

## Student Conduct and Discipline Regulations

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These rules were prepared based on Clause Five of the Council of University Affairs Resolution No. 1/9/1444 dated 03/01/1444 AH, which includes the establishment of student conduct and disciplinary rules. These rules shall be applied and come into effect as of the date of the University Council's decision approving them.

### Rule One: Definition of Terms

The following words and phrases shall have the meanings indicated next to each, unless the context requires otherwise:

- **University:** Najran University.
- **Authorized Person:** The President of the University, or anyone delegated or acting on their behalf.
- **University Entities:** All sectors affiliated with Najran University, including vice presidencies, deanships, colleges, centers, departments, and units.
- **Students:** Any male or female student enrolled in an academic program at Najran University, whether a citizen, resident, international student, or scholarship recipient.
- **Rules:** The Student Conduct and Disciplinary Rules at Najran University.
- **Main Committee:** The disciplinary committee authorized to consider cases referred to it by the Authorized Person or subcommittees.
- **Subcommittee:** A committee formed within colleges or deanships, including supporting deanships that provide or oversee academic programs, and authorized to examine violations occurring within the respective college or deanship.
- **Violation:** Any act that contravenes Islamic law, the regulations of the Kingdom of Saudi Arabia, or the bylaws and instructions of the University.
- **Sanction:** The disciplinary penalty prescribed in the Student Conduct and Disciplinary Rules or any other applicable disciplinary regulations at Najran University.
- **Appeal:** The formal objection to an imposed sanction, in accordance with official procedures, after its approval by the Authorized Person and before it becomes final.
- **Grievance:** Submitting a grievance to the competent authority at Najran University against any harm incurred by the student from a university staff member or affiliated entity.

## Rule Two: Objectives

The Student Conduct and Disciplinary Rules aim to:

1. Establish a system for identifying violations that may be committed by some students within the University or outside it, insofar as such actions fall under the scope of its activities and participation.
2. Limit student behaviors that contradict educational principles and address them through available means, thereby contributing to the correction and reform of violating students' conduct.

## Rule Three: Scope of Application

1. The provisions of the Student Conduct and Disciplinary Rules apply to any individual enrolled in any educational or training program conducted by the University. This includes all violations committed within the University and its facilities, as well as those occurring outside the University during trips and activities organized or participated in by the University.
2. The provisions of the Student Conduct and Disciplinary Rules do not apply to violations committed by students outside the University if they are not related to any educational or training program conducted by the University, unless such violations are referred to the University by the competent authorities.

## Rule Four: Main Committee

A permanent Main Committee shall be formed by a decision of the University President for a renewable term of two years. The committee shall have full authority as stipulated in these rules, as follows:

### First: Composition of the Permanent Main Student Conduct and Disciplinary Committee:

1. Dean of the Deanship of Student Affairs – *Chairperson*
2. One of the Vice Deans of Student Affairs – *Vice Chairperson*
3. Female Vice Dean of Student Affairs – *Permanent Member*
4. Representative from the Legal Affairs Department – *Permanent Member*
5. Dean or Vice Dean of the college or deanship concerned with the violation – *Invited Member*
6. Committee Secretary – *Secretary*
7. Committee Rapporteur – *Rapporteur*

**Second:** The committee may invite any individual whose presence it deems beneficial.

**Third: The Main Committee shall be responsible for the following:**

1. Reviewing recommendations issued by subcommittees regarding student violations.
2. Considering grievances referred to it.
3. Reviewing violations referred directly by the University President.
4. Ruling on student conduct and disciplinary cases.
5. Following up on investigation procedures.
6. Conducting investigations into matters referred by the Authorized Person.
7. Communicating with relevant entities within the University, receiving results, presenting and discussing them.
8. Reviewing decisions and sanctions issued by subcommittees when needed.
9. Maintaining a confidential record of all cases.
10. Approving procedural templates and rules for subcommittees regarding enforcement and investigation processes.
11. Imposing all disciplinary sanctions stipulated in the Student Conduct and Disciplinary Rules and other applicable regulations on students who violate the laws and regulations in force in the Kingdom of Saudi Arabia and at the University.

**Fourth:** The meetings of the Permanent Main Committee shall be convened at the invitation of its Chairperson. The meeting shall not be valid unless two-thirds of its members are present. Decisions are issued by absolute majority, and in the event of a tie, the Chairperson's vote shall prevail.

#### Rule Five: Subcommittees

A subcommittee shall be formed within each college of the University by a decision of the University President. This includes supporting deanships that oversee or provide academic programs, as follows:

#### First: Composition of the Student Conduct and Disciplinary Subcommittee:

1. Dean of the college or supporting deanship – *Chairperson*
2. One of the Vice Deans of the college or deanship – *Vice Chairperson*
3. Head of the Student Guidance and Counseling Unit in the college or deanship – *Permanent Member*
4. Head of the academic department to which the violating student belongs – *Invited Member*

#### Second: The Subcommittees shall be responsible for the following:

1. Reviewing reports and complaints referred to them and recommending either a sanction or dismissal of the case to the Main Committee.
2. Investigating violations committed by students of the college or deanship, or by others if the violation occurred within the University; and hearing statements from all relevant parties involved.
3. Submitting investigation reports and results to the Main Committee.
4. Imposing sanctions under item (A)\* of Rule Nine.
5. Imposing penalties for cheating violations as outlined in Rule Ten.

**Third:** Subcommittee meetings shall be held with all members present. Decisions are made by absolute majority, and in the event of a tie, the Chairperson's vote shall prevail.

## Rule Six: Violation Documentation

### A. Authorized Persons and Mechanism for Reporting Violations:

1. Deans of colleges and supporting deanships, vice deans, and heads of academic departments.
2. University personnel from the faculty and equivalent ranks.
3. Staff responsible for security and safety.
4. Employees authorized to document violations according to the nature of their assigned duties.
5. Any person assigned the task of documenting violations by a decision from the Authorized Person.

### B. Mechanism for Reporting Violations:

1. The responsible officer shall prepare an official report of the incident when a violation, as defined in the Student Conduct and Disciplinary Rules, is detected in flagrante delicto.
2. All relevant evidence and proof related to the violation must be attached to the report.
3. The report shall be submitted to the Dean of the college where the violation occurred.
4. If the violating student belongs to a different college, the report shall be forwarded to the student's college to complete the necessary investigations. The Main Committee reserves the right to re-investigate if needed.

## Rule Seven: Investigation

The responsibility for investigating violations of the Student Conduct and Disciplinary Rules lies with the following:

1. The Subcommittee.
2. The Main Committee.
3. Any committee or competent entity designated by the Authorized Person in the interest of public welfare.

## Rule Eight: Violations

**First:** The following acts constitute violations punishable under these rules:

1. Any act that contravenes Islamic law, national regulations, or undermines honor, dignity, or good conduct and behavior within the University.
2. Failure to comply with the Public Decency Law issued by Cabinet Decision No. (444) dated 04/08/1440 AH, and any subsequent amendments. This includes violations of Articles (3, 4, 5, 6) of the law, which state:
  - **Article 3:** Everyone in a public place must respect the values, customs, traditions, and culture prevailing in the Kingdom.
  - **Article 4:** It is prohibited to appear in a public place wearing indecent clothing or any outfit that carries images, shapes, symbols, or phrases offensive to public decency.
  - **Article 5:** Writing, drawing, or similar acts on public walls or any of their components, contents, or means of transportation is not permitted unless officially licensed.
  - **Article 6:** Words or actions that harm, endanger, or frighten people in public places are prohibited.
3. Failure to comply with official dress code requirements for male and female students, including the Saudi national dress and university guidelines regarding appearance—except in disciplines that require otherwise, in which case students must follow departmental regulations.
4. Disrupting order during lectures, academic sessions, or examinations, or bringing items that cause such disruption.
5. Cheating, attempting to cheat, or possessing related materials during exams, including plagiarism in reports, academic projects, and research.
6. Breaching academic integrity in scientific, academic, or artistic work, including but not limited to:
  - a. **Plagiarism:** Using someone else's ideas or documented academic output without proper attribution.
  - b. Claiming another's work (in full or in part) as one's own or neglecting to cite sources properly.
  - c. Direct or near-direct quoting or paraphrasing without indicating the original source.
7. Organizing activities or gatherings that violate university rules and regulations.
8. Damaging or attempting to damage university facilities, equipment, books, or property.
9. Misusing university facilities or their contents.
10. Issuing or distributing publications, or collecting money or signatures without official approval.
11. Spreading or promoting rumors, exaggerating incidents, or sharing information with media or on social media without official authorization.
12. Sexual harassment as defined by the Anti-Harassment Law.
13. Identity impersonation or any form of forgery.
14. Smoking or its equivalents within university buildings and grounds.
15. Insulting the University or any of its members (faculty, staff, students, or security personnel), or attacking their property, or assaulting any individual within the University or its partner entities.
16. Inciting tribal, sectarian, or regional tensions among students, or forming student groups to provoke fights or commit violations on campus.
17. Possessing hazardous materials, prohibited items, weapons, or drugs of any kind within the University or its facilities.

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18. Violating housing regulations of the University.
19. Violating traffic rules and regulations within the university campus and its facilities.
20. Misusing electronic devices, systems, or applications, including unauthorized photography using phones or cameras.
21. Tampering with or misappropriating educational equipment.
22. Any behavior contrary to public morals, governmental and university regulations, or that causes harm to others or university property.
23. Submitting a malicious complaint against a university member, if proven to be false.
24. Violating the privacy of any university member, including, for example, photographing individuals without their consent.

**Second: Violations Committed by Students During Cooperative Training or Internship (for Health Specializations) in Institutions:**

- A. If student trainees commit violations or neglect their duties in institutions not affiliated with the University, those institutions have the right to address such violations in accordance with the relevant regulations. Penalties may be imposed under the Professional Practice Law, including for health professions, while the University retains the right to impose disciplinary action under the Student Conduct and Disciplinary Rules.
- B. If the student trainee is undergoing training in an institution affiliated with the University, disciplinary action shall be taken in accordance with the Student Conduct and Disciplinary Rules.

### Rule Nine: Sanctions

A maximum of two of the following sanctions may be imposed by the authority empowered to do so, after conducting an investigation with the student who committed the violation. In determining the appropriate sanction(s), consideration shall be given to the student's academic record, conduct, prior offenses, and other relevant factors. The applicable sanctions are:

- Written warning.*
- Deprivation of some or all university privileges granted to students.
- Adjustment of the student's grade in one or more courses without failure.
- Denial of course registration for one or more courses for one or more semesters.
- Suspension of the monthly stipend for a period not exceeding four months.
- Suspension from study for one academic semester.
- Denial of entry to the exam in one or more courses, with a failing grade recorded.
- Cancellation of the student's exam in a specific course, with a failing grade recorded.
- Cancellation of the student's registration for one or two semesters, with a failing grade in all registered courses for that semester.
- Obligation to attend educational or awareness sessions as determined by the Main Committee.
- Permanent dismissal.

(\*) Sanctions marked with an asterisk are within the authority of the Subcommittees, in addition to those stated in Rule Ten.



### Rule Ten: Cheating Sanctions

The sanction for a student found guilty of cheating is as follows:

- Midterm Exams:** A student who commits a cheating violation during midterms shall receive a failing grade in the course in which the violation occurred.
- Final Exams:** A student who commits a cheating violation during final exams shall receive a failing grade in the course in which the violation occurred *and* in one additional course.
- If the Subcommittee determines that the violation warrants a more severe penalty, it shall refer its recommendation to the Main Committee.

### Rule Eleven: Unspecified Sanctions

The Permanent Main Committee has the right to apply the sanctions listed in Rules Nine and Ten partially, in a manner deemed appropriate and proportionate to the nature of the violation.

### Rule Twelve: Notification

- The student must be notified in writing of the alleged violation by the Dean of the college/deanship or their designee, specifying the date and place of the investigation. This notification must be sent via the student's university email and registered mobile number at least five (5) business days prior to the scheduled date. If no response is received, a second and final summons shall be issued, granting an additional five (5) business days to respond.
- The student forfeits the right to present their statement and defense if they fail to appear at the scheduled time without presenting an acceptable excuse, and the committee may issue the disciplinary decision in absentia.
- The student shall be notified of the imposed sanctions through their official university email.

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### Rule Thirteen: Appeal

1. A student against whom a disciplinary sanction has been issued has the right to submit a grievance/appeal to the University President or their designee within fifteen (15) days from the date of being notified of the decision. The decision under appeal shall be referred to a competent committee, and the University President has the authority to decide on the grievance/appeal.
2. Decisions issued by the Main and Subcommittees become final if no grievance/appeal is submitted within fifteen (15) days from the date the student was notified of the sanction.

### Rule Fourteen: Exemption

1. A student shall not be exempted from disciplinary action on the grounds of ignorance of the Student Conduct and Disciplinary Rules or any university regulations or instructions.
2. A student may be exempted from disciplinary action if one year has passed since the last procedure was taken on the violation without a final decision being issued.

### Rule Fifteen: Criminal Violations and Damages

1. In the case of criminal violations, the matter shall be referred to the competent authorities for further action, while the University reserves the right to impose related disciplinary sanctions under the Student Conduct and Disciplinary Rules.
2. In cases of damage to University property, the student shall bear the cost of repairs for any damage caused.

### Rule Sixteen: Sanction Announcement

The authority that issued the sanction may announce it within the University's colleges and facilities without mentioning the names of the violators, stating only their student ID numbers, the type of violation, and the imposed sanction.

### Rule Seventeen: Authority to Impose Sanctions

The following entities are authorized to impose disciplinary sanctions:

- a. **Permanent Main Committee:** Has the authority to impose all types of sanctions stated in the Student Conduct and Disciplinary Rules.
- b. **Subcommittees:** Are authorized to impose the sanctions listed under paragraph (a)\* of Rule Nine and those stated in Rule Ten.

### Rule Eighteen

These Student Conduct and Disciplinary Rules shall come into effect from the date of their approval by the University Council. All previous disciplinary regulations that conflict with these rules shall be repealed. The University Council reserves the right to amend these rules when necessary.