

Regulations for Controlling Student Behavior at Al Yamamah University

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Second Edition

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FIRST: DEFINITIONS

Article One:

The words and terms mentioned in this regulation shall have the following meanings and definitions:

1. The regulation is the unified executive behavior control regulation for violations and disciplinary penalties for male and female students at Al Yamamah University.
2. University: Al-Yamamah University.
3. University affiliates: Anyone affiliated to the university including students, faculty members, employees and the like.
4. College: One of the faculties of Al-Yamamah University to which the student from whom the violation belongs.
5. The Behavior Control Committee is the committee entrusted with studying student violations filed by colleges or other departments, to decide on the punishment that the student deserves, in accordance with the provisions of the Student Behavior Regulation. It is formed by a decision of the University President.
6. Sub-committee: the committee formed by the dean of the college.
7. Students: All students registered at Al-Yamamah University at all levels of diploma, bachelor's or postgraduate studies, and visiting students, starting from the date of their registration, until the end of this capacity, whether by their graduation or by cancellation their registration.
8. Examination: Every test taken by students in accordance with the provisions of the University Study and Examination Regulations.
9. Cheating or attempting to do so: Every behavior that each student performs or attempts to do during the period specified for the test with the aim of passing the test or answering questions in an illegal manner by entering papers containing information related to the subject or writing on the body or clothes or any other tools; inserting and using devices on which information related to the subject is recorded; looking at the answers of other students in the room; talking to others; exchanging papers with them, and so on.

10. Forgery: Every intentional behavior by the student with the aim of changing the truth by one of the methods stipulated in the penal system for forgery crimes, such as forging official papers, seals or signatures, and such alteration would cause material, moral or social harm to any person of a natural or Legal in the university
11. Disciplinary offense: All that the student commits in terms of saying or doing that violates the university's regulations, regulations, and instructions, and all acts and sayings that violate public order and morals.
12. Disciplinary Punishment Each penalty stipulated exclusively in Article Five of these Regulations.

Article Two:

This bylaw is called the " Regulations for Controlling Student Behavior ", and it shall be enforced from the date of its adoption, and all previous bylaws or decisions in this regard that conflict with it shall be repealed.

SECOND: THE OBJECTIVES

Article Three:

This regulation aims to:

1. Regulate the behavior of students inside and outside the university within the limits of university rules and regulations, Islamic traditions and societal norms.
2. Evaluate the behavior of students who commit disciplinary violations by imposing a punishment that is commensurate with the type of violation and achieving its purpose by addressing the behavior educationally and academically.
3. Prevent students from committing violations because they know the penalties, and alerting others about committing them after imposing penalties on the violators.

THIRD: GENERAL PRINCIPLES

Article Four:

A student may not invoke ignorance or lack of knowledge of the university's regulations, bylaws, and instructions issued by the university in order to evade the penalties prescribed in these regulations. The Deanship of Admission, Registration, and Student Affairs must publish these regulations and announce them to students by all means of advertising in force at the university.

Article Five:

A student referred to investigation under these regulations may not withdraw from the university or may not be released by a third party before the end of the investigation has come to an end. In addition, the competent behavior control committee, when referring any male or female student for investigation, must notify the Deanship of Admission, Registration and Student Affairs to stop the graduation procedures or release the party from University until a final decision is made on the issue of the violation he is accused of committing.

Article Six:

It is permissible to impose more than one disciplinary punishment in a single violation, and it is taken into consideration that the imposition of penalties is commensurate with the gravity of the violation, and the precedents, circumstances and circumstances related to the violation and its perpetrator must be taken into account. None of the disciplinary penalties mentioned in these regulations may be imposed on violations that have been committed for more than two years prior without taking action to investigate it.

FOURTH: DISCIPLINARY VIOLATIONS

Article Seven:

Everything that the student commits in terms of saying or doing that violates the university's regulations, instructions, and all actions and sayings that violate public order and morals are considered a violation that requires discipline, and in particular the following:

1. Every saying, deed, or dress contrary to public morals or Islamic teachings, or contrary to good conduct and Behavior .
2. Committing crimes against honor:
 - Assault on display.
 - Using any kind of imaging devices to photograph female students and employees of the university.
 - Circulating, displaying or distributing obscene words or images.
 - Unacceptable and abnormal behaviors of students that are out of the ordinary.
3. Physical or verbal assault on university employees, whether by beating, insulting, slandering, humiliating, or attacking their property inside or outside the university, with the victim still having the right to report to the criminal authorities.
4. Abusing psychotropic substances or dealing with them in any of the prohibited forms within the university campus.
5. Smoking or smoking electronic cigarettes or introducing smoking tools inside the university campus buildings or facilities.
6. Traffic violations within the university campus.
7. The student's refusal to implement the penalty issued by the relevant authorities.
8. The student's refusal to show the university card when requested by the university's security staff.
9. Violating the examination system.
10. Cheating or attempting to cheat in exams or taking anything related to the course even if one did not benefit from it.
11. Cheating in reports, research, assignments, projects, or anything assigned to the student by the course instructor.

12. The student's refusal to submit identification papers to the committees in the exam halls or the concerned departments if requested.
13. Impersonation, whether to achieve a benefit for the perpetrator or for others, such as entering the student in the exams instead of someone else, or entering someone else instead of themselves. Everyone who agrees with the student or facilitates this for him/her is considered an accomplice and is subject to the penalty.
14. Acts that violate the regulations of faculties, deanships, centers, and all other university facilities and their annexes.
15. Harming the reputation of the university or one of its members, whether by using electronic and social media or any other means to distort the university's image, posting incorrect news or comments, or defaming the university, an employee, or student.
16. Disrupting studies or inciting others to do so, and refraining from attending lectures collectively or other university work that the regulations require to attend or incite others to do so.
17. Disrupting the university's programmes, activities or events inside or outside the university, directly or indirectly.
18. Destroying, sabotaging, or misusing the university's movable and immovable property and facilities, such as buildings, furniture, the contents of scientific centers, classrooms, laboratories, equipment, tools, educational aids, holdings of the libraries, exhibitions, playgrounds, gardens, wall newspapers, advertisements, and informative posters.
19. Violating the intellectual rights of others through undocumented photocopying, recording, or quoting in a scientific manner in the preparation of research, studies, and assignments.
20. Make any modification, change or moving the furniture in any university campus without approval.
21. Providing any media with incorrect or offensive statements or information related to the university.
22. Any organization of committees, gatherings, or associations, issuing or distributing pamphlets, newspapers, or magazines, or collecting funds or signatures before obtaining a prior license from the competent authorities of the university.
23. Forging statements or official documents issued or received by the university.

24. Any form of electronic or information piracy to attempt to penetrate the university's systems, websites, databases, computers or its employees.
25. Unlawfully accessing confidential information of any of the university's employees, publishing it, or instructing others on how to obtain it.
26. Violating the Islamic and social principles and foundations of the state, insulting national unity in word and deed, calling for joining hostile organizations or any political or regional ideas that contradict the state system, or promoting them within the university.
27. Provoking chaos or noise in the classroom, affecting the course of the lecture, not responding to the lecturer, and attacking him (verbally or physically).
28. Carrying firearms, even if it was licensed, a bladed weapon, or flammable or explosive materials, or bringing any materials that can be used for an illegal purpose inside the university campus, including threatening to use any of these.
29. Posting pictures, videos, or other things that contradict social morals and morals on campus.
30. Stealing funds or belongings of the university or others, whether directly, incited, planned, or assisted.
31. Stealing test questions, whether directly or by incitement, planning, or assistance.
32. Any disgraceful behavior by the student that affects honor or trust outside the university, and a court ruling was issued to convict him.
33. Departure of the student during the investigation relating to him/her from the limits of the system or departed from the limits of morals and ethics in his behavior or in his address to the members of the disciplinary committees.

Article Eight:

Any violation committed by the student for which there is no provision in Article seven is presented to the Behavior Control Committee for consideration and to decide the appropriate penalty or penalties in this regard.

Article Nine:

The provisions of the Code of Conduct apply to the student, whether he committed the violation in his capacity as a perpetrator or an accomplice.

Article Ten:

If the student's behavior constitutes a criminal offense, the university has the right to inform the competent authorities without affecting the application of disciplinary measures against him.

FIFTH: DISCIPLINARY PENALTIES**Article Eleven:**

Each of the students who commits one of the violations stipulated in paragraphs (9, 10, 11, 12) of the article, the following penalties apply to him/her:

1. Anyone who violates the system of semester or final exams will be assigned a grade (zero) in that exam.
2. Whoever is proven to have cheated or attempted to take a class exam or forgery in writing research, reports, assignments, and the like, a grade (zero) will be assigned to him in that test, research, report, assignment, and the like, by a decision of the Dean of the College, and a control committee will be notified. behavior so.
3. In the event of repeated cheating or attempt in one of the class work exams or forgery in writing research, reports, assignments, etc. for the second time, a grade (zero) will be given to the student in that test, research, report, assignment, and the like, and the student is considered to have failed the course, additionally, they will be suspended from the course for the next major semester.
4. Whoever cheats or attempts to cheat for the third time in one of the semester or final exams or creates or attempts to create a forgery in writing research, reports, assignments, and the like, a grade (zero) will be assigned to them in that test, research, report, assignment, and the like, and he is considered to have failed the course, and the course is completed. This action will suspend the student from studying the same course for the next two major semesters.

5. Anyone who is proven to have cheated or attempted fraud in a final exam will be given a score of (zero) in that test and the Behavior Control Committee will be notified of this.
6. Anyone who cheats repeatedly more than once or attempts to take a final exam for the second time will have a score of (0) in that test, and will be suspended from studying the next main semester and not allowed to register in the summer semester following the semester in which the cheating occurred. In the event that it is repeated for the third time, the student will be dismissed from the university.
7. Anyone who proves impersonation as in Paragraph (12) of Article 7 gets a score of (zero) in that course and is considered to have failed it, and is suspended from the university for that academic year, and he is not allowed to register in the summer semester following the academic year in which he was dismissed.

Article Twelve:

Each of the students who commits one of the violations stipulated in Article 7, and its penalty is not mentioned in a separate article, shall be subject to one or more of the following penalties:

1. Notice in writing and the student will need to sign the written undertaking.
2. Warning in writing.
3. Temporary deprivation of some university services, such as student activities, visits, or use of the gym, etc., for a period not exceeding one semester.
4. Requiring the student to perform tasks related to community service for a period not exceeding one semester, as the Behavior Control Committee determines the nature and duration of these tasks and the beneficiary.
5. Informing the guardian of the student against whom the penalty was taken.
6. Dismissal from the university for one semester.
7. Dismissal from the university for two consecutive semesters.
8. Deprivation from receiving the warning document for a period not exceeding one academic semester.
9. Dismissal from the university permanently.

Article Thirteen:

The final dismissal from the university entails the following:

1. Ending the student's registration from the university.
2. Not allowing the student to complete his/her studies or submit periodic or final exams, starting from the date of closing the enrollment.
3. Decisions imposing disciplinary penalties are kept in the student's file and are communicated to the concerned authorities in the university (the college, the Student Counseling Center, the Admission and Registration Department, and the Grants Department).
4. The decision imposing the penalty may be announced inside the university if the committee deems it to be of interest.

Article Fourteen:

The university has the right to oblige the student to pay the value of damage of any item that was inflicted by them or that they were party to, in addition to the cost of repair and installation, and the consequences that ensue.

Article Fifteen:

The Dean of Admission, Registration, and Student Affairs has the right to impose penalties 1, 2, 3, and 5 contained in Article 12, without referring to the Behavior Control Committee, when this is sufficient for the violator or violation and is appropriate to the type of violation committed.

Article Sixteen:

The Behavior Control Committee has the right to apply the penalties stipulated in each of the paragraphs of Articles (11) and (12) in whole or in part and apply some of its clauses if the interest so calls for it, and the application of more than one paragraph is not considered duplication in the application of punishment.

Article seventeen:

In the event of imposing a penalty of temporary suspension from studying at the university, the student is prevented from benefiting from the services and activities provided by the university during the period of the penalty.

SIXTH: (DISCIPLINARY PROCEDURES)

Article Eighteen:

Procedures in case of plagiarism.

1. In the event that a student commits fraud in reports, research, practical and field exercises, assignments, or graduation projects, the course instructor must submit his report to the dean of the college, and the dean of the college must refer the violating student to the sub-committee to carry out its competence in accordance with the provisions of these regulations.
2. The sub-committee issues its recommendations by the majority of the votes of the members present, and the Behavior Control Committee is notified of this.
3. If the student is caught cheating or trying to cheat, the test paper and the cheating tool are seized, and the test invigilator obliges him to leave the examination hall after taking the following measures:
 - Calling the head of the examination committee and the course instructor.
 - Writing a detailed report of the facts and circumstances of its commission, signed by all relevant parties (student, committee chairperson, test observer, and course instructor), and documenting evidence and witness testimonies, if any, are attached to it.
4. Whoever commits other violations (such as raising the voice, speaking to another student, taking out the mobile phone, refusing to hand over test papers, etc.) is liable to the following:
 - Calling the head of the examination committee and the course instructor.
 - Writing a detailed report of the incident, signed by all relevant parties, the student, the head of the committee, the exam observer, the exam instructor, and witnesses' testimonies, if any, are attached to it.

- The minutes are submitted with the documented evidence to the Dean of the College or his representative to refer it within (3) working days to the University's Behavior Control Committee to take the necessary action.
- 5. The writing of reports and minutes related to accuracy and investigation in cases of fraud shall be free of deletion or destruction, with the signature of the members of the committee concerned with accuracy or investigation being affixed to each paper of the minutes or reports.

Article Nineteen:

In the event of a violation or problem between the student and one of the university's employees - faculty members or employees - it is presented to His Excellency the University President to refer the student to the Behavior Control Committee to carry out its competence in accordance with the provisions of this regulation.

Article Twenty:

The student is transferred from the perpetrators of disciplinary violations to the Student Counseling Center to study the causes of the violation and submit a comprehensive report to be used in determining the type of punishment.

Article Twenty-One:

The Behavior Control Committee will hold its meetings based on the invitation of the committee chairman. The violating student is officially notified to appear before the committee to hear his statements.

Article Twenty –Two

The head of the Behavior Control Committee shall submit the minutes of the committee to the University President for approval and endorsement.

Article Twenty-Three

The disciplinary decision is issued by the dean of the college to which the student is affiliated with regard to academic violations in Article 7, which are specified in the following paragraphs: 9, 10, 11, 12. As for the rest of the violations specified in Article 7, the disciplinary decision is issued by the Dean of Admission, Registration and Student Affairs, after the minutes are approved and approved by the University President.

Article Twenty-Four:

The disciplinary decision is issued within a maximum period of (20) working days from the date of referral of the transaction that meets the conditions to the Behavior Control Committee, and the relevant authorities are notified of the decision within a week of its issuance. The student is notified of the disciplinary decisions based on the contact information recorded by the student. The electronic messages sent by the university are considered an official notification to the student. A copy of the decision shall be kept in the file of the student for whom the penalty was taken.

Article Twenty-Five:

The imposition of the penalties set forth in Article 11 takes into account the proportionality of the punishment with the degree of the violation based on the opinion of the investigation committee, taking into account the precedents, and circumstances. The penalty is not imposed except after the investigation with the student in writing and hearing his statements regarding what is attributed to him. In the event that the student did not appear at the time specified for the investigation and the announcer without an excuse, his right to hear his statement is forfeited after a week from that date, and a recommendation for a penalty is issued against him in absentia. It is then submitted to the Behavior Control Committee for approval, and the investigation is undertaken by someone delegated by the head of the Behavior Control Committee or the Dean of the College, or whoever is delegated by the first official in the college or deanship in which the violation occurred.

SEVENTH: GRIEVANCE AGAINST DISCIPLINARY DECISIONS

Article Twenty-Six:

A grievance may be filed with His Excellency the President of the University against the decision issued with one of the disciplinary penalties within (15) working days from the date of announcement of the decision and informing the student of it. The President of the University may refer the grievance to the Behavior Control Committee to reconsider the penalty, or to determine another penalty deemed to be more appropriate.

Article Twenty-Seven:

His Excellency the University President, or whomever he delegates, may reconsider the decision of temporary deprivation of student activities or other services, and his decision in this regard shall be final.

Article Twenty-Eight:

The student's right to submit his statements shall be forfeited if he was summoned three times to hear his statements and he did not attend unless he had an excuse to be accepted by the Disciplinary Committee and his violation shall be considered in absentia. The student shall be notified of the Committee's decision.

Article Twenty-Nine:

Summoning and informing the violating student in the cases stipulated in these regulations shall be by a message to his e-mail or mobile phone registered in his name with the university, and the student shall be responsible for changing or amending this data registered on its electronic page in the academic system.

EIGHTH: FORMATION OF A BEHAVIOR CONTROL COMMITTEE

Article Thirty:

A behavior control committee established within the Deanship of Admission, Registration, and Student Affairs. It performs student disciplinary procedures entrusted to it, such as conducting investigations (or completing them), reviewing the necessary papers and documents, following up on the implementation of disciplinary decisions, and other tasks assigned to it related to controlling student behavior, and coordinating with all relevant authorities to conduct their own investigations.

Article Thirty-One:

1. The Student Behavior Control Committee shall consist of:
 - Dean of Admission, Registration and Student Affairs, Chairman.
 - A representative member of the Law Department at the university, as a member.
 - A representative member or representative of the college in which the case occurred as a member.
 - A member of the Student Affairs Unit as a member and rapporteur.
 - The Committee may invite whoever it deems necessary whenever the need arises.
 - The decision to form the committee is issued by the university president with a nomination from the Dean of Admission, Registration and Student Affairs, and it lasts for a renewable two-year period.
2. By a decision of the dean of the college, a sub-committee for students within the college is formed for a period of two years, consisting of faculty members chosen by the dean of the college.

NINTH: GENERAL PROVISIONS

Article Thirty-Two:

The Behavior Control Committee may, after the approval of the President of the University, announce the punishment taken in relation to the violator or violation, on the university bulletin board.

Article Thirty-Three:

The Deanship of Admission, Registration and Student Affairs supervises the implementation of disciplinary penalties issued by the Behavior Control Committee.

Article Thirty-Four:

The university has the right to consider re-registering the academically dismissed student after two years have passed from the start of the penalty and accepting them as a new student without referring to previous academic record, provided that all admission conditions announced at the time are applied.

Article Thirty-Five:

The sub-committee formed by a decision of the dean of the college may announce the disciplinary decisions issued by the violating student, and the concerned dean may announce the decision on the college bulletin board, while hiding the last two digits of the university number.

Article Thirty-Six:

Deans, heads of departments, faculty members, and department managers at the university are responsible for student discipline in accordance with the university's regulations and systems. When a student violates the university and its facilities, they are responsible (each within their own jurisdiction) for controlling it in accordance with the procedures stipulated in this bylaw.

Article Thirty-Seven:

The university has the right to consider canceling all the privileges granted to the student, for example (paying fees by installments, continuing the scholarship, applying to the scholarship program, or running for the honors list students) in the event of imposing a warning penalty in writing or expelling the student.

TENTH: IMPLEMENTATION OF THE CODE OF CONDUCT

Article Thirty-Eight:

The University Council has the right to add, amend, replace or cancel some articles of the regulations, upon a proposal from the Behavior Control Committee, and has the right to interpret them, provided that this is approved by a decision of the Board of Trustees to be approved by the Ministry of Education.

Article Thirty-Nine:

The Code of Conduct is implemented after its approval by the University Council.

Authorization

This policy was authorized by:



University President

Date: 2-5-2023