



الجامعة العربية المفتوحة
Arab Open University

The Student Conduct and Disciplinary Procedures Bylaws at the Arab Open University

Approved by University Council No. 67

September 25, 2019

Contents

Article 1: Title	3
Article 2: Definitions	3
Article 3: Violation Definition	3
Article 4: Respective Committees and their Formulation	4
Article 5: Penalties	5
Article 6: Authorities Competent to Impose Penalties	5
Article 7: Plagiarism in Course Work Assignments	5
Article 8: Cheating on Exams or Violation its Regulations	6
Article 9: Appeals	7
Article 10: Retroactive Penalties	7
Article 11: General Provisions	7

Article 1: Title

The present bylaws shall be named: “The Student Conduct and Disciplinary Procedures Bylaws at the Arab Open University.”

Article 2: Definitions

Unless the context indicates otherwise, the following words and expressions shall have the meanings specified hereunder:

University / AOU	The Arab Open University
Director/Rector	The Director/Rector of an Arab Open University branch or campus
VPAA&SR	The vice President of academic affairs and scientific research
Branch	An Arab Open University branch or campus
Faculty Member	A professor, associate or assistant professor, or lecturer appointed at an AOU branch or HQ

Article 3: Violation Definition

Any violation of the University’s laws, statutes and bylaws, and any breach of proper conduct, norms and University traditions shall be deemed punishable. Examples include, but not limited to:

- 1) Any act that is incompatible with honor and dignity, or that which breaches good conduct inside the University.
- 2) Actions that result in inflicting harm to the University’s properties.
- 3) Direct disruption of tutorials or exams, or incitement to do so. Also, refraining from performing academic and other related University activities.
- 4) Any attempt to leak exam questions or cover up those attempting to do so.
- 5) Organizing gatherings or non-academic meetings within the University without prior approval of the University’s administration.
- 6) Distribution of leaflets, issuance of bulletins, in any form, or collecting signatures for any purpose without the approval of the University’s administration.
- 7) Any sit-in within the University campus or participation in demonstrations or gatherings that are deemed contrary to public order or public morals in the University.
- 8) Any publication that offends the University's reputation or its employees, or reporting false information to the administrators of the University.

- 9) Assault by word or action, or both on any of the faculty members, employees, students, or guests.
- 10) Any impersonation of others in any matter related to the University and its affairs.
- 11) Carrying or using licensed or unlicensed firearms and sharp instruments.

Article 4: Respective Committees and their Formulation

(First): Investigation Committee in Article 3 Cases

- A) Formed by a decision from the branch Rector, comprised of the following:
- Chair: An experienced faculty member.
 - Member: A Faculty member of one of the programmes.
 - Secretary: Student Affairs Administrator.
 - *Invitation Only*: Legal Advisor, if needed.
- B) Committee duties are as follows:
- 1) Summoning the student.
 - 2) Verifying the incident.
 - 3) Submitting the recommendation to the Primary Disciplinary Council.

(Second): The Primary Disciplinary Council

- A) Formed by a decision from the branch Rector at the start of each academic year, comprised of the following:
- Chair: Deputy Director/Rector or his/her representative
 - Members:
 - Head of the Examination Department / BEC
 - Two experienced Faculty
 - Secretary: Student Affairs Administrator.
- B) Council duties are as follows:
- 1) Reviewing and discussing the recommendations of the Investigation Committee.
 - 2) Determining the appropriate penalty within the approved authority.

Note: the council has the right to invite anyone deemed important to the council or case at hand.

(Third): The Supreme Disciplinary Council

- A) Formed by a decision from the branch Rector, comprised of the following:
- Chair: Deputy Director/Rector
 - Members:
 - Local Dean / Programme Coordinator
 - Academic Staff
 - Secretary: Student Affairs Administrator.

- *Invitation Only*: Legal Advisor, if needed.
- B) Council duties are as follows:
- 1) Reviewing the Primary Disciplinary Council decisions and recommendations.
 - 2) Discussing students' appeals on decisions issued by the Primary Disciplinary Council and verifying them. If necessary, appeal case history will be reviewed and verified.
- C) The Chairperson shall have the right to:
- 1) Invite anyone deemed important to the council or case at hand.
 - 2) Decide on any resolution in the case of equal opposing votes.

Article 5: Penalties

If any of Article 3's listed conduct offenses take place, at least one of the following penalties shall be applied:

- 1) Written Notice.
- 2) Written Warning.
- 3) Final Written Warning.
- 4) Failure of the Course.
- 5) Dismissal from the University for the duration of one semester following the violation.
- 6) Dismissal from the University for more than one semester following the violation.
- 7) Final Dismissal from the University.

Note: The penalties inflicted should be dependent on the case at hand without abiding by the sequence listed in this article.

Article 6: Authorities Competent to Impose Penalties

- A) The Primary Disciplinary Council is entitled to enact the penalties mentioned in Article 5.
- B) The Supreme Disciplinary Council is entitled to enact any of the penalties mentioned in Article 5 upon the recommendation of the Primary Disciplinary Council.

Article 7: Plagiarism in Course Work Assignments

- A) The student commits plagiarism if he/she involves in verbatim copying from any source, and in any form of material required for the assignments and reports, and submits them without proper scientific citation. Additionally, if another party prepares the piece of work for the student to use and be presented as if it were their own, whether with or without associated cost.

- B) The course tutor shall discuss the case with the coordinator of the course for investigating and confirming the plagiarism case. When the incident is established, the course tutor may apply the following penalties:
- 1) Deducting marks from the student's assignment according to the established respective policies.
 - 2) In case of repeated plagiarism in the assignments, refer the student to the Primary Disciplinary Council to pass on the following penalties whether collectively or individually:
 - Apply the policy adopted for plagiarism in assignments.
 - Failure in the course and dismissal from the University for one semester following the semester in which the violation took place.

The Primary Disciplinary Council also has the right to recommend to the Supreme Disciplinary Council the following penalties:

- A) Dismissal from the University for more than one semester following the semester in which the violation took place.
- B) Final dismissal from the University.

Article 8: Cheating on Exams or Violation its Regulations

- A) Any student caught in the act of cheating or attempted cheating shall be reported by the hall supervisor or attendee. The report should state the student's name, ID number, assessment date and description of case. It shall be handed over to the Examination Department, Examination Committee Officer or any staff member delegated by the Rector.
- B) The incident shall be referred to the Chair of the Investigation Committee whom shall report to the Primary Disciplinary Council.
- C) If cheating is verified, the following penalties apply:
 - Grant a 0 mark for the subject matter exam whether it was a midterm or a final.
 - Failure in the respective course of study.
 - Failure in the respective course of study and dismissal from the University for one semester following the semester in which the violation took place.
- A) In the event of repeated cheating or attempted cheating, the Primary Disciplinary Council should submit its recommendation to the Higher Disciplinary Board for the following penalties:
 - Dismissal from the University for one semester following the semester in which the violation took place.
 - Final dismissal from the University if cheating has occurred more than twice.

Article 9: Appeals

- A) A student has the right to appeal the decision of the Primary Disciplinary Council to the Supreme Disciplinary Council within 15 days from the date of the student notification.
- B) In this case, the Supreme Disciplinary Council decision shall be deemed final and not subject to appeal.

Article 10: Retroactive Penalties

Discovering cheating or plagiarism later does not exempt the student from incurring consequences. Such consequences may include the revocation of an obtained award.

Article 11: General Provisions

- A) Penalties shall be recorded in both the student's file and student information system.
- B) The current bylaws herein shall override any previous bylaws relating to or having the same title or subject matter.
- C) The Rectors of the University shall be responsible for the implementation of the provisions issued under these regulations.
- D) The University Council shall discuss the cases where no provision is made in this bylaw.