

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

Approved by University Council No. 76

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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 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: Definition of Violation

Any violation of the University's laws, statutes and bylaws, and any breach of proper conduct, norms and University traditions shall be deemed punishable. Such violations include the following:

- 1) Any act that is incompatible with honor and dignity, or that which breaches good conduct inside the University.
- 1) Actions that result in inflicting harm to the University's properties.
- 2) Disruption of tutorials or exams, or incitement to do so, or to refrain from performing academic and other related University activities.
- 3) Any attempt to leak exam questions or cover up those attempting to do so.
- 4) Organizing gatherings or non-academic meetings within the University without prior approval of the University's administration.

- 5) Distribution of leaflets, issuance of bulletins, in any form, or collecting signatures for any purpose without the approval of the University's administration.
- 6) 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.
- 7) Any publication that offends the University's reputation or its employees, or reporting false information to the administrators of the University.
- 8) Assault by word or action, or both on any of the faculty members, employees, students, or guests.
- 9) Any impersonation of others in any matter related to the University and its affairs.
- 10) Carrying or using licensed or unlicensed firearms and sharp instruments.

Article 4: Respective Committees and their Formulation

Investigation committees and disciplinary Councils shall be established at the University including their roles and responsibilities as follows:

(First): Investigation Committee in Any of the Cases of Article (3)

Formed by a decision from the Branch Rector as follows:

1. An experienced faculty member Chair
2. A faculty member of one of the Programmes Member
3. Student Affairs Administrator Secretary
4. The legal consultant (if possible), by Invitation (for consultation only)

The duties of the committee shall be as follows:

1. Summoning the student
2. Verifying the incident
3. Submitting the recommendation to the primary disciplinary council

(Second): The Primary Disciplinary Council

To be formulated by the rector decision at the beginning of each academic year as follows:

1. Deputy Rector or his/her representative..... Chair
2. Two experienced Faculty members Members
3. The Head of the Exams Department /BEC.....Member
4. Student Affairs Administrator Secretary

The duties of the committee shall be as follows:

1. Reviewing and discussing the recommendations of the investigation committee.
2. Determining the appropriate penalty within the approved authority.

The council shall have the right to invite those who deem appropriate to attend the meetings.

(Third): The Supreme Disciplinary Council

Formulated by the branch rector decision as follows:

1. Rector Chair
2. Programme's Dean/Programme CoordinatorMember
3. Academic Staff MemberMember
4. Student Affairs Administrator.....Secretary
5. The legal Advisor, by Invitation (for consultation only)

The duties of the committee shall be as follows:

1. Reviewing the decisions and recommendations of the primary disciplinary council.
2. Discussing students' appeals on decisions issued by the primary disciplinary council and verifying them and if deemed necessary appeal case history will be reviewed and verified.

The chairperson of the council shall have the right to:

- Invite whoever deemed appropriate to attend the meetings of the council
- Decide on any resolution of the council if voting is equal

Article 5: Penalties

If any of the offences listed in the article (3) concerning student's conduct, at least one of the following penalties shall be applied:

- A. Written Notice
- B. Written Warning
- C. Final Written Warning
- E. Failure of the Course.
- F. Dismissal from the University for the duration of one semester following the violation.
- G. Dismissal from the University for more than One Semester following the violation.
- H. Final Dismissal from the University.

The penalties may be inflicted without abiding by the sequence enlisted according to each case.

Article 6: Authorities Competent to Impose Penalties

- A. The primary disciplinary council shall be entitled to enact the penalties mentioned in paragraphs A-F of Article (5).
- B. The supreme disciplinary council 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 will be considered to commit an act of plagiarism in the assignments if he/she involves in verbatim copying from any source and in any form of material required in the assignments and reports and submit them without proper scientific citations. This also applies if the assignments are prepared for the student by individuals or other parties with or without cost for the purpose of presenting them as a course assignment or as part of it.
- B) The course tutor shall discuss the case with the coordinator of the course for investigating and confirming the plagiarism case, and when the incident is established, the course tutor may apply the following penalty:

1. Deducting marks from the student's assignment according to the established respective policies.

2. Referring the student to the primary disciplinary council in case of repeated plagiarism in the assignments to assign one of the following penalties individually or collectively for the student:

- Applying the policy adopted for plagiarism in the assignments.
- Failure in the course and dismissal from the university for one semester following the semester in which the violation took place.

The primary council also has the right to recommend to the supreme disciplinary council the following penalties:

- Dismissal from the University for more than One Semester following the semester in which the violation took place
- Final Dismissal of the University

Article 8: Cheating on Exams or Violation its Regulations

A. Any student who caught in the act of cheating in the exams shall be informed of the reported case, and the report shall be handed over to the examination department/ examination committee officer or (any staff member delegated by the rector), stating the student's name, ID number, and assessment date, and description of the case.

B. The incident shall be referred to the chair of the investigation committee that shall report to the primary disciplinary council.

C. If the case of cheating is verified, the following penalties apply:

- Grant zero mark for the subject matter exam whether final or midterm
- 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.

D. 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 is repeated for more than two times.

Article 9: Appeals

- A. The student has the right to appeal the decision of the primary disciplinary council to the supreme disciplinary council within fifteen days from the date of the notification of the student.
- 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 in later does not exempt the student from incurring consequences, which may result in the revoke of the award that he/she has obtained.

Article 11: General Provisions

- A. The penalties shall be recorded in the student's file that he/ she has been penalized as a result of cheating, or the breach in any form as given in the articles of this bylaw and the penalty shall be recorded in the student information system.
- B. This bylaw cancels any previous bylaws concerning the "Students' Conduct and Disciplinary Procedures at the open Arab University".
- 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.

