



Almaarefa University
Grievance and Conduct Regulations

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Part I: General Provisions



Article One: Definitions

- ✓ The terminologies listed below refer to the meaning they represent.

University:

ALMAAREFA UNIVERSITY

Student:

All male and female students registered for academic study, trainees or visitors from or to the university.

It includes all individuals who have been admitted to the university, or registered for classes.

- ✓ **Main committee**

A committee for grievance and conduct.

- Sub-committee:**

Any committee for grievance and conduct formed by the authorized person in accordance to the regulations.

- ✓ **Violation** :any action or offence defying the rules and regulations set by the university.

- ✓ **Punitive penalty:** action of penalty mentioned in this by-law.

- ✓ **Exam:** any exam whether it is quiz, mid-term, or final in accordance to the rules and regulations set by the university.

Article two:

All the university registered students are subject to these regulations.

Article three:

The objectives of the regulations are as follow:

Direct and adjust the student's conduct inside the colleges, and in all its premises as well in the training premises.

Amend the violated conduct in an educational manner.

Implementation and enforcement of punitive penalty against the violated student.

Set rules for grievance procedures.

Article four

Students' affairs in co-ordination with the related departments are responsible for implementing the regulations .

Article five:

Ignorance of regulations of the university is not an excuse, which grants the pardons or excludes the offender from punishment. The administration of students' affairs bears the responsibility of announcing rules and regulations in the university's website.

Article six:

In case a violation has occurred, an investigation of the alleged violation will be carried out, authentic documents are attached, along with witness if found, the whole case will be moved to the designated personnel.

Article seven:

For alleged misconduct, that constitutes a criminal offence, the committee shall investigate the case in accordance to the regulations of grievance and penalty, and forward the violation to the dean of the university with its recommendations to move the violation to the legal authority.

Since the violation is considered as a criminal case the main committee shall stop its procedures until the trail is over, then the university issues its own punishment.

Article eight:

A student under the legal investigation has no right to withdraw from the university, unless the investigation is completed. Coordination is needed between the main and subcommittee and the authority. The university has the right to stop accessing electronically to prevent the withdrawal. The students' affairs administration is notified to stop his academic clearance until the final decision is issued.

Article nine:

Penalty can be only imposed after investigation, a student can summon up before the committee upon the committee demand. A student can be summoned up by one of the following means of communications:

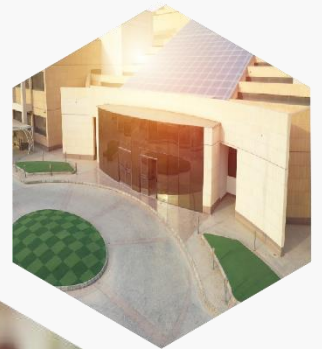
Either a letter to be handed personally or to be sent by mail on his address registered in the academic system.

To be e-mailed on his university's e-mail.

Text message to his registered mobile phone.





A student is responsible for the accuracy of the data registered in the academic system, and as well responsible for the updating.


Part two: Penalties of violations



Article ten:

Any violation against the rules and regulations as well public morals and legitimacy rules, either inside the university premises or outside, or during the activities and outdoors occasions, which may likely cause physical harms to others, or damage the properties of the university, are strictly prohibited and is considered offences which shall be penalized. Such as:

1. Any action against the university's regulations .
2. Failure to attend classes whether theoretical or practical, and carrying out academic tasks and programs, or encourages others not to attend.
3. Any action or verbal action that insults religion, or dishonored dignity or behavior, or any violation that deformed the university's reputation.
4. Creating chaos in the campus, or in the university's premises.
5. Use of or attempt to use fraud, cheating, deception or dishonesty in the exams, or obtaining illegally a copy of the exam questions, or fabricating reports, researches and thesis.
6. Each fraud in research, reports, assignments, field training reports, dissertations and project reports. That means:
 -  Copying information word for word from a source, including cutting and pasting information from an electronic text, without using quotation marks and giving proper acknowledgment of the source or providing a proper citation.
 -  Paraphrasing, or putting into one's own words, the text of a source without providing proper acknowledgment of the source or providing a proper citation. The paraphrasing leads the reader of the text to believe that the ideas and arguments presented are one's own.
 -  Paraphrasing extensive portions of another source, even with citation. The extensive paraphrasing leads the reader of one's own text to believe that the ideas and arguments presented are one's own or it results in one's own contribution to the work being minimal.
 -  Presenting any work or part of a work or assignment that has been prepared by someone else as one's own. This would include using unauthorized assistance in preparing the work or acquiring written work from another person, purchasing a paper or assignment from a commercial organization, using the work of another person or obtaining the answers or work from any other source.

-  Reproducing, without proper citation, any other form of work of another person such as a graph, experimental data or results, laboratory reports, a proof, or a problem solution, in full or in part.

7. Falsification of identification in the exam hall, whether the exam is held in the premises or outside.
8. Any violation of the exams rules such as disruption or interference, or intentionally creating chaos.
9. Forming unions and organizations, creating activities, issuing leaflets, or pamphlets, or collecting sum of money or signatures without the prior permission.
10. Any activity that causes the substantial destruction of the property belonging to the university. Or engaging in activities that de-clean the premises.
11. Intentional or unintentional damage or destruction of the property, such as mobilizing the property without permission.
12. Misuse of modern technology in a way that causes harm to the university, or deform the reputation.
13. Unlawful possession of devices, photos, films, newspapers or magazines whose contents are anti-ethical and Islamic principles, contents which do not comply with the Islamic standard of life.
14. Falsification, fabrication or deformation of the university's related documents. By action such as forgery, irrespective of the documents were issued from the university or outside, since these documents are related to the university's student, or related to the study procedures.
15. Smoking is strictly prohibited in the university's premises.
16. Dealing vulgarly with the university's employees that may include students, administrators, faculty staff, workers, or visitors. Vulgarity may be expressed verbally or physically.
17. Possession of dangerous weapons, which may be used in a manner, that causes harm or threats to others in the premises, even though they are licensed or authorized.
18. Inconformity of the university's uniforms is strictly prohibited.
19. Failure to comply in terms of uniforms, or Islamic dress for females. Violation of the code of standard and social standard guideline, and the highest standard of faithfulness, and good conduct.

20. Identity theft is a violation, when student attends an exam on behalf of another, or an unauthorized person represents the university.

21. Viewing secured documentation of the university, publishing or directing others to illegally obtaining them.

22. For female students quitting the university or premises without prior permission, is prohibited. Leaving the university shall be in accordance to the university's rules.

23. Refrain from submitting identifiable certificates when demanded by the university.

24. Behaving vulgarly during the investigation procedures, and speaking with disrespect to the main committee's members.

25. Any violation that the university may view it as against regulations which have not been specifically mentioned in the regulations.

Article eleven:

A student who violates, item 5 and 6, of article 10. The invigilator should report the incident signed by the student, before a representative from the exam committee, and the invigilator. The offender shall quit the exam hall. An assessment form is attached along with the caught document and is handed to the head of the department, and then the case is moved to the dean of the college to which the offender belongs. The dean transfers the offender's case to the sub-committee for detailed investigations and recommendations as per the following:

1. Any student who cheats or attempts to cheat in any exam, a project, or a research shall be denied his marks, if the incident is repeated the denial may include the entire prescribed course.

2. Any student who cheats or tries to cheat in the final exam or midterm exam is deprived of his exam marks as a punitive failure.

3. In addition to disciplinary failure, the offender is also given an additional disciplinary punishment in two other prescribed courses.

4. A recommendation shall be delivered regarding the disciplinary penalty in all prescribed courses in the academic term in which a violation has taken place. Then the penalty is submitted to the main committee.

Article twelve:

A student who violates item 7 of article 10 is referred to the head of the department, who is authorized to assess the case, whether to quit the exam hall, or be granted permission to continue his exam, then a report shall be submitted to the dean of the college to which an offender belongs for the final decision in accordance to the regulations.

Part three: formation of the main committee



Article thirteen:

The main committee for discipline and grievance is formed for duration of two successive academic years by a decree issued by the general supervisor of the university. It is constituted as follow:

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|---|----------------------|
| 1. Deputy of admission and registration | chairman |
| 2. Two deans or colleges' deputies | members |
| 3. Two of faculty boards | members |
| 4. Students' affairs director | member and secretary |
| 5. Counsel | member |

The main committee has the right to summon a representative of the college to which the offender belongs.

The main committee holds its meeting when the chairman summons, its meeting cannot be legal unless two-third of its members are present. Absolute majority issues its valid decisions, unless the votes are equal, and the chairperson's vote makes the difference.

Article fourteen:

It is permissible to form sub committees in both male and female sections, each college can form its own committee, by a decree issued from the general supervisors based on a recommendation from the main committee. The role of the created committees is to study and investigate referral cases from the dean of a particular college, and to carry out investigation with the offender, and the committee is fully authorized to summon any one related to the investigation case. Those may include heads of the departments, faculty members, and administrators. He/she is also authorized to issue recommendations and submit its decisions to the dean of a particular college in accordance to the following:

Approval of the punishments related to items 5 and 6 of article 10 in accordance to items (1), (2), (3) of article 11 of the regulations. Then issuing decisions.

Adoption of the recommendations issued by the sub-committee, and forwarded the recommendations to the main committee or register whatever remarks may be, in this case the recommendations are returned back to the sub-committee.

Article fifteen:

Students' affairs administration is empowered to implement all the necessary procedures issued from the main committee or the sub-committee, such as summing up the students for investigations, or keeping documents. The chairman of the committee is authorized to form new committees whenever the situation demands.

Article sixteen:

The main committee is privileged or authorized to:

1. To settle down students' grievance and punishments.

2. Enforcement of the by-law.

3. Follow up investigations and decisions.

4. Carryout and finalized the referred investigations.

5. Addressing the bodies inside or outside the university, and displays the outcomes.

6. Follow up the sub-committee if found.

7. Implement of issued decisions.

8. Analysis of the provisions and penalties issued by the committee.

9. Development and promotion of the committee's work mechanism.

10. Communicate with the related administration bodies in the University for elevating the awareness of the students.

11. Recognizing and identifying certain cases, and following up the procedures taken against the cases.

12. Any related issues referred to the committee from the general supervisor of the University, or deputies or deans of the colleges.

Article seventeen:

The main committee exercises its authority as per the by-law; it has the power to assure the investigation has carried out against the violated student. In addition, has the power to re-heard the student, and can summon up whoever believes is part of the investigated case when needed; those may be heads of departments, faculty members and administrators.

Article eighteen:

Penalty, which enforced to the violated student, must be included in the by-law; the main committee has the power to minimize the penalty, and it can also declare the penalty over the University and departments.

Article nineteen:

Penalty can only be imposed after investigation, a student can summon up before the committee upon the committee demand. A student can be summoned up by one of the means of communications mentioned in

Article 9 in the by-law. If a student fails to attend two successive meetings after prior notification without reasonable excuse, his right to be listened to his defense is ultimately dropped. Then the penalty over his is inflicted in his absence.

Part four: Penalties



Article twenty-one

The following are the penalties, which will be imposed by the main committee on the violated student:

Verbal or written warning or a signature of a binding arbitration.	Written warning	Carrying out voluntary works in the University.
Deprived of conduct or behavior certificate.	Temporary deprivation of some services and privileges introduced by the University such as scholarships.	Dismissal of a study for an academic term or more, the subjects that a student studies in some other Universities during the validation of a penalty are not recognized.
Suspension of the student's registration in all the courses of the term in which the violation has taken place.	Denial of exam entry in a course or more, and ultimately a denied student is given • F mark.	Cancelling a student's exam in a course or more in an academic term, and the student case is labelled as a penalty or disciplinary failure
Disciplinary failure in all registered courses in the academic term in which a violation has taken place.	Deprived of certificate in case of forgery or fabrication of documents.	Total dismissal from the university.

Article twenty-two:

The main committee may lessen or reduce the penalty of the violated student who amended his conduct, and who does not commit another violation after the first violation when he was punished by being considered as a disciplinary failure. Then the disciplinary failure is changed into academic failure all that is implanted after he fulfills his graduation requirements, and before his college is announcing him as graduate.

Article twenty-three:

If the committed violation damaged the University's property, the main committee may fine the student, and has to repair what he damaged.

Article twenty-four:

The chairman of the main committee or the person who entitled to act on behalf of him has the full right to impose penalty items (1, 2, 3, 4, and 5) in Article 21 in the by-law without consulting the main committee, if he sees it suits the violation, such a decision is usually implemented after the comprehensive investigation.

Article twenty-five:

The general supervisor of the University is authorized to any penalty listed in Article 21 in exceptional cases, privacy shall be kept in case the violation required to be kept top secret. The general supervisor may consult the dean of the college to which the violated student belongs.

Article twenty-six:

The suitability of the violation and imposed penalty in Article 21 should be observed. The precedents and circumstances surround the violation are also observed.

Article twenty-seven:

Dismissal or suspension from the University required that the student shall not be allowed to attend exams, or re-register in any department of the University, the dismissal decision is declared in University and outside in a period of time that should not exceed 30 days since the announcement of the decision.

Article twenty-eight:

Decisions issued regarding disciplinary penalties are final and cannot be verified in accordance to the bylaw. Decisions are kept in the student's file by the students' affairs administration, then it is transmitted and conveyed to the student's guardian in two weeks from the issuance, in a letter handed personally, or via post office, or the University's e-mail, or through a text message.

Article twenty-nine:

The students' affairs administration is entitled to follow up the implementation of the disciplinary penalties and keeps the penalty in the student's file, the penalty may be declared publicly in all the departments if the committee recommends, provided that the student's name should not be mentioned instead the initial letters are only written.

Part five: Grievance



Article thirty:

A unit for students' rights would be established by the students' affairs for the protection and safeguard of students' rights as per the bylaw. The grievance applications are also received and followed up.

Article thirty-one:

It is permissible for the student to have an appeal of grievance submitted to the students' unit if he feels a moral or physical harm has been inflicted on him by the administrators, faculty members or any of the workers at,

University, in a period of duration that should not exceed 15 days since the incident had taken place as per the following:

A grievance form should be filled out, and attached any documents that support the case and be submitted to the unit for the students' rights, and then the grievance form is referred to the dean of the college to which a student belongs.

The dean of the specific college referred the grievance form to the sub-committee of that college for investigation, after the sub-committee's decision is being approved, the unit for students' rights shall be informed.

The unit of the students' rights acquaints the student with the sub-committee's decision after being approved by the dean of the college, then the student after being acquainted has to sign on the grievance form. In case the grievance has accepted, a letter from the dean of the college with its sub-committee immediately announces a decision; the announced decision is circulated to all the related administrations to implement it.

Article thirty-two:

It is lawfully, permissible to the students, to have a grievance regarding any assessment in any exam; the time allowed is 15 days from the date of announcing the results.

The following procedures should be followed:

A grievance fees should be paid for each course.

Filling out an objection form supported by the required documents, submitted to the students' rights unit affiliated to the students' affairs administration, then it is referred to the head of department to which student belongs.

The head of the department forms a committee for objections for his department; the newly formed committee consisted at least not less than two members of the faculty staff for verification, the instructor of the course is excluded from the committee. The committee verifies the answers.

The objections committee, referred the objection form to the sub-committee in the college to investigate the grievance and the recommendations, then the final decision is taken and is forwarded to the dean of the collage for the approval, then the students' unit is informed of the decision.

The student is informed of the decision by the unit of the students' rights; the student can be acquainted in a written letter, or by his electronic e- mail or by a text message.

The fees are refundable in case the objection is accepted.

Article thirty-three:

A student may reject the sub-committee's decision, and submit another grievance to the main committee; the main committee may inform the student of its decision either in a written letter, postal services, electronic e-mail or a text message.

Article thirty-four:

A student may also reject the main committee's decision, in this case, a grievance is addressed to the general supervisor of the university in a period of 15 days from the date he was acquainted by the main committee's decision, and that for the purpose of discussing the debated issue in the council of the University.

The decision issued by the council is conveyed to the student by one of the following means of communications: written letter, postal services, electronic e-mail, or a text message.

Article thirty-five:

This by-law is implemented from the date it is approved by the board of trustees, and whatever previously issued which may contradict, it is considered invalid.

Article thirty-six:

The council of the University is lawfully empowered to interpret the Articles of the by-law, and it also has the right to suggest addition, amendment, or abolishment of the Articles in the by-law and send that to the board of trustees.



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