

# Male and Female Students' Behavior Control Regulation at King Abdulaziz University



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## Article 1

This Regulation shall apply to all male and female students at the University, including distance learning, part-time, and postgraduate studies. It also applies to anyone who joins the university and acquires the status of a student in any educational, training or qualifying programs that are subject to the provisions set out in this Regulation without violation of the statutory sanctions that fall under the responsibility of the security and legal authorities outside the University as follows:

## Article 2

Where the following terms are mentioned in this Regulation, the meanings written in front of each of them indicate the following:

1. **University:** King Abdulaziz University with all its branches.
2. **Students:** All male and female students enrolled in the university, whatever their educational levels, nationalities, or specialties, including students of affiliation, distance learning and graduate studies, and anyone who attends the university and acquires the state of being a student within any educational, training or qualifying university or its client's programs.
3. **Permanent Committee:** It is the Disciplinary Committee of the Deanship of Student Affairs.
4. **The college:** It is the college or the entity in which the offending student is enrolled.
5. **Sub-committees:** They are fraud control committees within different colleges or deanships.
6. **Violation:** All that violates the university's laws, regulations and rules.
7. **Punishment:** Is the disciplinary punishment stipulated in this regulation
8. **Test:** Any oral, written or virtual test performed by a student. It may be periodic, mid-term or final test; scheduled or unscheduled by a specific date and for any duration.



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## Article 3

Any breach of the University's laws and regulations, as well as public traditions and morals within the University shall be considered an offense requiring the punishment of the perpetrator in accordance with the provisions of these regulations, including, but not limited to the following:

1. Deeds that violate the laws of university, faculties, deanships, institutes, scientific centers, housing units of the university and other university facilities.
2. Any act or statement that violates the provisions of the Islamic religion, undermines decency or violates good conduct and morals within the university.
3. Affecting the reputation of the university in any way, whether by act or word, inside and outside the university, whatever its means and forms.
4. Verbally or physically assaulting any person inside the university whether from the university faculty members, employees, students, or from the employees of the companies and institutions entrusted to carry out work inside the university or those who have investments in the university.
5. Any violation of the examination system, including taking an exam of a subject in which a student is not registered, or provoking disturbance and chaos in the test rooms.
6. Any form of cheating or any attempt to cheat in any tests held at the University or arranged under its auspices.
7. Disrupting any programs or activities within the university or the housing units in the university either directly or indirectly.
8. Destruction, vandalism, or any other misuse of university properties and facilities, and



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student housing units, either built-in or installed equipment such as furniture and buildings, as well as the contents of scientific centers, classrooms and laboratories, including equipment, tools, teaching aids, maps, holdings of the Central Library, affiliate libraries, museums, playgrounds, galleries and their belongings, as well as all University's transportation facilities like buses and all other means of transport, and all acts that would harm the belongings of personnel inside the University or even just the intention to do so.

9. Retention of all forms of firearms, whether licensed, unlicensed, unreal weapons, or any means that can be used for intimidation or harm by any form, as well as bladed weapons, possession of flammable or explosive materials, possession of narcotic and intoxicating substances and anything alike, also circulation and merchandising counterfeit money, possession and circulation of films and audiovisual or visual recordings, photographs, journals and instruments contrary to Islamic morals and ethics within the university dormitory and other facilities of the university.

10. Every organization or participation in meetings, conferences, associations or marches in all their forms, the issuance or distribution of bulletins, newspapers and magazines, sale or purchase, fundraising for donations, collecting group or individual signatures need a written permit, which must be authorized by the competent authorities of the university. Moreover, the transmission of any news about the university and its employees to the various media (audible - written - visual) and social networking sites or the establishment of websites on the Internet related to all of the above must obtain a written permit from the competent authorities of the university.

11. Theft or initiation of theft within the university whether in kind such as: funds, equipment, tools, devices ... or scientific or intellectual properties such as: researches, books, graduation projects, group or individual assignment, scientific theft and intellectual property theft (plagiarism).

12. Modifying, altering or falsifying official and unofficial documents, whether issued by the university or any other party outside it, and adopting illegal methods to obtain them.



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13. The introduction of a substitute student (impersonation) in the lectures or tests or in any of the facilities of the university or their entry as a substitute for others in those lectures or tests, or all the facilities of the university.
14. Abstention of the offending student to attend the investigation or non-compliance with the penalty approved by the competent authority.
15. Breach of order or instruction during lectures, practical lessons, meetings, conferences, seminars and the like, or attempt to obstruct their conduct in any way.
16. Taking pictures with cameras, mobile phones, laptops, or any device with a camera inside the faculty buildings or halls and during lectures, especially in the female's halls, campus and the dormitories without prior permission from the competent authority; this rule applies anywhere photography is prohibited.
17. Smoking inside the University's buildings and facilities is strictly prohibited, and those who commit such offenses in accordance with the disciplinary rules shall be punished by these regulations.
18. Any violation of the students housing system and regulations, for example and not limited to: entering the students housing without a permit, accommodating unauthorized people, hosting visitors outside the official visiting hours, or not maintaining cleanliness of the housing complex and all the contents included as per the university housing regulations.
19. Recording or filming lectures, or attempting to record or shoot, whether using traditional equipment or using recent technology without obtaining a written consent from the faculty.
20. Any cyber-attack (hacking) on the University main website or the websites of faculties, deanships and institutes, as well as the websites of the scientific centers of the



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university, the teaching staff, employees, and students, or violating the privacy digitally for all employees of the university, members of the teaching staff, and students.

21. Creating tribal agitation or sectarianism or instigating for them, causing strife by any means and all that may jeopardize security and national unity.

22. Making any modification, change or transfer of the contents of the students' housing, laboratories, classrooms or public libraries in the university without prior approval of the concerned party.

23. Traffic violations, reckless driving and violation of security and safety regulations within the University campus.

24. Any infringement of intellectual property rights, whether by copying or unlawful citation, whatever the means used to achieving such infringement.

25. Consideration of these violations does not overrule or contradict their consideration by security and legal authorities outside the university.

### **Article 4**

Any student who commits one of the violations mentioned in clauses 5-6 of Article 3 shall be subject to the following rules and penalties:

1. If proven that he / she was cheating or attempting to cheat in any tests during the semester, whether periodic or mid-term or similar tests assigned to the semester work, he/she shall be deprived of the degree of that test and shall be deprived of the course in case of recidivism and shall be considered failed therein.

2. If proven that he / she was cheating or attempting to cheat in the final exam for the first time, he /she shall be deprived of the grade of the course and considered as failed in it.



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3. If proven that he / she was cheating or attempting to cheat for the second time shall be punished by any of the following or by all of them: deprivation of the course and shall be considered failed, and dismissal from the University for one semester and shall not be allowed to register in the summer term.
4. Anyone found to have repeated cheating or attempting to cheat for the third time shall be dismissed from the University.
5. Retention of all the tools used in the cheating whatever the type of this tool used until the completion of the penalty described in this regulation.

### Article 5

#### **Procedural rules for investigating fraud cases:**

1. Each college or institute shall form a sub-committee for students and another for female students to investigate cases of fraud only unless the fraud is accompanied by any other violation, and this sub-committee shall be headed by a Vice-Dean of the college or institute and the membership of two faculty members chosen by the Dean of the college or institute, as well as a committee for post-graduate students headed by the Vice-Dean of the College of Post-graduate Studies or the institute. The sessions of these committees are not valid except in the presence of all its members and its decisions are issued by a majority. Members' votes are adopted by the Dean of the college or institute.
2. Anyone caught in a fraud or attempt to cheat in a test shall be removed from the test hall by the head of the testing committee or the invigilator. A detailed report shall be released and provided with the instrument used in the fraud to the Dean of the faculty or institute or his or her Deputy in order to transfer it immediately to the sub-committee for investigation and to complete the necessary procedures to adopt the appropriate punishment according to Article 3. The violation and the penalty shall be dropped unless they applied within (30) thirty days.



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3. Anyone who commits any other irregularities within the test sites is verbally warned by the invigilator if the violation deserves only warning. In case of recidivism or the violation deserves more than warning, the Head of the testing committee or the invigilator sends the perpetrator out of the room after withdrawing his answer sheet, writing a report of what happened and submitting it to the Dean of the college or Deputy in order to transfer it to the Standing Disciplinary Committee for investigation and adoption of the appropriate punishment.

### Article 6

**The disciplinary penalties that may be applied individually or jointly or in part or repeating these penalties according to the privileges are:**

1. Verbal warning with signing a written pledge if necessary.
2. A written warning for the first time and the signing of a written pledge by the student for the second time.
3. Temporarily depriving the student of some services (such as student activities, airline tickets discount or other services provided to all students) for a period not exceeding one semester.
4. Canceling the test result of one or more courses and considering the student as failed.
5. Deprivation of accommodation in the students housing for one semester.
6. Full deprivation of accommodation in students' housing.
7. Dismissal from the University for one semester or more, provided that it does not exceed three semesters.
8. Delay the delivery of the graduation certificate to the student for a maximum of one





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semester if the violation occurred in the graduation semester.

9. Alternative penalties aiming to control the behavior of the students. The Disciplinary Committee is responsible for determining the types of these penalties and the methods of their implementation.

10. Final dismissal from the university.

### **Article 7**

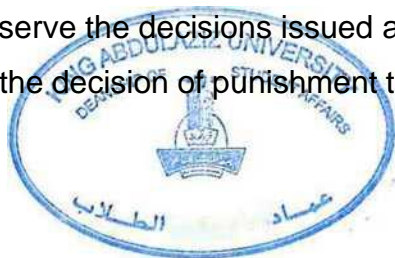
1. It shall be taken into account when imposing the penalties described in article 6 graduality in the punishment and proportionality to the degree of violation. No more than one penalty shall be applied to the same offense committed by the student, except that the other penalties are dependent on the original punishment; taking into account the precedents and circumstances, and not expect the punishment until after investigating the student in writing and hearing his statements about the violation before the Standing Committee of Discipline. In case of the absence of the well-informed student on the scheduled date of the investigation without the provision of an acceptable excuse, given another appointment and in case of non-attendance, he/she loses his/her right to be heard. The Committee meets and makes its decisions in his/her absence.

2. It shall be taken into account when the punishments (4, 7, 8) are imposed that they should not be a reason to exclude the student from the university.

3. The application of the penalties included in this regulation the violations that a student commits outside the university.

### **Article 8**

The final dismissal of the university shall not allow the student to be re-enrolled in the university or to sit for examinations in any of the university colleges, institutes or branches, and to reserve the decisions issued as a disciplinary punishment in the student's file and to report the decision of punishment to the student's guardian parent if recommended by



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the Standing Committee for Discipline. The disciplinary decision must be reported to the concerned authorities within the university, especially the Deanship of Admission and Registration, Deanship of Student Affairs, Post-graduate Studies Deanship, colleges, institutes, General Administration of Security and Safety. The declaration of violation and punishment against the student, issued by the Standing Committee for Discipline within the university by name or without mentioning the name if the committee deems an interest in doing so.

### **Article 9**

The university President has the right to direct a review of any of the decisions and penalties issued by the competent Disciplinary Committee based on this regulation, provided that this does not conflict with the articles of the regulations of university studies and tests. The competent university Vice-President has the right to reconsider the disciplinary decision to finally dismiss the perpetrator student from university accommodation or student activities and other services after a year starting from the date of the disciplinary decision.

### **Article 10**

**The competent authorities to impose disciplinary sanctions are:**

1. The male or female Dean of the faculty or institute may impose the first and second penalties stipulated in Article 6.
2. The Dean of Student Affairs or his/her Deputy may impose penalties 1-2-3 of Article 6.
3. The Permanent Disciplinary Committee has the right to impose all the penalties mentioned in Article 6. And in case of a system failure that results in irregularity of studies, examinations or accommodation in the university dormitory, then the Vice-president of the University will take over all the powers allocated to the Permanent Disciplinary Committee after seeking the opinion of the Dean of Students Affairs and issues the disciplinary



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decision within a maximum period of (3) three months from the date of the violation.

### Article 11

A Permanent Disciplinary Committee for male students and another one for female students are formed for an academic year by the competent Vice-President; based on the nomination by the Dean of Students Affairs and the Dean of the female section respectively. The duration is automatically renewed unless a decision is issued by the corresponding Vice-President for restructuring or modification and it shall be as follows:

#### Permanent Disciplinary Committee:

- |  |                              |
|--|------------------------------|
| 1. Dean of Students Affairs  | President                    |
| 2. One of the Students Affairs Vice-Deans  | Member<br>and Vice-President |
| 3. The student's college/institute Vice-Dean   | Member                       |
| 4. Admission and Registration Vice-Dean  | Member                       |
| 5. Faculty member from Law College   | Member                       |
| 6. Faculty member from the Department of Islamic Studies   | Member                       |
| 7. Faculty member from the Department of Psychology  | Member                       |
| 8. Director of the (department or unit) involved in<br>investigating student violations in student affairs | Member<br>and Rapporteur     |

### Article 12

The disciplinary committees consider all student violations referred to them by the relevant authorities at the university.

### Article 13

The Permanent Disciplinary Committee meets when needed and at the invitation of the Committee President. Its meeting shall not be regular except in the presence of all its members. The Committee President has the right to hold it by two thirds of the members if absolutely necessary, taking into account the non-delay in deciding on the issues presented to the Committee. Its decisions are passed by the majority of the votes of its



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present members. Equal vote is outweighed by the Committee President.

### **Article 14**

The Permanent Committee for Discipline begins its powers stipulated in this regulation and has the authority to ensure the integrity of the procedures of investigating the student referred to the committee, provided that the committee summons the offending student and hears his/her statements and defense against the alleged violation. The committee should request the presence of the parties of the violation or related to them; whose statements are needed to be heard.

### **Article 15**

The disciplinary decision issued by the competent authority to impose penalties in accordance with Article 10 shall be preliminary and in case the student does not complain about the disciplinary decision during the regular period, the decision becomes final and binding. The decision is considered as in presence if the request for attendance has been communicated to the student or the student's guardian parent and failure to attend without an acceptable excuse.

### **Article 16**

With no violation of Article 4, the student may complain to the University President about the decision issued by one of the disciplinary sanctions set out in Article 6 within one month of the date of the student's notification of the decision. The University President has the right to return the decision to the Permanent Disciplinary Committee for re-examination. If the committee sticks to its decision, the University President may raise the matter to the University Council, whose decision is final.

### **Article 17**

The articles of the regulation on violations and penalties are published on the student's page on ODUS PLUS system or any future working system. The student should review the Deanship of Students Affairs regarding any inquiry about this regulation, and therefore



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the student is not exempted under the pretext of not being aware of the university laws, regulations, and instructions.

### **Article 18**

The establishment of an investigation department or unit within the Deanship of Students Affairs that performs all the student disciplinary procedures entrusted to it; such as: conducting an investigation in all cases referred to the Deanship, accessing the necessary papers and documents, writing disciplinary records and submitting them for approval by the competent authorities and following up on the implementation of disciplinary decisions and all the work assigned to them for student discipline.

### **Article 19**

The University Council is the authority responsible for the adoption, amendment and interpretation of this regulation.

### **Article 20**

This regulation is applied starting from the date of its adoption by the University Council. Hence, it eliminates the previous regulations and laws for disciplining students. It is published on the university's website.

