

Summary of the student violation list  
Prepared by the College of Engineering

This is a summary of  
"The student violation list"

ملخص

"لائحة المخالفات الطلابية"



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## List of student offenses at Majmaah University

**Article 1:** The following terms indicate the meanings written in front of each of them.

1. The University: Majmaah University.
2. Students: All students enrolled in the university.
3. Violation: is everything that violates Islamic law, state regulations, or university regulations.
4. Violation decision: a decision issued with a penalty for violating the provisions of this regulation.
5. The General Committee: The power to impose any of the penalties for violators in this list.
6. Sub-committee: A committee to be established in each college.

**Article 2:** All registered students and registered students at the university are subject to this regulation and enrolled in training programs whatever its type and level, students who are allowed to take the exam from outside the university.

**Article 3:** The provisions of this regulation concern the following:

1. Controlling students 'behaviour inside the university or in any of its facilities.
2. Addressing the behaviour of violating students with the educational methods.
3. Evaluating the behaviour of the violating students by imposing a penalty.

**Article 4:** The Deanship of Student Affairs is the competent authority to follow up the implementation of the decisions issued by the General Committee.

**Article 5:** It is not permissible for the violator to invoke ignorance or lack of knowledge of the university's rules, regulations and the instructions it issues.

**Article 6:** If it is proven that, the violation attributed to the violator involves a criminal offense. The General Committee may suspend its procedures until a final judgment issued against him.

**Article 7:** It is not permissible for the violator who referred for investigation under these regulations to withdraw from the university. The General Committee must notify the Deanship of Admission and Registration to evacuate him from the university pending a final decision.

**Article 8:** Formation of the General Committee for Student Violations:

A permanent general committee for student violations formed by a decision of the university president. Considering what stipulated in Article 9 of authorizing the Subcommittee to apply the penalties in accordance with the provisions of Article 19.

The formation of the General Committee for Student Violations shall be as follows:

1. The Dean of Student Affairs as Chairman
2. Dean or Deputy Deanship of Admission and Registration as Vice President
3. Head of the Student Violations Sub-Committee in a college as a member
4. A representative from the legal department as a member
5. Two members of the teaching staff and similar members
6. Administrative employee, member and secretary
7. Administrative employee as assistant to the Secretary

## Article 9: Sub-committees

### First - its formation

The Student Violations Subcommittee in each college is formed for one academic year and it will be formed as follows:

1. The Vice Dean for Student Affairs or the College Vice-Dean for Educational Affairs shall be nominated for a chairperson
2. Two faculty members
3. Head of the Academic Advising Unit, or Secretary of Student Activities in the College as Secretary

### Second - Specializations

1. Monitoring violations, controlling violators and proof of their violations in the official report.
2. Submitting to the General Committee for Student Violations with the recommendation of the appropriate penalty from the viewpoint of the subcommittee according to the regulation.
3. The imposition of the penalties 5-1 mentioned in Article 19 of these regulations.

**Article 10:** The General Committee for Student Violations considers the violations referred to it by the subcommittees in colleges.

**Article 11:** The General Committee for Student Violations meets when needed upon an invitation from its president. Its meeting shall not be legal except with the attendance of two thirds of the members that among them is the president or his deputy. When a tie is equal, the side in which the session chair held will prevail.

**Article 12:** The General Committee exercises its powers stipulated in these regulations, and it must consider violations within a period not exceeding fifteen days from the date the violation referred to it and it has the right to do everything it deems necessary to form its opinion.

**Article 13:** Any violation of the established public morals, university rules, regulations, instructions by the student considered a violation that incurs the perpetrator to the penalties set. Including the following actions:

1. Every action or statement that affects honour, dignity or breach good conduct and due ethics.
2. Negligence in performing the obligatory prayers or violating the sanctity of fasting in the month of Ramadan.
3. Committing any act that contradicts the characteristics of the seeker of knowledge.
4. Failure to adhere to the general taste in the outfit for female students, inconsistent with the Islamic values and the traditions and customs of Saudi society and the instructions issued by the university in this regard.
5. Actions disturbing the conduct of lectures and programs at the university or the means of transportation for the university directly or indirectly.
6. Disrupting the study or instigating it.
7. Forging documents, certificates, or official documents, or using them after forging them.
8. The student's admission of another student as a substitute for him in the test, or his entry in place of another.
9. Cheating in the final or semester exam or possession of what related to the course in any way.
10. Breaching the test system and the required calm in it.
11. Using any of the technical means in the test without prior permission from the college.
12. Any deliberate destruction or attempted destruction of the university's facilities or holdings.
13. Smoking inside the university buildings and facilities and disturbing the cleanliness of the university.

14. Assault against one of the university's employees or one of the employees of the companies and institutions operating or investing in the university.
15. Misuse of modern technologies such as mobile devices or imaging devices by the student.
16. Possession of films, pictures, or magazines that contain anything that contradicts Islamic morals or regulations.
17. Carrying a firearm or bladed weapon or explosive materials inside the university and its facilities.
18. Establishing any activity or events and distributing them or collecting funds or signatures before obtaining a prior license from the relevant authorities at the university.
19. Female students leaving the university without official permission from the competent authorities.
20. Refraining from submitting the supporting documents to the university's specialized authorities.
21. Violation of the order in the violator during the investigation with him.
22. Every other violation that the university believes constitutes a breach of the regulations, instructions and decisions it issues.

**Article 14:** It is not permissible to impose any of the penalties mentioned in these regulations for violations that have been committed for more than a year without a decision by the General Committee in their regard.

**Article 15:**

- A. If the violator caught red-handed during the final semester exam, the proctor must be taken out of the testing room and release a detailed record of the incident.
- B. B - If the violator commits fraud in reports, research or projects; the instructor must write a report on the incident.

**Article 16:** If one of the fraudulent incidents stipulated in Article 15 of these regulations is discovered after the outcome of the decision has been approved; The perpetrator is not exempt from the penalty.

**Article 17:** In the event that any of the incidents of fraud stipulated in these regulations are proven against every student who has received his graduation document; The University may cancel the decision to grant the certificate, and it may refer all investigations related to the violation to the state authorities for their consideration.

**Article 18:** The General Committee is responsible for the statutory procedures for informing the competent authorities in the state of the violations of which it is proven that any person from outside the university has committed in it after being referred to it by the Vice President for Educational Affairs.

**Article 19:** Penalties for the violator:

1. Verbal alert and warning.
2. Signing a written commitment.
3. To reserve the devices related to the violating student and used in the examination hall.
4. Seizing the devices related to the violating student and handing them over through the college deanship.
5. Considering the violator has failed the course that proves he cheated.
6. Cancellation of the exam in no more than three courses and considering him failed in them.
7. Suspension from studying for a period of one semester.
8. Suspension from studying for two semesters.
9. Final dismissal from the university.
10. The General Committee for Student Violations has the right to propose appropriate penalties.

#### Article 20:

The following should be taken into consideration in inflicting any of the penalties:

- The penalty is proportional to the degree of the violation, considering the circumstances surrounding the incident and the committee may recommend not counting the penalty period within the academic mayor of the violator.

#### Article 21:

The university president may assume all the functions of the general committee for student violations stipulated in this bylaw. In addition, to inflict any of the penalties stipulated in Article 19 in the event of a disturbance or grave breach of order in the university and so on.

#### Article 22:

The penalty shall not be inflicted except after investigation with the violator and write his statements after listening to him as attributed to him. His right to make his statement is forfeited if he fails to appear on the date that he is then informed of for investigation unless he had an acceptable excuse, the penalty is then inflicted in absentia.

#### Article 23:

The summoning of the violator in the cases stipulated in these regulations shall be by sending a message to his e-mail that his mobile phone is registered in his name with the university. The violator shall be responsible for amending these data recorded on his electronic page in the academic system.

#### Article 24:

The final dismissal from the university entails not allowing the student to take the exams and the decision is notified to the bodies concerned at the university and outside it within a period not exceeding 30 days from its issuance.

#### Article 25:

The authority that inflicts the penalty on students who violate must inform the concerned parties by sending a copy of its decision within a period not exceeding two weeks from the date of issuance of the decision to undertake its implementation and registration in the academic system for reference when needed.

#### Article 26:

The minutes of the Student Violations Sub-Committee are submitted through the committee chair to the head of the Student Violations General Committee, the University Vice President issues Violation decisions after approval of the General Committee for Educational Affairs.

#### Article 27:

Deans, agents, department heads, faculty members, and the director of departments at the university are responsible for disciplining students in accordance with the university's rules and regulations and when a violation occurs inside the university and its facilities, they are responsible for controlling it.

#### Article 28:

University safety and security personnel are responsible for maintaining security and order on campus, and the reports and reports they submit shall have their authority on the student or student unless proven otherwise.

#### Article 29:

The decisions issued by the General Committee for Student Violations are considered effective after being approved by the Vice President for Educational Affairs. Those against whom the decision was issued has the

right to appeal to the Behavioural and Academic Judgments Appeal Committee within 15 days from the date of notification.

#### Article 30:

1. The authority concerned with following up on the implementation of violations decisions is the Deanship of Student Affairs.
2. The sanctions decisions are kept with the General Committee for Student Violations. The college to which he belongs shall provide the person against whom the decision was issued with a copy of it within two weeks of its date.
3. The Deanship of Admission and Registration must keep a copy of the violations decisions in the file of those issued against them, as well as in the academic system.
4. The faculty to which the person against whom the decision was issued must inform him of its content.

#### Article 31:

The General Committee issues the necessary instructions to organize the work of the sub-committees.

#### Article 32:

The University Council shall enforce this bylaw as of the date of its approval, and everything that contradicts it with what previously issued in this regard shall be cancelled.

#### The executive rules for cheating violations mentioned in the General Regulations for Student Violations

These executive rules interpret the ninth and tenth paragraph of Article 13, the penalties contained in Article 19 of the General Regulations for Student Violations for Students of Majmaah University

#### The First Rule:

The following terms these executive rules indicate the meanings written in front of each of them:

- The University: Majmaah University.
- Students: All students enrolled in the university.
- The General Committee: The power to impose any of the penalties for violators in this list.
- Sub-committee: A committee to be established in each college.
- Violation: is everything that violates Islamic law, state regulations, or university regulations.
- Violation decision: a decision issued with a penalty for violating the provisions of this regulation.

#### The Second Rule:

When a student cheats or attempts to cheat in the final exam the penalties are in the following order:

- The first Time: the student is considered to have failed the course in which he cheated and failure in another course.
- The second Time: the student is considered to have failed in the course he cheated failure in two other courses.
- The third time: the student is considered to have failed in the course he cheated, failure in other two courses, and the student is suspended from studying in the next semester.

#### The Third Rule:

When the student cheats or attempts to cheat in the semester exam, the penalties are in the following order:

- The first Time: The sub-committee cancels the semester exam and a deduction from the total work for the year of the student according to the following table:

The amount of the deduction	Deduction percentage	If the total work for the year is the total
32 degrees	%80	40
35 degrees	%70	50
36 degrees	%60	60

#### The Fourth Rule:

- When someone instead of the student enters the final exam, the admitted student is sanctioned with the penalties mentioned in the second rule.
- When someone instead of the student enters the semester exam, the admitted student is sanctioned with the penalties mentioned in the third rule.
- Anyone who has income on behalf of the student will reward with the following penalties:
  1. If he is a student at the university, he is sanctioned by the penalties mentioned in the second rule regarding the final examination and the third rule for the semester exam.
  2. If he is not a student at the university, the party to which he is affiliated is addressed about the incident the competent authorities are addressed with this.

#### The Fifth Rule:

When the student cheats or attempts to cheat in reports or assignments, the penalties are in the following order:

- The First Time: The sub-committee cancels the degree of duty or report.
- The Second Time: The sub-committee cancels the degree of the report, not exceeding a total of 40 marks.

#### The Sixth Rule:

When the student violates the exam system, the penalties are in the following order:

- The first time: The sub-committee deducts 10% from the final exam score.
- The second time: The sub-committee deducts 20% from the final exam score.
- The third time: The sub-committee deducts 30% of the final exam score.

#### The Seventh Rule:

Any penalty mentioned in the previous penalties shall not be executed except after issuing a decision to that effect

#### The Eighth Rule:

The general committee may consider violations and impose penalties. Executive rules for violations female students of uniforms and cuts, poetry and its equivalent contained in the general list of student violations, these implementing rules explain the fourth and fifth paragraph of the article 13 and the penalties mentioned in Article 19 of the general list of student violations.

#### The First Rule:

When the student violates of the modest dress; violation of Sharia, the penalties are as follows:

- The first time: The student verbally communicates and records the violation with an alert form. The student is obliged to change the cloak on the next day. Anyone authorized has the right to apply this penalty.
- The second time: the written commitment is taken, and the violation is recorded. The guardian is contacted, and the change is required. If she is refuses, she is prevented from entering lectures and touring the college.
- The third time: the written undertaking is taken, violation is charged and contact with the guardian, and defamation of the penalty inside the college by mentioning the symbols of the name, and she is prevented from entering the lectures and touring the college. A violation decision is issued against her, clarifying the previous penalties.
- The fourth time: the student is deprived of a course determined and considered as failing in it by a decision issued
- After the fourth time: The General Committee for Violations of University Students and Female Students shall take the appropriate penalty.

#### The Second Rule:

When the student violates of the modest dress; violation of Sharia, the penalties are as follows:

- The first time: The student verbally communicates and records the violation with an alert form. The student is obliged to change the cloak on the next day. Anyone authorized has the right to apply this penalty.
- The second time: the written commitment is taken, and the violation is recorded. The guardian is contacted, and the change is required. If she is refuses, she is prevented from entering lectures and touring the college.
- The third time: the written undertaking is taken, violation is charged and contact with the guardian, and defamation of the penalty inside the college by mentioning the symbols of the name, she is prevented from entering the lectures and touring the college. A violation decision is issued against her, clarifying the previous penalties.
- The fourth time: the student is deprived of a course determined and considered as failing in it by a decision issued

#### The Third Rule:

When the student violates the prescribed dress inside the college; not a Sharia violation, the penalties are as follows:

- The first time: the student is notified verbally, and the violation is registered with a warning form.
- The second Time: a written pledge is taken, the violation is recorded, and the student is obliged to change the dress.
- The third time: the written commitment is taken, and the violation is recorded. The guardian is contacted, and the change is required. If she is refuses, she is prevented from entering lectures and touring the college.
- The fourth time: the written undertaking is taken, violation is charged and contact with the guardian, and defamation of the penalty inside the college by mentioning the symbols of the name, she is prevented from entering the lectures and touring the college. A violation decision is issued against her, clarifying the previous penalties.

#### The Fourth Rule:

When the student imitates some groups that contradict the Islamic religion the penalties are as follows:

- The first Time: The student reprimanded verbally and is obligated to cover her hair until his condition improves, and he signs a warning. If the hair improves, the committee authorizes the student to remove the cover.
- The second Time: a pledge is taken, violation is charged, the guardian is contacted, and the student is obliged to cover her hair, defamation of the penalty within the college and a violation decision is issued against it.
- The third Time: Depriving the student of a course and it shall be considered failed in it.
- The fourth Time: the student is deprived of two courses and considered as failing in them.
- If the violation is repeated for more than that, the General Committee for the violations of university and female students shall take the appropriate penalty.

#### The Fifth Rule:

When the student violates inscriptions of any kind, or making strange hair dyes, the penalties are as follows:

- The first Time: the student verbally addressed, violation shall be recorded with a warning form, the student is obliged to remove it or cover the dye.
- The second Time: a written pledge is taken, the violation is restricted, she is prohibited from entering lectures and touring the college.
- The third Time: a written pledge is taken, the violation is restricted, and she is prevented from entering lectures and wandering inside the college, contacting the guardian, and defamation of the penalty inside the college.
- The fourth Time: the student is banned from a course and considered as failed.
- If the violation is repeated, the General Committee for Violations of University Students and Female Students shall take the appropriate penalty.

#### The Sixth Rule:

When the visitor enters, and it is against university regulations. The following measures shall be taken:

- Identify the visitor's identity, show proof of it and record its data in the visit log.
- Providing the visitor with the instructions inside the college, the violations and penalties, and her signature on this being aware of that in the visit registry.
- Preventing her from walking around the college until her guardian attends.
- Contact her guardian to take her from college.
- Record the reason for preventing her from entering the field designated for that in the visit log.
- If the visitor's attendance was at an invitation from the female students or attended by university transport, then the student who invited the visitor is signed a written undertaking.

#### The Seventh Rule:

When the visitor enters the college and it was against university regulations. The following measures shall be taken:

- Identify the visitor's identity, show proof of it and record its data in the visit log.
- Providing the visitor with the instructions inside the college, the violations and penalties, and her signature on this being aware of that in the visit registry.
- Preventing her from walking around the college until her guardian attends.
- Contact her guardian to take her from college.
- Record the reason for preventing her from entering the field designated for that in the visit log.

- If the visitor's attendance was at an invitation from the female students or attended by university transport, then the student who invited the visitor is signed a written undertaking.

#### The Eighth Rule:

The General Committee for Student Violations may consider violations and the imposition of sanctions in what was not mentioned in the previous rules.

### Executive rules for violations and penalties related to the equipment provided with the camera in the female students' sections

#### The First Rule:

The following terms, wherever mentioned in these rules, indicate the meanings written in front of each of them, unless the context requires otherwise:

- University: Majmaah University.
- The female student: All students enrolled in the university to study, regardless of their educational levels.
- The General Committee: The power to impose any of the penalties for violators in this list.
- Sub-committee: A committee to be established in each college.
- Violation: is everything that violates Islamic law, state regulations, or university regulations.
- Violation decision: a decision issued with a penalty for violating the provisions of this regulation.

#### The Second Rule:

When the student brings a device with a camera and the college facilities are photographed with it or she photographed herself, the sub-committee applies the following penalties:

- The first time: a written commitment is taken, the violation is recorded, and the relevant images are destroyed.
- The second time: written commitment is taken, violation shall be restricted, related images are destroyed, the device shall be confiscated and delivered 15 days after the date of its confiscation.
- The third time: the written commitment is taken. The violation shall be restricted, related images are destroyed, and the device shall be confiscated and delivered after 30 days from the date of its confiscation.

#### The Third Rule:

When the student brings a device equipped with a camera. She was photographed for another with her consent, and it was not proven harmful. The General Committee must issue a violation decision that includes the following penalties:

- The first time: the written undertaking is taken from all parties to the accident, the violation is recorded, related images are destroyed and confiscate the device, it shall be delivered after 60 days from the date of confiscation.
- The second time: the written undertaking is taken from all the parties, the violation is recorded, and related images are destroyed. The device is confiscated; it shall be delivered after 120 days from the date of its confiscation.

#### The Fourth Rule:

When you bring a device with a camera and photographed another without her knowledge or photographing evidence of harm, on the commission public issuance of a violation decision includes the following penalties:

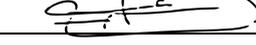
- Destroying photos related to the accident.
- Confiscation and destruction of the device, according to an official destruction record.
- Taking a written commitment from all parties to the accident and informing the guardian.
- Cancelling the result of one course.
- Suspending the student's studies in the following semester.
- Defamation of the violation in the colleges of the university.
- Refer to the competent authorities.

#### The Fifth Rule:

The college may allow photography for educational purposes after proving the need for it, the approval of the faculty member, and the approval of the department head, according to the form prepared for this purpose and hand over a copy of it to the office Security in college.

#### The Sixth Rule:

The General Committee for Student Violations to consider violations and incidence, penalties not mentioned in the previous rules.

Task	Name	Signature	Date
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