


## 2. DISCIPLINARY POLICY

 جامعة رياض العلم RIYADH ELM UNIVERSITY	
<b>Riyadh Elm University</b>	
<b>DISCIPLINARY POLICY</b>	
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	<b>Prepared By:</b> <ul style="list-style-type: none"><li>• Student Affairs Department</li><li>• Quality Assurance and Accreditation Center</li></ul>
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## 2.1 Definitions

### Article 1:

The following terms and expressions, wherever they may occur in this document, shall have the meanings respectively ascribed thereto:

**The University** – Riyadh Elm University.

**Student** – Any male or female individual who has enrolled in the University to pursue their education.

**Disciplinary offense** – refers to a non-acceptable student conduct, whether in words or deeds, contrary to the university’s regulations and bylaws, or violating public morals in accordance with the articles of this policy.

**Disciplinary penalty** – every penalty stipulated in this policy.

**Exam** – An assessment held during each semester or at the end of a course of study, in accordance with the provisions outlined in the undergraduate study and examination regulations.

**Disciplinary Committee** – Any individual authorized under this code to impose disciplinary penalties.

**Disciplinary Sub-Committee** – Any disciplinary sub-committee established in accordance with the articles outlined in this code by a decision of the authorized person.

### Article 2:

All enrolled and visiting students are subject to the provisions outlined in this code, as per the regulations for undergraduate students and those enrolled in training programs.

### Article Three:

The purpose of this code is to:

- Ensure the quality of the educational process and supporting activities within the University.
- Regulate student behavior within the University and its facilities.
- Evaluate the conduct of students who violate these regulations by imposing penalties that are proportional to their offenses and addressing their educational and academic behaviors.

#### **Article 4**

Students are obliged to comply with the Student Disciplinary Policy and Procedures as they form part of the contract made between them and the University. The Deanship of Student Affairs is responsible for publishing these regulations and announcing them on the University's official website.

#### **Article 5**

In the event of a disciplinary offense, a detailed record of the incident's facts and circumstances shall be documented, including any documentary evidence and witness statements, if available.

#### **Article 6**

If a student is found to have committed a violation that constitutes a criminal offense, the Disciplinary Committee may recommend to the University President that all documents and investigations related to the violation be referred to the legally competent bodies for review. The Disciplinary Committee may also suspend its disciplinary measures until a final judgment is issued, and the University reserves the right to impose penalties in accordance with its laws and regulations.

#### **Article 7**

A student who is under investigation is not permitted to withdraw from the University or vacate before the investigation is completed. If a student is referred for investigation, the relevant

disciplinary committee must inform the Deanship of Admission and Registration Affairs to suspend graduation procedures or expel the student from the University until a final decision is made regarding the violation they are accused of committing.

## **2.2 Disciplinary Violations**

### **Article 8**

Any deviation from the legal regulations or violation of established public morals, public order, rules, policies, instructions, and decisions of the University constitutes a disciplinary offense that may result in disciplinary penalties outlined in this code. The following actions are considered disciplinary offenses:

- Failing to attend lectures, practical or clinical lessons, or other university-required work as outlined in this code.
- Disrupting order, discipline, and proper functioning of the University, its facilities, and the rules followed during lectures, practical and clinical lessons, seminars, or activities held inside or outside the University.
- Engaging in any actions or making statements that harm religion, honor, dignity, or good conduct and behavior, or that damage the reputation of the University or threaten the safety of its employees.
- Cheating in exams, including the use of any means, initiating or participating in cheating, assisting in cheating, illegally obtaining test questions before they are held, cheating in reports, research, practical and clinical training, graduation projects, and master's theses, as well as cheating by substituting a student in quarterly or final exams or entering in place of others.
- Impersonating any matters related to the University and its affairs, providing documents or University IDs to others with the intention of using them illegally, or speaking on behalf of the University without official capacity.
- Breaching the exam system.

- Arranging activities or forming associations that contravene the existing regulations at the University.
- Causing damage to or attempting to damage University facilities or property, or moving or transferring them without authorization from the relevant University authorities.
- Misusing University facilities, equipment, and materials for purposes other than their intended use or engaging in behavior that leads to uncleanness.
- Smoking in areas other than designated smoking zones.
- Disrespecting colleagues, employees, faculty members, or University attendees, or insulting them through words or actions.
- Illegally accessing confidential information of any University employees, publishing it, or instructing others on how to obtain it.
- Conducting or participating in activities or events within the University, publishing posters or publications, or sharing them electronically, collecting funds, donations, or signatures without the approval of the relevant authorities.
- Committing forgery in any of the following: documents, certificates, official papers, or using them after forging them, whether they are issued by the University or from an external source as long as they are related to the student's relationship with the University or their academic procedures. This also includes deliberately destroying some or all of the document's contents or obtaining it through illegal means.
- Utilizing modern technologies with the intention of causing harm to the University or any of its employees.
- Failing to adhere to public taste in attire, clothing, or organization in a manner that is inconsistent with Islamic values, Saudi customs, and University instructions.
- Failing to comply with the approved University uniform.
- Engaging in undisciplined behavior during an investigation or behaving in an inappropriate manner when interacting with members of the disciplinary committee.

- Refusing to submit requested supporting documents to the relevant authorities at the University.
- Any other violation that the University deems to be a breach of its regulations, instructions, or decisions that is not specifically mentioned in this document.

## **2.3 Disciplinary Penalties**

### **Article 9**

The disciplinary penalties that may be imposed on a violating student are as follows:

- Verbal or written warning.
- Warning with a written commitment from the offending student.
- Required participation in volunteer work, either within or outside the University.
- Cancellation of a student's registration in one or more courses.
- Deeming a student to have failed in one or more courses.
- Temporary suspension of studies at the University for a Period of no more than two semesters, and any courses taken by the student at another University during this period will not count towards their degree.
- Withholding graduation documents, academic certificates, or non-academic documents in cases of fraud or deceit.
- Permanent dismissal from the University.

### **Article 10**

When imposing penalties, they should be appropriate and proportional to the violation committed, taking into account the circumstances related to the violation and the offender's history. If more than two penalties are to be imposed for a single violation, the approval of the University Board is required.

#### **Article 11:**

If a student is caught cheating during an exam or disrupting the peaceful environment in the exam hall, the invigilator must dismiss the offending student from the exam room and provide a detailed report of the incident as per the procedures outlined in Article 5 of this code. The dean of the college or their representative must then refer the offending student to the Student Disciplinary Subcommittee to carry out the necessary disciplinary action in line with the code of conduct.

#### **Article 12**

If a student is found to have cheated in reports, research, practical or clinical exercises, assignments, or graduation projects, the instructor must report the incident as per the procedures outlined in Article 5 of this code. The dean of the college or their representative must then refer the offending student to the Student Disciplinary Subcommittee to carry out the necessary disciplinary action in line with the code of conduct.

#### **Article 13**

: If a fraud incident outlined in Clause 4 of Article 8 is discovered after the final result of a course is approved, the accused student will still be held accountable. The University Vice President will refer the offending student to the Student Disciplinary Committee for appropriate disciplinary action.

#### **Article 14**

If a student who has received their graduation document is found guilty of a fraud incident outlined in Clause 4 of Article 8, the University may cancel the decision to grant the document or certificate. The University may also refer all related documents and investigations to the appropriate authorities.

#### **Article 15:**

The Student Disciplinary Committee is responsible for initiating legal procedures to inform the relevant authorities in cases where it is proven that a person external to the University has committed or participated in an offense. The committee must refer such cases to the University Vice President when necessary.

#### **Article 16**

Any student found guilty of committing the violations outlined in Clause 8 and 9 of Article 8 must pay for any damages caused and bear the cost of repairs or replacements in addition to any disciplinary penalties imposed.

#### **Article 17**

Formation and Responsibilities of Disciplinary Committees: If a violation outlined in Clause 4 of Article 8, such as cheating during an exam, is committed, the supervisor must remove the offending student from the exam hall and provide a detailed report of the incident along with any supporting documents to the dean of the faculty. Following the necessary investigation, the dean may decide to impose one of the punishments outlined in accordance with the violation.

- Nullifying the student's exam in that particular course.
- Nullifying the student's exam in one or more courses in addition to the course in which cheating occurred, resulting in a failing grade for such courses.
- Nullifying the student's exams in all courses for that semester. In cases of cheating in reports or projects, the course instructor must provide details of the incident and submit them to the dean of the faculty. After investigation and confirmation of the fraud, one of the previously mentioned penalties can be imposed.



### **Article 18**

a. The University president shall form a permanent discipline committee for male students for a period of two academic years. The committee shall consist of the Dean of Student Affairs as the chairperson, the Vice-President of the Deanship of Admission and Registration, two members of the University's faculty, the representative of the college to which the violating student belongs or their representative, and the Director of Student Affairs as a member and coordinator of the committee.

b. A permanent discipline committee for female students for a period of two academic years shall be formed. The committee shall consist of one of the faculties' vice-deans as president, the vice-deanship of admission and registration as vice-president, two members of the University's faculty, the vice-president of the college to which the violating student belongs or their representative, and the director of female student affairs as a member and coordinator of the committee.

### **Article 19**

Upon the recommendation of the disciplinary committee, sub-committees for male and female students may be formed in each college by a decision of the University president. The sub-committees are responsible for studying cases received by the dean of the college to which the subcommittee is affiliated, investigating the violating student, and summoning any necessary parties to hear their statements, including department heads, faculty members, administrators, and others. The sub-committees make recommendations in accordance with the regulations and submit them to the Dean of the College for accreditation, and take necessary action as follows:

- Imposing penalties outlined in paragraphs 4 and 5 of Article 8 in accordance with paragraphs 4 and 5 of Article 9 of this code and issuing necessary decisions.
- Endorsing the recommendations of the sub-committee, submitting them to the disciplinary committee, or reviewing and returning them to the sub-committee.

### **Article 20:**

The responsibilities of the Disciplinary Committee include:

- Make decisions on student disciplinary matters and address their grievances.
- Enforce the regulations outlined in the disciplinary policy.
- Follow up on investigations and disciplinary actions with students.
- Conduct investigations into referred issues and determine responsible parties.
- Communicate with relevant authorities, both within and outside the University, to follow up on results.
- Monitor the procedures of any sub-committees (if applicable) and seek approval.
- Oversee the implementation of disciplinary decisions.
- Analyze judgments and penalties issued by the committee and draw conclusions to prevent future violations.
- Develop and improve working mechanisms within sub-committees.
- Collaborate with relevant University departments to educate students.
- Record all cases and follow up on the actions taken in a dedicated log.
- Address any matters referred to the committee by the University president, vice-president, or faculty deans within its scope of expertise.

### **Article 21**

If one or more members of the Disciplinary Committee are involved in a violation or have a conflict of interest, they must be excluded from deliberating on the matter. Additionally, any member of the Disciplinary Committee may request to be exempted from deliberating on a violation if they have a moral or personal conflict that prevents their participation. In both cases, if necessary, an appropriate alternative member may be appointed to the Disciplinary Committee during the consideration of the violation.

## **2.4 Actions Considered Before Disciplinary Committees**

### **Article 21:**

Meetings of the Student Disciplinary Committee are scheduled by the committee president, with a commitment to maintaining the confidentiality of the proceedings. The meeting is only considered valid if the majority of the members are present, including the president. Decisions are made based on a majority vote, and in case of a tie, the president's vote prevails.

### **Article 23:**

The competent disciplinary committee must consider violations within a maximum period of fifteen days from the date of referral by the authorized person. Before imposing any penalties, the student must be summoned for investigation and given the opportunity to defend themselves, present evidence, and request to hear witnesses. If the student fails to appear twice without an acceptable excuse, the disciplinary committee may consider their case in absentia. The decision to impose a penalty must be communicated to the student and their guardian within two weeks of the decision's issuance.

### **Article 24:**

The Disciplinary Committee has the authority to summon any necessary witnesses for testimony. The president must formally summon them, and their testimony is recorded in the investigation report. Witnesses are heard separately unless it is necessary to confront them with each other. The disciplinary committee may accept written testimony from a witness if deemed necessary.

### **Article 25:**

In cases outlined in this code, the violating student will be notified or summoned through a message sent to their registered email or cellphone number at the University. It is the student's responsibility to update and amend their contact information on the academic system's website.

## **2.5 Responsibilities and Scope of Disciplinary Penalties.**

### **Article 26**

The responsibilities and authority of competent authorities to impose disciplinary penalties on violators are outlined as follows:

- A faculty member may propose imposing one of the two penalties outlined in Clauses (1 and 2) of Article 9 of this code concerning student offenses committed during their studies. This is done by submitting a report detailing the incident and proposed penalty to the Dean of the College within three days of the violation. The Dean's decision to approve the proposed penalty is final and enforceable, and the student may file a grievance with the Vice-president.
- The dean of the faculty has the authority to impose penalties outlined in Clause 21 of Article 9 of this code on violators within their college or affiliated facilities after conducting an investigation.
- The Competent Student Disciplinary Committee may impose any of the penalties stipulated in Article 9 of this code.

### **Article 27**

In case of a disturbance or serious disruption of University order or a situation that requires rapid resolution, as well as in cases of male or female students committing disciplinary offenses that require privacy or confidentiality, the University Head may assume all responsibilities and authority outlined for student disciplinary committees in this code and impose any of the penalties stipulated in Article 9.

## **2.6 Appealing Disciplinary Decisions.**

### **Article 28**

The student has the right to lodge a complaint against a penalty decision issued against them. The student must submit their complaint to the University Vice President within one month of being notified of the decision. The University Vice President may present the complaint to the University Board for a prompt decision from the date of notification of the decision.

## **2.7 General Provisions**

### **Article 29**

- Decisions regarding disciplinary penalties shall be recorded in the student's file, and all entities imposing penalties on violators must provide the Deanship of Admission and Registration with a copy of their decision.
- The penalty decision may be announced within the relevant college using the student's initials.

### **Article 30**

The Deanship of Student Affairs and the Deanship of Admission and Registration, upon notification of the decision to impose a penalty on a violating student by the relevant disciplinary committee, may take immediate implementation measures in accordance with their respective powers established in the University's rules and regulations.

### **Article 31**

If a penalty of temporary suspension from studying at the University is imposed, the student will be barred from benefiting from any University services or activities during the penalty period.

**Article 32:**

A student may submit a request to the University Board to reconsider a final dismissal from the University two years after the penalty's issuance. The University Board may reconsider the decision.

**Article 33:**

All deans, department heads, faculty members, and department directors at the University are responsible for enforcing student discipline in accordance with the University's rules and regulations. In case of a student's violation inside the University and its facilities, they are responsible within their respective areas of expertise for implementing the procedures outlined in this code.

**Article 34**

University security is responsible for maintaining security and order within the University's facilities. Any submitted notifications and reports will have authority over the male or female student unless proven otherwise.

**Article 35**

The University Board has the authority to add, modify, or cancel any articles outlined in this code and has the right to interpret them.

**Article 36**

This code will be implemented from the date of its approval by the University Board. Any other policies or regulations that contradict it will be nullified following its approval.