to the student goes under a criminal offense, the Commission forwards 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't be withdrawn or cleared before the end of the investigation. Also, the 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 issue of the final determination of the alleged violation to 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 get finish 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 belongs to the Legal Department	Member
5 Two academic staff	Members
6 An Administrative employer	Secretary

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

**Article 9:**

**Sub-Committees**

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 that.

After finishing 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 1 – 5 in Article number (9) of this regulation.

**Article 10:**

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

**Article 11:**

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, among them the head or the vice head. The resolutions are issued by absolute majority of presence members. But when there is equivalence 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 take its resolution, 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 followed, public order, laws, instructions, or university regulation is considered violation, and it leads violator to discipline penalty explained in this regulation including the following acts:

- Any act or statement affects honor or dignity, modesty. Or breach good behavior or morals.
- Not praying or being late about Jemaah, or not fasting in the holy month of Ramadan
- Doing any act that doesn't suit being a student like, imitating women in clothes or hair, character like, having nailed, or unlawful haircut.
- Not respecting the tradition of clothes, or Hijab for female students. In a way that doesn't suit the Islamic values and Saudi traditions and customs, in addition to University instructions regarding this.

- Acts prejudice the workflow of lectures, courses, activities at the university, university private 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 facilities, or illegally obtain some of it.
- The presence of an outsider to sit for the 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 change or damage of 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, cassette, newspaper, or magazines that don't suit the Islamic ethics or morals, or Saudi and university regulations.
- Possession of weapons or bladed weapons, Keep flammable materials or explosive material in the university or its facilities.
- Set up any activity, events, organizing committees and conferences, issuing magazine, newspapers or brochure, collecting money or signatures before getting a prior approval from the competent authorities at the university. In addition to giving information or incorrect news that harms the reputation of the university to newspaper, magazines, or any other media.
- Female students leaving the campus or university housing without a prior permission from the authorized body.
- Not presenting the identification documents to the authorized body in the university when requested.
- Prejudicing regulation by violator during investigation, or not showing respect in his action, or the way he addresses the member of discipline committee.

- Any other violations that authorized body believe it constitutes a breach of university laws and regulations, and not mentioned in this regulation.

**Article 14:**

It is not permissible to decide on any of the disciplinary punishments set forth in these regulations, which they went on to commit more than one year without issuing any final determination by the Public Committee in this concern.

**Article 15:**

- In case an invigilator adjusts the student with fraud during the test or tries to breach the calm inside the test room, the invigilator outputs the violator student of 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 adjusts the student with cheating in reports, researches, 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.

**Article 16:**

In case it is proved one of the cheating incidents - set forth in Article 15- after receiving the graduating document, the University may cancel the decision to grant him the graduation certificate, nor shall the offender be exempt of the disciplinary punishment.

**Article Number 17:**

The University does have the entire right to withdraw the awarded degree back from as well as deny the decision of awarding the degree of any graduate who approved to commit any cheating action. In addition, the university has all the possibility of transferring all the documents and investigation records to the State official bodies or parties specialized in this regard.

**Article Number 18:**

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

**Article Number 19:**

The discipline penalties considered:

- Oral warning and notice of attention.
- Signing on a written declaration.
- Locking away any device(s) used in cheating inside exam room and not delivering it/them back 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 intended student failure in the respected course or subject which he/she approved to commit cheating action or and cheating wise attempt.
- 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.
- Dismissing out of the University.

In case of damaging any of the University property (ies), the General Committee has the right to decide on the discipline penalty (ies) suitable.

The one who commits such actions is considered the only in charge person and would not be given a free-part leave notice until he/she meets the entire material fine that the committee finds suitable.

**Article 20:**

In any of the discipline penalties, all 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 dismissing out of the university.
2. The penalty must go in accordance with breaching level. Moreover, all actions, history, records, and former circumstances should be taken into consideration. Still, the committee is 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 hand over the discipline committee's 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 also directly interferes if the male/female student(s) commit(s) a discipline violation which needs confidentiality and secrecy.

**Article 22:**

The penalty is not preceded until the violator has been officially interrogated. This includes listening to him with all the rights to defend himself. However, the violator is denied his right to defend himself he does not show in the interrogation day and time, unless he fetches up with an official alibi. If so, 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 sent to his official place recognized by the university. However, the violator is the only responsible if any changes take place on his electronic page registered on the university website.

**Article 24:**

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

**Article 25:**

The entitled party to proceed the penalty upon violators- as mentioned in Article number 19- 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 as they executively proceed and record it on the academic system as an official reference whenever needed.

**Article 26:**

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

**Article 27:**

All deans, vice deans, chairmen and all management officers are all in charge of the process of students' discipline 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 own position in accordance with the laws and regulations mentioned in this very article.

**Article 28:**

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 approved to be discharged.

**Article 29:**

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