

University of Tabuk  
Deanship of Student Affairs

Student Disciplinary Policy  
at the University of Tabuk

## CHAPTER ONE

### DEFINITIONS

#### Article one:

##### Definitions:

The following terms listed below shall be defined as per the definition given throughout this document unless stated otherwise.

- Policy: Disciplinary Policy at The University of Tabuk.
- The University: University of Tabuk (UT).
- The President: The President of UT.
- Student: All male and female students enrolled at the university, regardless of their level or nationality, specialization, or selected course in addition to higher studies students, diploma students and trainees.
- Disciplinary committee: A disciplinary Committee set up to deal with all misconduct or violations of the university's policy committed by male and female students, subject to their respective campuses. The committee's scope will include the main campus, satellite campuses, and any disciplinary committee formed as per the president's directives to conduct an official investigation on any violation of a specific nature.
- Disciplinary violation: In addition to what is stated in *Article 8*, any statement or action committed by the student violating the rules, regulations, instructions, and traditions of the university is considered a violation that requires disciplinary action.
- Disciplinary action(s): All action(s) stated in the policy.
- Exam: All mid-term exams, final exams, clinical and practical assessments which are subject to the exam rules stipulated by the particular faculty or course. It further includes exams undertaken for diploma programmes, training sessions and any other course offered and implemented by the various university colleges and concerned deanships.

#### Article Two:

##### Implementing Scope:

All students enrolled in the bachelor, diploma and postgraduate diploma programs, visiting students, and students enrolled in training programmes offered by the University of Tabuk are subject to the disciplinary policy.

### **Article Three:**

Disciplinary Policy Objectives:

These Regulations aim to:

- 1- Ensure the quality and the progress of the educational process and its supporting activities at the university.
- 2- Monitor and prevent student misconduct and help students to become active members of the community.
- 3- Establish good student behavior by implementing disciplinary measures proportionate to the violation(s).
- 4- Enhance discipline among students.

### **Article Four:**

Responsible bodies for implementing the provisions of the policy.

- 1- The Deanship of Student Affairs and the Deanship of Admission, in cooperation with all faculties and deanships, are responsible for implementing the penalties stipulated in the disciplinary policy.
- 2- The Deanship of Students' Affairs and Faculties are responsible for announcing and circulating the disciplinary policy to all students by all available and approved means in the university. The students' lack of knowledge of the violation and university regulations shall not exempt them from the penalty for any particular violation.

### **Article Five:**

The authorized bodies record the violation(s) and refer all cases to the disciplinary committee.

- 1-The deans, the faculty members, the administrative managers and the security staff shall refer all violations of their respective department rules and violations of university regulations to the committee
- 2- In the event of any violation(s), a detailed report of the matter shall be issued promptly with any relevant evidence(s) and/ or witness testimonies (if any).
- 3- Details of the student and his/her misconduct, as well as any additional attachments (if any), shall be submitted to the Vice-President in charge, as stated in Article (20).

### **Article Six:**

Violations that involve criminal acts:

In the event that the Committee finds out that the violation involves a criminal act, they must halt all procedures and report their recommendations to the president of the university to submit the case to the concerned authorities along with all documents and evidence. The committee shall resume its procedures subject to the ruling or decision made by the concerned authority.

### **Article Seven:**

Students under investigation are not permitted to withdraw:

Student(s) under investigation shall not withdraw from the university until the investigation is completed. For the student under investigation, the Chairman/ Head of the Disciplinary Committee shall notify the Deanship of Admission and the Deanship of Student Affairs to suspend all procedures for his/ her graduation and all procedures of obtaining a disclaimer of liability until a final decision is taken on the violation.

## **CHAPTER TWO**

### **Disciplinary Violations**

#### **Article Eight:**

The definition of " Disciplinary Violations":

Any statement or action committed by the student that violates the university's rules, regulations, instructions, and traditions is considered a disciplinary violation. These violations include:

- 1- Disrupting the study or abetting others not to attend lectures or participate in mandatory activities.
- 2- Breaching the disciplinary code at the university and its facilities, violating the rules followed in classrooms, during exams or activities on or off-campus. In addition to disturbing the peace at the university housing units, using university transportation or at any other facilities belonging to the university
- 3- Cheating or attempting to cheat by any mean(s), or assisting other students in cheating, or illegally obtaining test questions before the test is held, or practicing

any other academic dishonesty and misconduct by plagiarizing research reports, research, practical field training, or final graduation projects and master's and doctoral theses or cheating by using a substitute student in mid-term or final exams, or conducting an exam impersonating a student.

4- Disturbing the peace during exams or attempting to obstruct the exam and cause trouble in or outside the exam premises in a way that influences the course of the exams.

5- Impersonation of others in any issue related to the university and its affairs, or giving university documents or identities to others with the intent of using them illegally or speaking on behalf of the university without an official capacity.

6- Any act or speech that subverts Islamic concepts, undermines social principles, insults others' dignity, any demeaning of established values and traditions.

7-Defaming the university inside or outside the campus.

8- Assaulting university faculty members, administration staff, students, workers or any person inside the campus physically or verbally.

9- Smoking on campus in non-designated areas.

10- Using, promoting, or dealing with drugs and psychotropic substances inside the campus.

11- Entering the campus under the influence of narcotics or any other intoxicating substance such as alcohol.

12- Viewing, releasing, or showing others how to obtain sensitive and confidential University information.

13- Organizing or participating in any activities at the university or issuing leaflets or posters, distributing them without official permission.

14- Collecting charitable funds without official permission.

15- Subverting Islamic or social norms, seeking to undermine national unity, embracing any political ideologies against the Kingdom, or supporting them by action or speech.

16- Forging official papers, whether issued by the University or not, as long as they are related to the student's relationship with the University, intentionally destroying them, or obtaining them unlawfully.

17- Abusing, destroying, or sabotaging the university's facilities and properties, or moving or remodeling any without the permission of the appropriate authorities, as well as any other conduct that impacts the university and its facilities' cleanliness.

- 18- Keeping explosive items on campus, carrying licensed or unlicensed firearms, ammo, or sidearms, or threatening to use them.
- 19- Using modern technologies to misrepresent the university or taking photos of faculty or staff members, or recording or filming any of the university's internal events for the intent of defamation, or circulating it through any means without authorization.
- 20- Possessing gadgets, films, publications, or newspapers that include material(s) incompatible with Islamic principles, morals, or ethics.
- 21- Non-compliance with the university instructions related to the public manner in clothing, appearance, or dress incompatible with Islamic principles or the society's customs and traditions.
- 22- Accommodating any unauthorized person at the university housing without the authority supervising the housing, receiving visitors without permission, or using the housing for purposes other than those intended, or female students leaving university housing without official permission from the relevant authority.
- 23- Refusing to present the university ID when asked by the concerned authority.
- 24- Violation of the university traffic rules or the general traffic regulations.
- 25- Refusal to cooperate with university officials responsible for implementing the university rules on campus.
- 26- Violating rules during investigations, responding impolitely to the Disciplinary Committee members, or refusing to comply with the committee's summons to appear.
- 27- Any other violation of the university regulations that is not explicitly stated in the Disciplinary Policy.
- 28- Using social media to insult, offend or defame the University or its staff.

## **CHAPTER THREE**

### **Disciplinary Penalties**

#### **Article Nine:**

Penalties:

- 1- A verbal warning.
- 2- A written warning.
- 3- Assigning the violator to perform voluntary services or social work either inside or outside the campus for one month.
- 4- Temporary suspension of all or some of the university's benefits and services.
- 5- Canceling the registration of the violator in one or more courses.

- 6- Failing violator in one or more courses.
- 7- Suspending the student's studies at the university for not more than two semesters. Courses completed at another university during this period shall not be accepted.
- 8-Delaying graduation for one semester.
- 9-Expulsion of the student from the university.

## **Article Ten**

Proportionality between the committed violation and the penalty prescribed

1. It is not allowed to apply two penalties on the student for one committed violation. The penalty should consider the degree of violation and the circumstances of the violation(s) and the violators.
2. In case of temporary suspension, the student is not allowed to benefit from services and activities offered by the university during the suspension period.
3. Graduation documents, academic degrees, or non-academic documents shall not be awarded in the case of committing fraud, scamming, or cheating.

## **Article Eleven**

Violation prescription

It is not allowed to impose any disciplinary penalties mentioned in article (9) of this policy regarding violations committed two years ago or more without any procedures taken for investigation at that time. The new duration is calculated according to the last procedure taken.

## **Article Twelve**

Cheating in examinations

In case the student is caught cheating during the actual examination, the proctor must do the following:

1. Write a detailed record of the incident on the same day and attach the student's exam paper and documenting papers if found and submit them to the faculty dean,

2. The faculty dean or one delegated by the dean shall proceed to interrogate the student. If this violation is proven, the dean shall impose one of the following penalties:
  - a. The exam paper shall be excluded and the student shall be considered failed in that exam.
  - b. The student's exam paper shall be excluded for the course he/ she was caught cheating in in addition to another course (s) and shall be considered failed.
  - c. The students' examinations in all semester courses may be excluded and shall be considered failed in all of them.
3. While making his/her decision regarding the previously mentioned penalties, the dean must consider the extent of the penalty by considering the precedents and the circumstances accompanying the violation. Also, he should take into consideration any other violation associated with the cheating violation, such as assault to the proctor, insisting not to execute orders, or violating the process of the exam
4. When cheating cannot be proved upon completion of investigations, the student is awarded his/her grade in the exam

### **Article Thirteen**

Cheating violation in reports and research

If the student cheats in reports, research, practical or field activities, assignments, or graduation projects, the course teacher must write a report about the incident, and the faculty dean or a delegated person by the dean must commence with the interrogation of the student. If the violation is confirmed, the dean shall carry out one of the penalties mentioned in the article (12\2)

### **Article Fourteen**

Discovering a cheating offense after confirming exam results

The violator will not be exempted from disciplinary responsibility if any cheating offense listed in Article (8\3) is discovered after confirming the final course exam results. According to what is presented by the authorized person, the President or the Vice-President for Academic Affairs shall refer the student to a disciplinary committee for investigation and then impose the proper penalty if his/her violation is proven.



### **Article Fifteen**

Discovering a cheating offense after receiving graduation documents  
Suppose any cheating violation provided in Article (8\3) is asserted and the student has received his graduation document. In that case, the university is entitled to revoke the certificate or the document and has the right to refer everything related to the violation, including all documents and investigations, to the specialized government bodies for consideration.

### **Article Sixteen**

Ensuring that the student`s registration is not canceled  
The specialized disciplinary committee must ensure that the student`s university registration is not canceled when imposing penalties stated in items (6,7,8) of Article (9). The decision may exclude the suspension period penalty from the student`s total study duration.

### **Article Seventeen**

Violations that involve the participation of any person outside the university  
The student disciplinary committee is obliged to disclose or present to the President of the University any person not affiliated with the university but who is implicated in violating any of the university`s disciplinary policy. The President of the University will decide on whether to escalate the matter to the concerned government bodies.

### **Article Eighteen**

Monetary compensation for student disciplinary issues involving damages and harm done  
In addition to the disciplinary penalties decided in this policy, the student who is found to commit violations provided in article (8\15) shall pay the value of the damages. In addition to maintenance and repair costs and any other consequences. The Deanship of Student Affairs is responsible for executing this procedure

## Chapter 4

### The creation of Disciplinary Committees and their sections

#### Article Nineteen

##### Forming Committees

1. According to the directives from the University President, a permanent disciplinary committee was be formed for male students with a duration of one or two academic years, and consisting of the Student affairs Dean as the chairperson, Admission and Registration Dean or Vice Dean as deputy, two University faculty members, vice-Dean of the faculty that the student belongs to, a member specialized in Sharia and Law, and a secretary. If more than one student participated in an incident, the presence of the Vice Dean of the faculty that one of them belongs would suffice.
2. According to the directives from the University President, a permanent disciplinary committee for female students was formed with a duration of one or two academic years; consisting of the Student Affairs' female Vice Dean as a chairperson, Admission and Registration Dean or Vice Dean as a deputy, two female university faculty members, Vice Dean of the faculty that the student belongs to, a member specialized in Sharia and Law, and a secretary If more than one student participated in an incident, the presence of the Vice Dean of the faculty that one of them belongs to will suffice.
3. According to the President's order, a permanent disciplinary committee for male and female students is formed at the University Colleges on the satellite campuses to run for a duration of one or two academic years. It consists of the Dean of the University College as a chairperson, Admission and Registration Vice Dean as a deputy, two faculty members of the satellite campus, one member specialized in Sharia and Law, and a secretary.
4. Based on the committee's authority in Article (25\B), the University President is authorized to form a disciplinary committee appointed to investigate the violations of a private nature committed by a male or a female student. The president decides the number of the committee members, provided that one of them must be specialized in Sharia and Law.
5. The above-noted committees are specialized in investigating all referred violations and imposing appropriate penalties.

## **Article Twenty**

Referring students to the disciplinary committee

Male students are referred to the disciplinary committee by the Vice-President for academic affairs. Female students are referred to the disciplinary committee by the female Vice-President for female Academic Affairs. Students on satellite campuses are referred to the disciplinary committee by the general supervisor of the university colleges on the satellite campuses. According to the situation, the president has the right to refer male and female students to any of these committees directly.

## **Article Twenty-one**

Exemption of a committee member from evaluating the violation

If one committee member witnesses the violation, or is part of it or has a family connection with the referred student, this member must withdraw from serving on the committee evaluating the charge. The head of the committee must also exempt that member from participating in judging the case. Generally, any committee member has the right to ask for an exemption from serving on the committee judging a case which he/ she deems his/her presence is not morally correct. In all cases, the authorized person can assign a substitute to serve on the committee appointed to investigate and pass judgement on a particular violation.

## **Chapter 5**

### **Procedures Before Disciplinary Committee**

#### **Article Twenty-two**

Holding Committee Sessions

Committee sessions are held when needed by an announcement from its chair without breaching any confidentiality concerns. Sessions shall only be considered valid if most of the members attend and either the chair or his deputy is present. Decisions are made by the majority vote, and in the case of a tie, the decision from the chair is likely to be considered.

### **Article Twenty-three**

The Disciplinary Committee shall submit all meeting minutes to the University President for verification, the President has the right to appeal within 15 days from the date of receiving the minutes and then refer the minutes back to the committee supported with his opinion. If the committee insists on its opinion, it is submitted to the University Council for implementation.

### **Article Twenty-four**

Evaluating violations

1. The appointed discipline committee must evaluate urgently referred violations and record all procedures taken in the meeting minutes. A penalty shall not be imposed until officially summoning the student for investigation and hear him regarding the incident. After documenting that in the minutes, the student has the right to defend himself and provide evidence that would negate what was attributed to him and access witnesses.
2. If the student has no acceptable excuse for the Disciplinary Committee, the student loses his/ her right to defend himself. If the student is officially summoned by the committee twice but does not show up, provided that a duration of a week spans between both summons, the incident shall be decided upon by default. In all cases, the student or his guardian shall be informed of the penalty

### **Article Twenty-five**

Summoning of witnesses

The Committee Chairman has the authority to summon witnesses via official channels to assist in the investigation. The witness shall be heard by the Committee members present. The testimony is documented in the investigation report and signed by the witness. Each witness's testimony shall be presented separately unless a face to face meeting is required. The testimonies may be delivered in writing by the disciplinary Committee if they deem it necessary. If a student refuses to testify in front of a disciplinary committee after being summoned twice, one week apart, this will be considered a disciplinary violation, requiring a disciplinary penalty.

## **Article twenty-six**

### Summons and notifications

All summons and notifications related to open cases under this policy shall be sent to the student via his/ her official email or registered mobile number on file with the university or faculty administration he/she belongs to. If any of these means of communication are not available, an announcement of the summons within the faculty he/she belongs to will suffice. Ultimately, the student is responsible for providing his/her updated and accurate personal details to the university electronic academic system.

## **Chapter 6**

### **Imposing Disciplinary Penalties powers**

#### **Article Twenty-seven**

##### Authority of the Faculty Dean and Disciplinary Committee

1. On completion of the investigation, the Faculty Dean has the right to impose penalties provided in items(1-2-3-7) of Article (9) in this policy on students who have committed violations within the faculty itself or facilities linked to the faculty. It should be noted that the penalty must be appropriate to the violation, considering any previous violation engaged in by the student and all circumstances accompanying the act(s).
2. The appointed Disciplinary Committee has the authority to impose any penalty provided in Article (9)

#### **Article Twenty-eight**

The president is entitled to chair all appointed Disciplinary Committees provided in this policy and has the authority to impose, after investigations, any of the listed penalties in Article (9) concerning major violations that may significantly affect the general university system or student violations that have privacy or confidentiality concerns.

## **Article Twenty-nine**

### Informing the Penalty decision

The Deanship of Academic Affairs or the concerned faculty is responsible for informing the student or his guardian about the penalty decision within ten days from the date of issuance. The student has the right to appeal the decision to the university president within 30 days from the date of being informed. The President shall present the student's appeal to the University Council for review if deemed necessary. In all cases, the result of the appeal request will be communicated to the student.

## **Article Thirty**

### Implementation of the penalty

1. According to circumstances, the concerned faculty Dean or the Disciplinary Committee must inform the Deanship of Admission and Registration, or the Deanship of Student Affairs about the penalty imposed on the student, for immediate implementation, as well as documenting it in the student's record according to authorities in line with university rules and regulations. This decision can be announced on the bulletin board in the faculty using the student's initials.
2. The Deanship of Admission and Registration and the Deanship of Student Affairs, according to circumstances, must start implementation procedures at once, as well as documenting the penalty in the student's record according to the prerogatives in line with university rules and regulations

## **Chapter 7**

### **General Rules**

#### **Article Thirty-one**

The security staff at the university are responsible for security and discipline on the campus. All provided reports and notifications concerning the students are taken into consideration unless proved otherwise according to evidence and investigations.

### **Article Thirty-two**

The University Council has the right to add, modify, or nullify what has been stipulated in this policy and has the right to interpret it.

### **Article Thirty-three**

This policy is called 'Student Disciplinary Policy at the University of Tabuk and has been established since its approval by the University Council. All regulations, decisions, or instructions before the approval of this policy are eliminated except for the violations committed by students outside of the university and do not harm the university nor breach its rules and regulations, unless the case is referred to the University by an external authoritative body.