

# Regulation of Student Violations

## **Regulation Terminology**

Article 1: The following terms wherever mentioned in this regulation, shall have the following meanings unless the context otherwise requires:

- 1- University: Majmaah University (campus and the like).
- 2- Regulation: Regulation of Student Violations at Majmaah University.
- 3- Students: All males and female students enrolled in the University to study and the like.
- 4- Violation: Anything that contradicts Islamic Sharia, State regulations, or University rules, regulations and instructions.
- 5- Violation decision: An administrative decision issued with a penalty on anyone who violates the provisions of this regulation.
- 6- General Committee: A committee entrusted by this regulation to impose penalties against violators.
- 7- Sub-Committee: A committee established in each college according to the authorities and competencies specified in this regulation.
- 8- Exam: Every method applied by the university to evaluate the student and monitor his degree.
- 9- Grievance: Objection against the penalty decision.
- 10- Appeal Committee: A committee entrusted by this regulation to consider the objections received against the General Committee's decisions.
- 11- Academic Affairs: Anything related to the student's academic status specially (apologizing for a course or semester, postponement, re-enrollment of students who dropped out of study, transfer, release, or withdrawal).

## General Provisions

Article 2: All male and female students enrolled in the university to study and the like are subjected to this regulation.

Article 3: The provisions of this regulation are concerned with the following:

- 1- Control the behavior of students within the university or any of its facilities.
- 2- Address the behavior of violating students using the educational methods available at the university.
- 3- Reform the behavior of violating students by imposing penalties appropriate to their violation, to achieve the goal of addressing their behavior educationally and academically.

Article 4: To contribute to the implementation of this regulation, all university's employees (academic and administrative staff) in addition to security and university's transportation staff each according to his specialization shall be responsible for the discipline of university's students in accordance with the rules and regulations, and if a violation occurs within the university's facilities and the like, they are responsible for controlling it.

Article 5: No violating student alleges ignorance of the university's regulations, bylaws, instructions and effective decisions, in order not to be imposed to the penalties stipulated in this regulation, colleges, supporting deanships, and relevant authorities must publish this regulation and announce it by all applicable and recognized advertising methods at the university.

Article 6: If the violation attributed to the enrolled student and the like is proved to be a criminal offence, The General Committee shall submit its recommendations to the university's rector by referring all the violation documents and investigations to the competent authorities to investigate this crime. The General Committee shall suspend its procedures for the violation until the final judgment.

Article 7: A violator who is referred for investigation under this regulation shall not make any academic affairs before the investigation ends.

## Formation and competence of the Student Violations Committees

Article 8:

First: A permanent General Committee for Student Violations is formed by a decision of the University rector as follows:

- 1- Dean of Student Affairs Chairman
- 2- One vice dean of the Deanship of Student Affairs Vice-Chairman
- 3- Vice Dean of the Deanship of Admission and Registration Member
- 4- A representative from the registration department at the Deanship of Admission and Registration Member
- 5- Chairman of the Student Violations Sub-Committee in one of the colleges Member
- 6- A representative from the General Department of Legal Affairs Member
- 7- Two college staff members and the like Members
- 8- Administrative employee Member and Secretary
- 9- Administrative employee Assistant Secretary

Second: The General Committee for Student Violations shall have the following tasks:

1- Holding meetings confidentially as needed at the invitation of the chairman of the committee, and meetings are not official unless attended by two-thirds of its members, provided that the chairman or his deputy is among them. Decisions are issued by the absolute majority of attendees, and when the votes are equal, the decision supported by the chairman of the committee shall prevail.

٢- Exercising the authorities stipulated in this regulation, and examining violations within a period not exceeding fifteen days from the date of referring it. The committee has the right to undertake all the necessary procedures including rehearing the student's statements and enabling him to defend himself or recalling who needs to be heard such as the parties of the incident, department heads, college staff members, administrators, or others.

-٣ Issuing violation decisions.

-٤ Saving the issued decisions, and providing the student's college with a copy (within fifteen days of its release) in order to inform the student of the decision content, sign it, and explain his right of objection to the Appeals Committee within fifteen days from the date of his notification.

-٥ Providing the Deanship of Admission and Registration with a copy of the decision so that it can be implemented in coordination with the colleges and keep it in the academic system.

-٦ Providing the Deanship of Student Affairs with a copy of the decision for follow - up.

٧- Forming the subcommittees from the General Committee as needed.

٨- Approving the forming of subcommittees in colleges and issuing their decisions.

Third: The General Committee for Student Violations submits its memorandums to the competent party, and its decisions are considered valid after approval.

٩- The General Committee for Student Violations issues the necessary instructions to organize the work of the subcommittees, including the necessary forms in accordance with its competences stipulated in this regulation.

Article 9: A committee under the name of “the Appeal Committee” is formed by a decision of the university’s rector; it is competent to examine the student’s objections to the decisions issued by the General Committee for Student Violations.

Article 10: Student Violations Subcommittees are formed in each college for a period of one academic year by a decision from the chairman of the General Committee for Student Violations, based on a nomination from the college’s dean according to the following:

First: Subcommittees for the Male Sections, consisting of:

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|--|-----------|
| 1- Vice Dean for Academic Affairs or Student Affairs | Chairman  |
| 2- Two college staff members and the like            | Members   |
| 3- Academic Counseling Unit Coordinator              | Secretary |

Second: The Subcommittee for the Female Sections, consisting of:

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|--|-----------|
| 1- Vice Dean for Female Sections                               | Chairman  |
| 2- A female college staff member and the like                  | Member    |
| 3- Vice Dean Assistant for Academic Affairs or Student Affairs | Member    |
| 4- Guidance and Counseling Unit Coordinator                    | Secretary |

Third: The Student Violations Subcommittee is specialized in the following:

-١ Monitoring violations, examining reports and complaints, suspending academic affairs of the violating student once the violation is detected, through the academic system portal (Edu-gate).

٢- Investigating violators, and recording their violations in an official report.

-٣ Submitting the violation to the General Committee for Student Violations after completing the investigation and proving the violations, with a recommendation of the appropriate penalty from the viewpoint of the subcommittee according to the regulation within a maximum of five working days of the violation.

4- Imposing the following penalties on the violator as appropriate:

a. Notification and warning verbally.

b. Signing a written undertaking.

c. Confiscation of the violating students' devices used in the examination hall, and not handing it over except after monitoring the violation in the investigation report prepared for this purpose prior to investigation.

d. Cancellation of the term exam.

-٥ Determining the courses in the recommendations of the subcommittee that include a penalty proposal related to the courses, as appropriate to the student's interest.

-٦ Recommending one of the penalties mentioned in Article 19.

## Punishable Violations

Article 11: Actions and behaviors mentioned in this article - to give an example, but not limited to - are punishable by appropriate penalties stated in this regulation, - the like - what the university considers to be violation of rules, regulations, decisions and instructions, even not mentioned in this regulation:

### Violations of Sharia and public order

- ١ Negligence in performing Islamic rituals or violating its teachings.
  - ٢ Acts that breach honor or dignity, outrage the modesty, inappropriate and disruptive behavior or violate public morals or taste.
  - ٣ Forging official documents or using after forging, regardless of their source, as long as related to the student's relation to the university or study procedures, deliberately destroying all or some official documents or using illegal methods to obtain them.
  - ٤ Any deliberate damage attempt or deliberate damage of the university's buildings, facilities, or holdings (such as its equipments, laboratories, libraries, property, etc., or making any change or damage to university's housing furniture or its contents, or defacement of its property, or writing on walls, and so on).
  - ٥ Smoking inside the university's buildings and facilities, and disturbing of its cleanliness.
  - ٦ Any aggression whether verbal or physical against any of the university's members or anyone related to the university.
  - ٧- Carrying a firearm or bladed weapon or keeping inflammable or explosive materials and the like inside the university and its facilities.
  - ٨ Establishing any activity or events, organizing committees, conferences, or associations, issuing and distributing pamphlets, newspapers or magazines, collecting funds or signatures before obtaining the necessary approvals, or celebrating and promoting occasions contrary to Islamic Sharia or public taste.
  - ٩ Reporting incorrect information or news that harms the university's reputation to newspapers, magazines or other media.
  - ١٠ Exiting of female students from the university or university housing without official permission from the competent authorities.
  - ١١ Refraining from submitting identification papers to the university's competent authorities, if requested.
  - ١٢ Disturbing the violator to the public order during arresting or investigation, or deviation from public morals and decency in his actions.
- 13- Any infringement of intellectual property rights, whether by illegal copying or quoting, regardless of the used method and the place of its occurrence.
- ١٤- Intellectual violations and extremist ideas and behaviors of students.

## Technical violations

- ١٥ Photographing others with or without permission, whether or not harm is proven.
- ١٦ Photographing at the female student's study headquarters or in the university's means of transportation.
- ١٧ Misuse of modern technologies such as mobile devices or cameras by student towards university's members and visitors.
- ١٨ Possession of devices, films, pictures, tapes, newspapers, or magazines that contain what prejudice Islamic morals and ethics, or violate state or university regulations.
- ١٩ Misuse of social media.
- ٢٠- Cyber-attack on university systems.
- ٢١- Using the university devices, networks, mail or other means of communication for illegal purposes.

## Academic violations

- ٢٢ Violation of the test system or required calmness.
- ٢٣- Entry of a student as a substitute for another in the test, or his entry at the place of another.
- ٢٤- Cheating or attempt to cheat in the final or term exam, or possession of any curriculum related materials, even if no benefit occurred, also cheating in any other curriculum related activities.
- ٢٥- Using any of the technical resources in the test without prior permission from the college.
- ٢٦- Acts against workflow of lectures, courses, university's activities programs, university's transportation means, and all other facilities.
- ٢٧- Disrupting study or incitement to that, or collective abstention from attending lectures or other university work that requires attendance according to regulations.

## **Dress code and appearance violations**

-٢٨ Violating permitted dress code inside the college

٢٩- Violation by piercing or tattooing of any kind.

٣٠- Prohibited resemblance of the opposite sex or some groups against Islamic Sharia or public taste in dress, hair or appearance.

٣١- Non-commitment of public taste in uniform, dress, appearance, or Islamic headscarf, in a way that violates Islamic values and Saudi society traditions and customs, and the instructions issued by the university in this regard.

٣٢- Any other violation not mentioned in this regulation, and the Committee considers that it is related to the violations mentioned above.

## **Control Procedures**

### **Article 12**

a- If the violator is caught cheating in the term or final exam or disturbing the required calmness in the exam hall, the observer must write a monitoring record of the violation at the time it occurs accompanied by evidences in detail, and submitting it to the subcommittee to begin investigation.

b- If the violator is caught cheating in any other curriculum related activities, the curriculum professor must write a monitoring record of the violation at the time it occurs accompanied by the evidences in detail, and submitting it to the subcommittee to begin investigation.

c- Summoning the violator in the cases stipulated in this regulation through the available means.

Article 13: If any of the violations stipulated in this regulation are discovered after approving the student's final result or receiving the graduation document, he/she is not exempted from the penalty. The university shall cancel the decision of the graduation document or certifi

cate; it shall also refer all documents related to the violation to the competent investigation authorities.

Article 14: If it is proven that people from outside the university committed violations or participated in, the competent authorities of the university have the right to inform the concerned state authorities.

Article 15: If more than a year has passed since the violation was committed and no decision was issued by the General Committee, none of the penalties mentioned in this regulation shall be imposed.

Article 16: The penalty must be commensurate with the degree of the violation, taking into account the precedents and surrounding circumstances of the incident.

Article 17: The penalty shall be imposed after investigating the violator and his statements are written after listening to what was attributed to him, the violator right to make his statement shall forfeit if he fails to appear on the specified time without reasonable excuse, then the penalty shall be signed in absentia.

Article 18: The party concerned with imposing penalties on the violating students - as stipulated in this regulation - must inform the Deanship of Admission and Registration and the Deanship of Student Affairs by sending a copy of the decision within a period not exceeding two weeks from the date of its issuance in order to be implemented and registered in the academic system for reference when needed.

### **Penalties imposed on the violator**

Article 19:

First/ the General Committee for Student Violations shall impose any of the penalties mentioned in this article according to the violation. The penalties, for example, but not limited to, are the following:

1- Written undertaking.

2- Confiscation the devices of the violating students used in the examination hall and not handing it over except after writing a violation monitoring record at the time it occurs and before completing the procedures with the subcommittee.

3- Anyone who cheats or attempts to cheat by any means in the (final exam) shall be considered a failure in the course in addition to another course, and in case of repetition, a course is added in no more than three courses.

4- Anyone cheats or attempts to cheat, the exam score for the year's work or any other activities related to this course will be cancelled, in the case of repetition he/she shall be considered a failure.

5- Suspension from study for one semester.

6- Suspension from study for two semesters.

7- Depriving for no more than two courses.

8- Final dismissal from the university, which results in not allowing the male or female student to re-enroll in any of the university's colleges or branches.

9- Assigning the male/female student with an obligatory work (hourly work without pay) in the entity in which the violation was committed or the entity decided by the General Committee for Student Violations, without affecting the male or female student's academic achievement.

10- Depriving the student from some services provided by the university.

- ١١ Referring the student for academic guidance or the social support competent authorities.

- ١٢ The General Committee for Student Violations may impose other appropriate penalties that are not stipulated in this regulation according to the violation.

Second/ The violator shall be bore the expense of the damage, in addition to the expenses of restoring what was destroyed to its original condition, and he shall not be released until after doing so, without prejudice to the penalty decided by the committee.

### **Grievance and Appeal**

Article 20: A grievance may be submitted to the Appeal Committee stipulated in Article (9) for those against whom a violation administrative decision was issued, within (15) days of being notified.

Article 21: University's rector may order to reconsider the penalty or substitute it with another suitable one, he may assume all the competencies of the General Committee for Student Violations stipulated in this regulation, and he may inflict any of the penalties stipulated in Article (19) of this regulation in case of disturbance or a serious breach of order at the university, or threatening that requires a quick decision, or if the male or female students commit violations that require privacy, confidentiality, emergency circumstances, or force majeure.

Article 22: The General Committee for Student Violations has the right to interpret what is stated in this regulation, and everything that is not included in this regulation is subject to the relevant applicable laws, regulations and instructions in the kingdom of Saudi Arabia.

Article 23: This regulation replaces student violations regulation approved by the University Council in its third session held on 19/3/1439 AH for the academic year 1438-1439 AH and shall be effective by the beginning of the academic year 1443 AH after approval from the .University Council