

College of Science

**Chemistry
Department**



كلية العلوم
College of Science



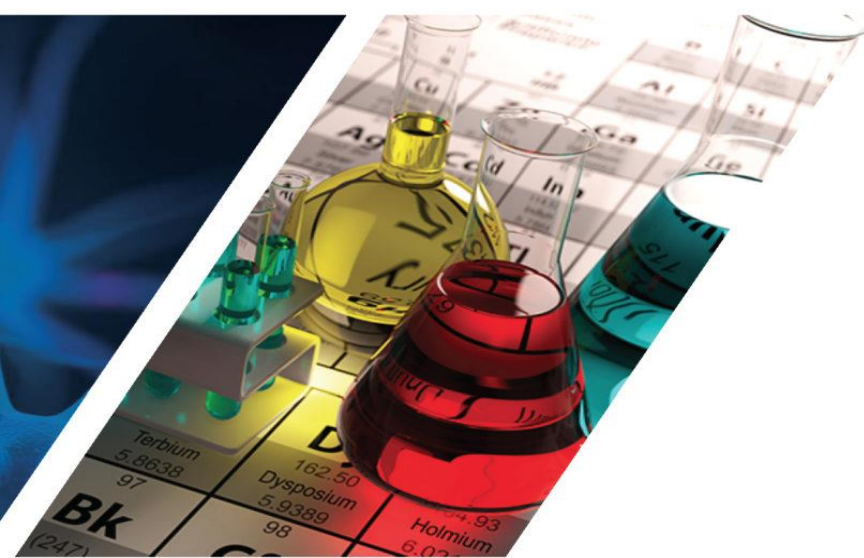
جامعة الجوف
Jouf University

رؤية
VISION
2030
المملكة العربية السعودية
KINGDOM OF SAUDI ARABIA



Student Disciplinary Regulation & Procedures

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College of Science



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1- Introduction and Context

As members of Jouf University community, students are expected to maintain a high standard of conduct. Whether on or off campus, students are required to comply with the current University rules, regulations, policies, procedures, and code of conduct always.

1. All students at the time of their registration are required to confirm that they both accept and will abide by the rules, regulations, policies, procedures, and code of conduct.
2. Students shall adhere to the Student Disciplinary Regulations and Procedures and its enforcement of all stipulations contained therein throughout their academic tenure at AL Faisal.
3. Applicable conduct shall include the actions of students both on and off campus.
4. Students are responsible for both their own personal conduct as well as the conduct of those whom they invite onto the campus, always. If, while on the campus of the University, an invited guest of a student commits an offense, the University, at its discretion, will take disciplinary action against the student who issued the invitation.
5. In the interest of fairness, one incident of misconduct by an individual student may only be submitted for disciplinary review under no more than one designated offense as written in the University Rules and Regulations.
6. Academic misconduct shall be addressed under the University's regulations governing plagiarism and examination offenses.

2- Responsibility for Student Discipline

1. The Provost/President is responsible for the discipline of student in the University and may suspend or exclude student on disciplinary grounds. The Provost/President may delegate this responsibility to other staff in the University to implement disciplinary procedures.

2. The Provost/President authorizes members of the staff of the university are Deans of Colleges (for academic offences) & Dean of Student Affairs.
3. The Authorized Persons have the authority to make inquiries or carry out investigations to collect the information relevant to allegation of misconduct and where appropriate may require a report from the security office or any other part of the university. Also, members of staff of the University are empowered to take such action as may be necessary to prevent or bring to an end any contravention of the Rules and Regulations of the University.
4. The student should be informed by the member of staff at the time of the incident that the matter is being reported to the appropriate officer of the University.
5. The University reserves the right to report any incident to the Governmental Authority (Police).
6. Student Affairs counselor must attend academic & non-academic disciplinary committee for assisting & facilitating only.

3- Academic Honesty

Jouf University expects all students to conduct themselves in a manner above reproach both inside and outside of the classroom. Students are expected to always maintain academic integrity and to seek assistance from an instructor when uncertain. Students who engage in activities which misrepresent their academic work through plagiarism, cheating, and infractions of academic integrity will be subject to disciplinary measures by the University. All aspects of graded and ungraded academic coursework are covered by these rules including homework, research, lab reports, course reports, quizzes, and exams.

4- Definition of Minor and Major Disciplinary Offences

Cheating is defined as fraud, deceit or dishonesty in an academic assignment or exam. It includes but is not limited to:

- Copying another student's work for an assignment that is specific to a course which may include but is not limited to the following: homework, in-class assignment, test paper, class report, lab report, research data, and computer file or program.
- Utilizing a commercial service to complete an assignment or research paper for a course.
- Submission of an identical assignment for credit for more than one course without prior permission from all involved instructors.
- Collaborating on a course assignment without prior approval from the instructor.
- Taking an exam for another person.
- Copying or attempting to copy another student's work during an exam.
- Preprogramming a calculator with unauthorized information or answers for use during an exam.
- Using, buying, selling, stealing, transporting, soliciting, copying, or possessing a yetto be administered test, in whole or in part.
- Hindering another student's academic performance in a specific course.
- Taking comments, ideas and text from blogs, articles, or a website and submitting it as your own, online or in a written assignment.
- Plagiarism can include using only a few words or phrases from a source, borrowing entire sections of a work, or using an entire essay or article written by someone else.
- Receiving significant help with the writing process from a tutor, friend, family member, or online resource (commercial or free) is plagiarism.

5- DEFINITION OF MISCONDUCT

No student should engage in conduct which is in violation of any regulations or rules of the University. Misconduct includes but is not limited to the following:

- Discrimination, harassment, abuse, assault, or attempted assault on another student, member of the University, or a visitor to the University premises.
- Damage to any property owned or leased by the University, or to any property belonging to a student, member of staff, or a visitor to the University.
- Use of or attempted use of fraud, deceit, deception or dishonesty when dealing with the University or any one of its members.
- Jeopardizing or damaging the reputation of the University.
- Failing to comply with a previously imposed penalty under the University Rules and Regulations.
- Interference, misuse, or unauthorized removal of University equipment or property.

6- CRIMINAL MISCONDUCT

For alleged misconduct that constitutes a criminal offense under criminal law, the following shall apply:

- Other than a suspension, no additional action by the University may be taken unless the offense has been both reported to the police and a criminal court has ruled to either dismiss all charges or to render a sentence.
- A student who is convicted in a criminal court of law in Saudi Arabia and sentenced to one year or more in prison shall be withdrawn from the University.
- A student acquitted in a criminal court in Saudi Arabia for an offense will not face additional charges for said offense from the University

7- SUSPENSION PENDING INVESTIGATION

In circumstances whereby the safety of others is perceived to be at risk, the Dean of Student Affairs shall be empowered to suspend a student effective immediately. The suspension is to be reviewed within five

business days; a written report stating the reason for the suspension is to be filed.

- A student with a pending criminal charge.
- A student who is the subject of a police investigation.
- Appeals regarding suspension are to be written and forwarded by the student to the Dean of Student Affairs.

8- DEFINITIONS OF MINOR AND MAJOR DISCIPLINARY OFFENSES

Procedures for taking disciplinary action are dealt with at one of two levels and the level selection shall be determined by the preliminary investigation:

Minor and Major offenses that include but are not limited to the following:

- Obstructing staff in the performance of their duties
- Damage to University equipment or property
- Collecting money, fund raising or signature campaigns without university approval
- Refusing to present ID or University ID to faculty/staff when requested
- Providing official information/data to media and newspapers without prior authorization by the University
- Violating the University dress code (such as neglecting hair cover, i.e. female students in mixed gender areas)
- Violating the hierarchy of correspondence
- Behavior that constitutes a criminal offense.
- Possession of a weapon.
- Violence.
- Sexual harassment.

- Providing documents or University IDs for illegal use.
- Using the media or social media to harm the University's reputation.

9- THE UNIVERSITY DISCIPLINARY COMMITTEE

The University Disciplinary Committee shall consist of three members approved by the Provost/President. A meeting of the Disciplinary Committee shall be scheduled upon completion of the preliminary investigation, or within approximately 20 business days. The committee may review the case in the student's absence if the student fails to appear without an acceptable excuse; or fails to notify the secretary of the committee that they do not wish to appear. The student shall be given a notice of no less than 3 business days regarding the date, time, and place of the meeting that they are required to attend.

- Unpaid fines and/or costs for repair/replacement/cleaning are considered by the University to be student debts and failure to pay such debts in full may prevent the student from continuing in their program of study or from graduating.
- Where fraud has occurred, the University will take all necessary measure to recover any money obtained fraudulently by the offending student(s).

10- APPEALS AGAINST DISCIPLINARY DECISIONS

A student may appeal the findings or the penalty to be imposed by the Minor Disciplinary Panel or the Disciplinary Committee. The appeal must be made in writing to the Dean of Student Affairs within ten business days of receiving written notification of the penalty to be imposed.

The Disciplinary Appeals Board shall consist of three members approved by the Provost/President. No one will be permitted to sit on the Disciplinary Appeals Board if they are directly associated with the student's studies or the initial disciplinary verdict that is being appealed.

The hearing shall be limited in scope to the grounds for the review as

stated in the student's Letter of Appeal; it should not be a rehearing of the original allegations. The Disciplinary Appeals Board shall be provided with the original report of the Minor Disciplinary Panel or Disciplinary Committee but shall not interview again the appellant nor any witnesses. With regards to the appeal, the Disciplinary Appeals Board may take the following action:

- Reject the appeal, in which case the original penalty will stand.
- Issue a different penalty, in which case a penalty deemed more appropriate will be selected from the list of permitted penalties.

The Disciplinary Appeals Board will notify the student of its decision within five business days. The decision of the Disciplinary Appeals Board shall be final, and no further appeal will be permitted within the University. It is possible for the student to appeal to the university's council to reconsider the disciplinary committee decision of expelling him/her from the university after two years of announcing that decision and the council may reconsider it.

11- OFFENCES FEES

Offence	Fee
1 Failure to respond to security or safety instructions.	300 SR
2 Speeding and failure to maintain lane assignment on campus property.	1000 SR
3 Failure to produce a student ID upon request.	100 SR
4 Entering the campus without an authorized vehicle sticker.	100 SR
5 Parking in non-designated places or visitor parking spaces.	500 SR
6 Smoking in a nonsmoking area.	500 SR
7 Parking without permission in designated University parking areas after work hours.	300 SR

النماذج المستخدمة في التظلمات

نموذج (١) تظلم طالب/ة من درجات الاختبار

اسم الطالب/ة:	تاريخ تقديم الطلب:
رقم الجوال (للتواصل)	الرقم الجامعي:
	البريد الالكتروني:
القسم:	الكلية:
رمز المقرر ورقمه:	اسم المقرر:
التقدير المتوقع	التقدير المرصود:
المعدل التراكمي:	اسم أستاذ المقرر:
	المرفقات:
	١
	٢
	٣
	اسم الطالب/ة:
	التوقيع:

نموذج (٢) شكوى طالب/ة من واقعة ظلم أو رفع الضرر

أولاً: بيانات الطالب/ة

اسم الطالب/ة:

تاريخ تقديم الطلب:

رقم الجوال (للتواصل)

الرقم الجامعي:

القسم:

الكلية:

الجهة/ الشخص المتظلم منه:

تاريخ حدوث الواقعة محل

/ /

الشكوى:

ثانياً: بيانات الشكوى

الضرر أو الظلم الواقع علي مقدم الشكوى:

ملخص موضوع الشكوى (بصورة متسلسلة وفق حدوثها)

الاثباتات (المستندات أو الشهود)

-١

-٢

-٣

الخطوات السابقة التي اتخذت لمحاولة رفع الظلم أو حل المشكلة:

المرفقات:

- ١
- ٢
- ٣

إقرار: أقرنا الطالب/ة

بان كافة البيانات الواردة بهذا التظلم صحيحة، وعلى مسؤوليتي الشخصية، ولا اقصد بها الكيد، او النيل من سمعة المتظلم منه، وفي حالة ثبوت عكس ذلك أكون مستحقا لتطبيق عقوبة الشكوى الكيدية.

التوقيع:

اسم الطالب/ة: