



Student Conduct and Discipline Rules

1444-2023

Terminology of the Rules

Article 1:

The following terms, wherever they appear in these rules, shall have the meanings assigned to each unless the context indicates otherwise:

1. University: Majmaah University, including the campus and its equivalents.
2. Rules: The Student Conduct and Discipline Rules at Majmaah University.
3. Students: All individuals enrolled in the university for study, including both male and female students.
4. Violation: Any act or statement committed by a student that contradicts Islamic law, state regulations, or the university's rules, regulations, and instructions.
5. Violation Decision: An administrative decision imposing a penalty on those who violate these rules.
6. General Committee for Student Conduct and Discipline Rules: The main student conduct committee formed by a decision of the university president.
7. Subcommittee for Student Conduct and Discipline Rules: A student conduct committee within colleges, formed based on nominations by college deans and approved by the general committee.
8. Examination: Any method determined by the university's study and examination regulations to assess a student and record their grade.
9. Grievance: An objection to a disciplinary decision issued as a penalty.
10. Appeals Committee: A committee formed by the university president with the authority to review objections to decisions issued by the general committee.
11. Academic Actions: Any changes affecting a student's academic status.
12. Attire and Dress Code: Modest clothing that does not feature images, shapes, symbols, or phrases offensive to public taste.

General Provisions

Article 2:

All students enrolled at the university for study, or any equivalent status, are subject to these rules.

Article 3:

The provisions of these rules aim to:

1. Ensure the quality of the educational process and the student activities that support it at the university.
2. Regulate student behavior within the university or any of its facilities.
3. Correct the behavior of students who violate regulations using the available educational methods at the university.
4. Enforce disciplinary penalties on students who violate the applicable university regulations and rules.

Article 4:

The following individuals are responsible for monitoring violations within the university campus:

1. Faculty members and their assistants.
2. Administrative staff, including security and university transportation personnel.

Article 5:

Ignorance of the university's regulations, rules, and decisions, or lack of awareness of their enforcement, cannot be used as an excuse to avoid the prescribed penalties. It is the responsibility of colleges, supporting deanships, and relevant entities to publish and announce these rules through all recognized and approved means at the university.

Article 6:

If it is established that the violation committed by a student constitutes a criminal offense, the General Committee may submit its recommendation to the university president to refer all related documents and investigations to the relevant external legal authorities. The General Committee may suspend its disciplinary procedures until a final legal ruling is issued.

Article 7:

A student under investigation pursuant to these rules is not permitted to make any academic status changes until the investigation is concluded.

Formation of the Student Conduct and Discipline Committees

Article 8:

First: A permanent General Committee for Student Conduct and Discipline shall be formed by a decision of the university president, consisting of the following members:

1. Dean of Student Affairs.
2. One of the vice deans of Student Affairs.
3. Vice Dean of Admission and Registration.

Chairperson
Deputy Chairperson
Member

- | | |
|---|------------------|
| 4. A representative from the Registration Department in the Deanship of Admission and Registration. | Member |
| 5. Chairperson of the Subcommittee for Student Conduct and Discipline in one of the colleges. | Member |
| 6. A representative from the General Administration of Legal Affairs. | Member |
| 7. Three faculty members or equivalent. | Members |
| 8. An administrative staff member. | Secretary |

Secondly, the General Committee for Student Conduct and Discipline is responsible for the following:

1. Holding meetings as needed upon the invitation of the committee chair, ensuring session confidentiality. Meetings are only considered official with the attendance of two-thirds of the members, either in person or remotely, provided that the chair or their deputy is among them. Decisions are made by the majority of attending members, and in the event of a tie, the side with the chair prevails.
2. Exercising the powers stipulated in these rules and reviewing violations within a period not exceeding fifteen days from the date the violation is referred to it, unless further action is necessary to form an opinion. This may include rehearing the student's statements, allowing them to present their defense, and summoning any relevant individuals such as incident parties, department heads, faculty members, administrative staff, or others.
3. Issuing violation decisions.
4. Keeping records of issued decisions and providing a copy to the college where the student is enrolled within fifteen days of issuance, to notify the student of its contents and obtain their acknowledgment. The student must also be informed of their right to appeal before the Appeals Committee within fifteen days from the date of notification.
5. Providing the Deanship of Admission and Registration with a copy of the decision immediately upon issuance for execution in coordination with the colleges, ensuring it is stored in the academic system.
6. Providing the Deanship of Student Affairs with a copy of the decision for implementation follow-up.
7. Forming specialized subcommittees and approving their establishment as needed.
8. Approving the formation of subcommittees in colleges and issuing their decisions.
9. Issuing necessary instructions to regulate the work of the subcommittees, including the required forms to fulfill their purpose as outlined in these rules.

Thirdly, the General Committee for Student Conduct and Discipline submits its reports to the relevant authority, and its decisions become effective upon ratification.

Article 9

A committee named the "Appeals Committee" shall be formed by a decision of the university president. It is responsible for reviewing appeals submitted by university students regarding decisions issued by the General Committee for Student Conduct and Discipline.

Article 10

Subcommittees for Student Conduct and Discipline shall be established in each college for one academic year by a decision issued by the Chair of the General Committee for Student Conduct and Discipline, based on a nomination by the college dean, as follows:

First: The Subcommittee for Male Students, consisting of:

1. The Vice Dean for Educational Affairs and Development or an equivalent – Chair
2. A Head of an Academic Department – Member
3. Two faculty members or their equivalents – Members
4. The Committee Secretary – Secretary

Second: The Subcommittee for Female Students, consisting of:

5. The Vice Dean or an equivalent – Chair
6. A Representative of the Vice Deanship for Educational Affairs – Member
7. Two faculty members or their equivalents – Members
8. The Committee Secretary – Secretary

Third: The Subcommittee on Conduct and Student Discipline is responsible for the following:

1. Monitoring violations, reviewing reports and complaints, and taking necessary actions based on Article Seven of these rules.
2. Investigating violators and documenting their offenses in an official report.
3. Submitting, after completing the investigation and documenting violations, a report to the General Committee on Conduct and Student Discipline, along with recommendations for appropriate penalties as deemed suitable by the subcommittee according to the rules, within a maximum of five working days from the occurrence of the violation, unless the investigation requires a longer period.
4. Specifying courses in the subcommittee's recommendations when suggesting penalties related to courses in a manner that aligns with the student's best interest.

Violations Leading to Penalties

Article 11:

The actions and behaviors mentioned in this article necessitate the imposition of penalties outlined in these rules. Any action deemed by the university as violating its regulations, bylaws, decisions, and instructions—even if not explicitly stated in these rules—shall be treated accordingly.

First: Religious and Public Order Violations

1. Negligence in performing Islamic rituals or violating its teachings.
2. Actions related to honor, dignity, indecency, or those that contradict good conduct, morals, and public decorum.
3. Forging official documents or using forged documents, regardless of their source, as long as they are related to the student's relationship with the university or academic procedures. This includes deliberately destroying all or part of such documents or using illicit means to obtain them.
4. Willful destruction or attempted damage to university facilities, assets, or belongings (such as equipment, laboratories, or property), making unauthorized alterations, damaging dormitory furniture or its contents, defacing property, writing on walls, and similar acts.
5. Smoking within university buildings and facilities or disrupting campus cleanliness.
6. Verbally or physically assaulting any university staff or individuals associated with the university.
7. Engaging in fights or disputes within the university, causing disorder in university facilities, or creating disturbances in university transportation.
8. Carrying firearms, bladed weapons, flammable or explosive materials, or similar items within the university and its facilities.

9. Engaging in any activity or event, organizing committees, conferences, or associations, issuing and distributing publications, newspapers, or magazines, collecting funds or signatures without obtaining the necessary approvals, or celebrating occasions that violate Islamic law or public decorum and promoting them.
10. Reporting false information or news that harms the university's reputation to newspapers, magazines, social media, or other media outlets.
11. Refusing to submit identification documents to the relevant university authorities when requested.
12. Violating regulations during apprehension or investigation, or behaving in a manner contrary to ethics and public morals.
13. Any infringement of intellectual property rights, whether through unauthorized copying or plagiarism, regardless of the method or location of the violation.
14. Any intellectual violations, extremist ideas, or behaviors exhibited by students.

Second: Violations Related to Technological Aspects

1. Broadcasting, publishing, or taking pictures of others within the university campus.
2. Taking photographs inside female students' study areas or university transport.
3. Misusing modern technology, such as mobile devices or cameras, by students towards university staff and visitors.
4. Possessing devices, films, images, tapes, newspapers, or magazines containing content that contradicts Islamic morals and ethics or violates state laws or university regulations.
5. Misusing social media platforms.
6. Cyberattacking the university's systems.
7. Using university devices, networks, email, or other communication means for illegal purposes.

Third: Violations Related to Academic Aspects

1. Disrupting examination procedures and the required orderliness.
2. Allowing another student to take an exam on one's behalf or taking an exam in place of another.
3. Cheating in final or midterm exams, possessing materials related to the subject even if not used, or cheating in any other academic activities related to the course.
4. Engaging in actions that disrupt lectures, workshops, university programs, university transport, or other university facilities.
5. Disrupting academic activities, inciting others to do so, or collectively abstaining from attending lectures or university activities required by regulations.
6. Being caught cheating during midterm exams, research, assignments, practical or field training, graduation projects, or other coursework-related activities.
7. Attempting to cheat during an exam, bringing smart devices or any course-related materials into the exam hall, even if not used.

Fourth: Violations Related to Appearance and Dress Code

1. Failing to adhere to public decorum in dress or appearance in a manner inconsistent with Islamic teachings, Saudi societal values and traditions, and the guidelines issued by the General Committee for Student Conduct and Discipline.
2. Engaging in prohibited imitation of the opposite gender or groups that violate Islamic teachings or public decorum in dress, hairstyle, or appearance.

3. Any other violation not explicitly mentioned in these regulations that the committee deems related to the aforementioned violations.

Disciplinary Procedures

Article 12

- A. If a student is caught cheating during a midterm or final exam or disrupting the required order and silence in the examination hall, the invigilator must immediately record an official report documenting the violation, ensuring it does not infringe on personal privacy. The report should provide a detailed account of the incident with supporting evidence and eyewitness testimony and must be submitted to the relevant subcommittee for further action.

- B. If a student is caught cheating in any other coursework-related activities, the course instructor must immediately document the violation with supporting evidence and submit a detailed report to the relevant subcommittee for appropriate action.

Students who commit violations as specified in these regulations will be summoned using available communication methods.

Article 13

If any violation listed in these regulations is discovered after the final results have been approved or after the student has received their graduation certificate, the offender will not be exempt from penalties. All documents and investigations related to the violation will be referred to the relevant state authorities based on the nature and severity of the offense.

Article 14

The relevant university authority has the right to inform state authorities of any violations involving individuals from outside the university if proven.

Article 15

Penalties must be applied gradually and proportionally to the severity of the violation, taking into account any prior offenses, circumstances, and surrounding conditions. No more than one penalty shall be imposed for a single violation.

Article 16

No penalty shall be imposed without first investigating the student, informing them of the violation, and documenting their statement. If the student fails to attend the scheduled investigation without a valid excuse, they forfeit their right to present their defense. A valid excuse must be submitted within a maximum of 15 days from the scheduled date, and the committee must review and notify the student of acceptance or rejection. If rejected, the investigation will proceed the following day, and penalties will be imposed in absentia if the student fails to appear.

Article 17

A student under investigation pursuant to these regulations is prohibited from taking any academic actions. Coordination with the Deanship of Admission and Registration shall be maintained until the investigation is completed and a decision is issued.

Article 18

- The General Violations Committee is responsible for imposing penalties on students in accordance with these regulations.
- The student, their college, and the Deanship of Admission and Registration shall be notified by receiving a copy of the committee's decision within 15 days from its approval by the university president. The decision shall then be executed and recorded in the academic system for future reference.

Article 19

The disciplinary penalty decision shall be recorded in the student's file.

Sanctions Imposed on the Offender

Article 20:

First: The General Committee shall impose any of the sanctions stipulated in this article according to the nature of the violation. The sanctions are as follows:

1. A verbal warning and signing a written commitment not to repeat the offense.
2. A written warning.
3. Temporary deprivation, not exceeding two academic semesters, of certain services and privileges provided to students, as well as activities, trips, and visits during which the violation was committed.
4. Cancellation of the final exam for up to three courses, and considering the student as having failed if caught cheating during the exam.
5. Cancellation of the student's coursework grades.
6. Temporary suspension from studies for no more than two academic semesters, with courses taken as a visiting student at another university during this period not being counted, as deemed appropriate by the committee.
7. Adjustment of the student's grade in one or more courses.
8. Denial of entry to midterm or final exams, or both, in one or more courses in a single academic semester.
9. Permanent dismissal from the university by a disciplinary decision.
10. The college to which the student belongs may publish the violation on the notice board without mentioning the offender's name, using only the initials, after obtaining approval from the General Committee for Violations.
11. The General Committee has the right to impose additional sanctions as deemed necessary, depending on the type and severity of the violation.

Second: Without prejudice to the sanction imposed by the committee, the offender shall bear the cost of the damage caused, in addition to repair and installation expenses, separate from the sanctions stipulated in these regulations.

Appeal and Grievance

Article 21:

Decisions issued by the General Committee imposing sanctions shall be enforceable upon the approval of the university president. A student against whom an administrative decision for a violation has been issued has the right to appeal to the Appeals Committee stipulated in Article (9) of these regulations within (15) days from the date of notification.

Article 22

The university president has the authority to direct a review of the sanction or determine another appropriate sanction. He may assume all the responsibilities of the General Committee stipulated in these regulations and impose any of the sanctions mentioned in Article (18) in cases of severe disorder or significant disruption of order within the university, or in situations that pose a threat requiring immediate action. This also applies to student violations that require confidential or discreet handling, as well as in cases of emergencies or force majeure.

Article 23

The Student Conduct and Discipline Committee has the right to interpret the provisions of these regulations. Any matters not explicitly addressed in these regulations shall be governed by the applicable laws, regulations, and directives in the Kingdom of Saudi Arabia.

Article 24

These regulations replace the previous Student Conduct and Discipline Regulations approved by the University Council in its twelfth session on 24/1/1444 AH. They shall take effect after approval by the University Council in its sixth session on 29/7/1444 AH, and from this date onward, all previous regulations shall be nullified.



dsa@mu.edu.sa



0164041320



@Mu_das



@majmaaaStudentAffairs



<https://m.mu.edu.sa/ar/deanships/deanship-of-student-affairs>