

DISCIPLINARY REGULATIONS AT AL-BAHA UNIVERSITY APPLIED COLLEGE



:Content

Disciplinary violations	3
Types of academic violations requiring disciplinary action	4
Types of general violations requiring discipline	5
at Al Baha University against Students Procedures Disciplinary Executive Guide for	7
Penalties that may be imposed for crimes	8
Regulatory Procedural Guide for Grievance	10
Procedures Guide for Filing an Appeal for a Student	13
:Tasks of the Sub-Committee for Following Up on Student Issues at the College	15
Applied College Grievance Form (Form ١)	17
Appeal Form for the Applied College (Form ٢)	19
Academic Violation Report	22
Behavioral Violation Report	24
Academic Violation Investigation Report	25
Conduct Violation Investigation Report	27



According to the disciplinary regulations (the rules of conduct and student discipline at Al - **Baha University**) , these books describe most of the disciplinary procedures against violations of the university regulations by male and female students , systems, behaviors , and violations of the provisions of Sharia that fall under the violations. And the penalties imposed for these violations Within the university or in any of its colleges, will lead to disciplinary action being taken against them; these crimes are listed below:

In the event of a problem in understanding or applying one of these regulations, the university regulations (Rules of Conduct and Student Discipline at Al Baha University) shall be applied and considered the main reference for implementation.



Disciplinary violations

1. Any act or word that is offensive to religion, inside the university .
2. Any act or statement that would offend a person's honour or modesty, or acts of incest or mixing, inside or outside the university, shall be treated as a violation of good conduct and behaviour.
3. Committing any act that is contrary to the student's character, such as inappropriate behavior towards the opposite sex. Failure to adhere to the appropriate Islamic dress for students, or the dress approved by the university.



Types of academic violations requiring disciplinary action

:Any act that violates the university's regulations and academic process, including

1. Actions that disrupt the course of lectures, courses and related activities at the university or in student housing units, or any other actions that may directly or indirectly damage university property or facilities.
2. Forging official documents and papers issued by or outside the university, or deliberately destroying all or some of their contents.
3. Cheating on an exam or attempting to cheat, as well as cheating on reports, assignments, graduation projects, and violating the exam system and the required calm.
4. Impersonation in an exam. That is, cheating by appearing on behalf of someone else in an exam
5. Any sabotage or attempted intentional destruction of the university's facilities, its facilities, its parts, its laboratories, its libraries, its property, etc., or making any change, or damaging the university housing furniture , or its contents, or defacing its property, or writing on it. The walls, etc.
6. Smoking inside university buildings and facilities and not maintaining the cleanliness of the university and its facilities.



Types of general violations requiring disciplinary action

Any action taken by a student that may cause corruption, disrupt public order, or :assault on a person or his rights within the university, including

1. Assaulting, verbally or physically, university members, employees of companies, institutions, residential units, or through cameras, as well as .misusing the university's student headquarters and housing
2. Assaulting or acting against university employees and employees of companies and institutions that work or invest in the university, or insulting or assaulting them, or seizing their money or property, or .damaging their property
3. Immoral acts , sexual innuendos and other prohibited practices within the university
4. Circulating or using mobile devices equipped with cameras inside the university's female student headquarters and residential units, and misusing them in the university's headquarters and student housing.
5. Using devices, films , pictures , tapes, newspapers , or magazines that pollute Islamic morals and ethics inside the university and its facilities.
6. Carrying a firearm or weapons, or keeping flammable or explosive .materials, etc., inside the university and its facilities
7. Any organization of committees, conferences , or associations, or the publication and distribution of bulletins, magazines , or the collection of funds or signatures before obtaining prior authorization from the



competent authorities at the university, as well as the transmission of
incorrect information or news to newspapers, magazines, or other media.



Procedures Disciplinary Executive Guide for at Al Baha University against Students

1. Monitoring the case (a monitoring form for the violation is attached in the appendix (according to its type) and on the applied college page)
2. Investigation by the College Disciplinary Committee (The investigation form is attached in the appendix (according to its type), and on the Applied College page)
3. Decision of the University Standing Disciplinary Committee
4. University President's Approval
5. Issuance of disciplinary order
6. Appeal or pardon



Penalties that may be imposed for crimes

1. Verbal warning or writing and signing a written apology
2. Written warning
3. Suspending some services and benefits provided to students, such as food, activities, trips, visits, etc., for a period not exceeding two semesters
4. Suspension of university housing for a period not exceeding one semester
5. Suspension of some scholarship benefits for the student except for his travel during the summer vacation
6. Suspension of some scholarships for summer vacation travel
7. Depriving the student of the exam in one or more courses in the semester
8. Cancel the student's exam in no more than three courses and consider them failed exams .
9. Suspension of study for two semesters with suspension of the reward
10. Suspension of study for two semesters with suspension of the reward
11. Delaying the graduation of the violating student for one semester
12. Dismissal from university



According to the disciplinary regulations , a student who has been subjected to any of the above penalties has the right to appeal or request a pardon. To handle such appeals and requests for clemency, the university has formed a committee to protect students' rights. The committee considers such appeals and requests for clemency and makes its decisions in a fair and transparent manner. Students are also allowed to file complaints and grievances.



Regulatory Procedural Guide for Grievance

Al Baha University recognizes the need to have clear policies and procedures regarding student grievances, which guarantees all students their rights and ensures the university's ability to fulfill its obligations and mission.

- 1 student shall submit an official grievance or complaint by filling out a specific form (Form No. (1) attached in the appendix). **On the Applied College page**) and then submit it to the competent authority according to the following table (Table 1)
- 2 A formal complaint must be written in a clear, complete and specific manner detailing the basis for the complaint. In addition, it must be submitted no later than (15) days from the date of the alleged event.
- 3 In the event of a grievance occurring in the summer semester, it shall be submitted directly to the Standing Committee. Permanent Committee for Follow-up of Student Affairs .
- 4 The student is obligated to attend in person at the place and time specified by the administration, noting that if he fails to attend without an unacceptable excuse, his right to pursue the grievance will be forfeited.
- 5 Receiving a notification that includes a statement of the complaint with the date and number means that the student has actually submitted his /her grievance and that it is registered in the university system's records .
- 6 A student is not entitled to file more than one complaint for the same .alleged event or incident



- 7 The student will receive an official response to his complaint from the Permanent Committee for Following Up on Student Issues .
- 8 If the student is not satisfied with the committee's decision, he may file a lawsuit before the committee's chairman, by submitting a complaint within (15) days from the date of receiving notification of the committee's decision.



Table ١

Request receiving party	The complainant's discount
Head of Department	<ul style="list-style-type: none"> ● student ● employee ● technical ● Faculty Member
Subcommittee To follow Issues Students And students at the Applied College .	<ul style="list-style-type: none"> ● Head of Department ● Academic Supervisor
Standing Committee for Follow-up Issues Students And female students at the university .	<ul style="list-style-type: none"> ● CEO of the Applied College ● Vice President of the Applied College ● assistant CEO of the Applied College



Procedures guide for filing an appeal for students

The most important objective and procedural controls related to submitting a grievance (appeal) against any decision issued by one of the university's permanent committees are:

1. In case the student is not convinced by the grievance decision, he has the option to appeal and submit a request . The request is submitted to the competent person at the university, who is the university president based on his powers and is responsible for approving the minutes and in accordance with other relevant rules. (Form No. 2 is attached in the appendix. **On the Applied College page**)
2. Submit an appeal request within (١٥) days from the date of notification of .the decision if it is correct
3. The appeal must be in writing and all supporting documents (if any) must .be attached
4. Within two weeks of receiving the appeal, a meeting is held with the committee in a fair manner, taking into account the rules of equality and fairness. It also gives all parties the opportunity to present their cases.
5. The decision of the University Grievance Committee shall be final, and all concerned parties shall be notified in writing within one week of the .University Grievance Committee meeting





Tasks The Committee Sub To follow up on :issues Students In college

:Tasks and responsibilities

1. .Receive student complaints
2. The Standing Committee shall establish and form a committee to consider complaints and grievances. The committee shall have the authority to make decisions in accordance with the rules and regulations and subject to the approval of the President of the Applied College.
3. The Standing Committee shall notify the aggrieved student of the Standing Committee's decision in writing and obtain the aggrieved student's signature on the document
4. In the event of a grievance being filed, the President of the Applied College shall convey the decision in writing to the Standing Committee and all other concerned parties.
5. If the Standing Committee finds that the complaint is essentially malicious, the Committee has the right to issue its recommendations and refer the complainant to the Standing Committee for Student Discipline.
6. The Standing Committee has the right to reject a complaint or grievance if it does not follow the necessary procedures for submitting it. It also has the right to reject a grievance that appears to be spurious or that lacks sufficient evidence to prove the claim. It may also issue a reasoned decision to maintain justice. The decision becomes final and the appeal is rejected after the approval of His Excellency the University President.





Applied College Grievance Form (Form ١)

	the name
	Cell phone number
	Department/College
	Specialization
	Guardian's cell phone number
	University student number
	Email
	Grievance date
	National identity
	the signature

:Nature of the grievance

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

I undertake to respect and accept the decision on the grievance in accordance with the applicable rules and regulations; accordingly I sign

..... :Recipient of the form

Executive Vice President of the Applied College

Date

Signature

.....

.....

.....



٢/١

Decision of the competent authority •

.....
.....
.....
.....
.....
.....
.....
.....

Name of the entity (or committee chairman)

Signature Date

Executive Vice President of the Applied College (after the decision of the authority)

Date

Signature

.....
.....

A copy of the grievance and the completed decision shall be submitted to the student.

Copy submitted to:

٢/٢



Appeal Form for the Applied College (Form 2)

	the name
	Cell phone number
	Department/College
	Specialization
	Guardian's cell phone number
	University student number
	Email
	Grievance date
	National identity
	the signature

:Description of the objection (appeal)

.....

.....

.....

.....

.....

.....

.....

.....

.....

I undertake to respect and accept the appeal decision in accordance with the applicable rules and regulations; accordingly, I sign

..... :The competent authority to receive the form

CEO of the Applied College (after the decision of the authority)

Date

Signature



٢/١

Decision of the competent authority •

..... the name

..... the signature

..... the date



.A copy of the appeal and the completed decision is provided to the student

٢/٢



Academic Violation Report

..... Semester of the academic year

Level	College/Department	University number	Student 's name

On the day of corresponding to at exactly the student whose details are mentioned above was arrested in accordance with the rules of conduct and student discipline for the university stage and he/she was arrested on

.....

.... In the course test Course numberCRN reference number

's acknowledgement of the alleged violation :

.....

.....

.....

.....

Name : Signature:

.....

Examination committee supervisors

..... :Name: Job Title Signature

..... :Name: Job Title Signature

.....

Course Professor: Signature:

Executive Vice President Signature: Date

.....

:Required attachments

1. A report of the cheating incident + the paper cheating tool or a copy of the tool (mobile phone, smart watch or machine) will be confiscated and opened in the presence of the student, with photographs of the parts of the course being taken and this being proven by the committee members signing the photos and the mobile phone or watch being returned to the student with her signature of receipt after the cheating incident is proven and the test paper is confiscated and the student is not allowed to complete it
2. Academic violation investigation report with the student . The committee has the right to add any question that appears necessary during the investigation with the student.
3. A copy of the student 's university card and academic record after the student's cheating has been detected



4. Minutes of the meeting of the sub-committee for student issues at the college, including recommendations and specifying the course equivalent to the cheating course
5. Attach the observers' statement on Committee Test in detail each witness on a separate sheet from the case with their signature on Benefit.

Sending the minutes of the college subcommittee meeting in Word format to the email of the secretary of the permanent committee for studying student issues at the university



Conduct violation report

..... Semester of the academic year

Level	College/Department	University number	Student 's name

.... ____ whose details are mentioned above was caught doing ____

:s acknowledgement of the alleged violation'

.....
.....
.....

Control team

...../Name/..... Job Title..... Signature

...../Name/..... Job Title..... Signature

.... Deputy President Executive / Signature: Date

..... :Student's marital status : Guardian's name : Mobile phone: Work place: Work phone

:Required attachments

1. Report of a behavioral violation
2. A report of the investigation into a behavioral violation with the student , and the committee has the right to add any question that appears necessary during the investigation
3. A copy of the student 's university card and academic record
4. Minutes of the meeting of the sub-committee for student issues at the college, including recommendations
5. Attach the detailed statement of the investigation team about the case, each witness on a separate sheet, with their signature on the statement .

Sending the minutes of the college subcommittee meeting inWord format to the email of the secretary of the permanent committee for studying student issues at the university



Academic Violation Investigation Report

On the day of corresponding to / / 14 AH, an investigation report was opened with the student/..... in order to take statements regarding what is attributed to him of committing a violation or attempting to commit one, and this was done by the Sub-Committee for Student Affairs at the College of

Q: What is your full name and university number

A: Signature:

Q: What is your major and what level are you studying at

A: Signature:

Q: What is the name of the course in which you committed the violation

A: Signature:

Q: What are your statements regarding what is attributed to you regarding your committing the violation?

.... :A: Signature

Q: Did you know that committing or attempting to commit a violation is considered a disciplinary violation?

A: Signature:

Q: Why did you do this

A: Signature:

Q: What is the means of violation that you used?

A: Signature:

Q: Why did you have the cheating tool in your possession during the test, even though you were warned not to have any

cheating tool in your possession during the test

A: Signature:

Q: Have you ever committed this violation before

A: Signature:

Q: Do you regret committing the violation

A: Signature:

Q: Do you promise not to repeat such a violation in the future

A: Signature:

Q: Do you have any other quotes you would like to add

.... :A: Signature



:The committee's opinion on the student's actions during the investigation committee

.....

.....

.....

.....

.....

.....

.....

.....

Accordingly, the committee recommended:

.....

.....

.....

.....

.....

.....

.....

.....

The minutes were closed at exactly on day, corresponding to // 14 AH.

And so it was signed.

Committee Members: Signature

.....

.....

.....

Executive Vice President

Head of the Subcommittee for Student Affairs at the College

..... :Name: Signature

٢/٢



Conduct violation investigation report

On the day of corresponding to / / 14 AH, an investigation report was opened with the student / - a / in order to take the statement regarding what is attributed to him of committing a violation of or attempting to commit it, and this was done by the Sub-Committee for Student Affairs at the College of

.... :Q: A

..... :the signature

Q: A: Signature:

Q: A: Signature:

Q: A: Signature:

Q: A: Signature:

Q: A: Signature:

Q: A: Signature:

Q: A: Signature:

Q: A: Signature:

Q: A: Signature:

٢/١

:The committee's opinion on the student's actions during the investigation committee

.....
.....
.....
.....
.....
.....
.....
.....

Accordingly, the committee recommended:

.....
.....
.....
.....
.....
.....
.....
.....



The minutes were closed at exactly on day, corresponding to / / 14 AH

, and accordingly signed:

Committee Members: Signature

.....

.....

.....

Executive Vice President

Head of the Subcommittee for Student Affairs at the College

..... :Name: Signature

