



Al-Quds University

University By-Laws

(7)

Student Disciplinary By-Laws and Procedures

Disciplinary Procedures Instructions for Al-Quds University Students

Article (1): These Instructions shall be called Disciplinary Procedures for Al-Quds University Students.

Article (2): All students registered in Al-Quds University shall be subject to the disciplinary provisions and procedures stipulated in these Instructions.

Article (3): The following acts shall be considered as a disciplinary offense subjecting the student who committed any of them to the penalties stipulated in these instructions.

- a) A violation of the University's by-laws, regulations, and instructions.
- b) Any act that violates honor or dignity, contrary to good conduct or offends the University or its employees inside or outside the University.
- c) Blasphemy
- d) Use of university buildings, facilities, and houses allocated for students housing for other purposes or objectives for which it was intended.
- e) Non-obtaining of prior permission from the Deanship of Student Affairs for use of the University's facilities.
- f) Destruction or theft of the University's movable or immovable property,
- g) Urges to attend /or illegal abstinence from attending lectures, exams, laboratories, scientific lessons, or scheduled university activities.
- h) Disturbance of public order or control in the campus.
- i)) Forgery in university documents or use of forged documents for any personal or university related purposes.
- j)) Cheating or attempting to cheat in exams or violating the exam system or the calm that must be prevailing in it.
- k) Any insult or abuse by the student towards faculty member or any of the staff or students or whosoever there.
- l) Using hand-held earphone inside classrooms or University buildings.
- m) Post any written material or issue statements that may harm the reputation of the University or its staff.
- n) Using computers and internet websites in a way that harms the reputation of the University and its employees.
- o) Any other violation the Deanship of Student Affairs deems to be referred to the Central System Committee of the University.

Article (4): Disciplinary penalties are:

- 1- Notice.
- 2- Warning in its three degrees (first, second or final).
- 3- A fine equal twice things a student destroys.
- 4- Deprivation for a specified period from one or more facilities provided by the University where the violation is committed.
- 5- Stop availing system of exemptions applied in the University for one semester or more
- 6- Ask student to leave classroom or summon the university guards when necessary
- 7- Deprivation for a specified period of one or more student activities in which the violation is committed.
- 8- Cancellation of exams in one or more subjects for one semester and give a student zero grade in course where his / her exams therein were cancelled.
- 9- Cancellation of registration for one or more courses of semester in which the violation is committed.
- 10- Temporary dismissal from the University for one or more semesters. Dismissed student shall not study in summer course, and all course studies by student in any university during the penalty period shall not be taking into account.

11- Final dismissal from the University.

12- Revoke the decision to grant a certificate if found that there is cheating or fraud in the procedures for granting it.

Article (5): Any student caught in the act of carrying, attempting, or assisting in cheating on exams, he / she shall be referred to the sub-committee in his / her faculty to apply the appropriate penalty.

Article (6): The sub-committee for cases of cheating on examinations shall apply any of the following penalties:

- a) Giving a student who is caught cheating on examinations a zero grade and shall consider him / her failed in the exam in which cheating occurred.
- b) Depriving him / her of registration for the course in which cheating occurred.
- c) Cancelling his / her registration in the rest of the courses registered in that semester.
- d) Dismissal from the University for one semester which is the one in which he /she was
- e) Two or more disciplinary penalties of the penalties stipulated in these instructions may be combined.
- f) Discovery of cheating later does not waive the perpetrator of responsibility and the matter shall be referred to the investigation committee.

Article (7): The student shall not be punished for one violation from more than one disciplinary body.

Article (8): Two or more disciplinary penalties stipulated in these instructions may be combined.

Article (9): Decisions issued by the bodies competent to impose penalties shall be final. However, a student who is subject to a disciplinary penalty may appeal to the competent committee that imposed the penalty to commute or amend the penalty within two weeks from the date of the announcement of the decision. The competent committee which imposed the penalty shall have the right to maintain Mond de decision according to its convictions and the data available thereto.

Article (10):

- a) Disciplinary penalty decisions shall he kept in student's file with the Deanship of Student Affairs and in student's file at the student affairs department in the faculties.
- b) Deanship of Student Affairs shall notify student's guardian and student's delegating body if any) of the penalties imposed on student within one week of the penalty.

Article (11): No student may argue that he / she is not aware of the regulations and instructions or that he / she is not aware of what is published in the bulletin boards at the University.

Article (12): The President of the University shall, in the first month of each academic year and for a renewable period of one year, form the Central System Committee to investigate the violations committed by students inside or outside campus by five members headed by the Dean of Student Affairs, University President or Dean of Student Affairs shall refer students to such committee to investigate.

Article (13): The Dean of Student Affairs, in coordination with the deans of the faculties, shall form, in the first month of each academic year and for a renewable period of one year, faculty system sub-committee to consider violations committed by students on the campus by five members headed by the coordinator of student affairs in the faculty or any faculty member chosen by the faculty. The dean of the faculty or the head of the sub-committee shall refer the violations to the committee to consider and recommend the appropriate penalty.

Article (14):

- a) Chairman of the Central System Committee shall invite members to meet, invite the violating student to appear before the Committee, manage the meetings of the Committee, record its records, and prepare reports.
- b) A student referred to the Committee shall be summoned to appear before the Committee by the dean of the faculty or the Dean of Student Affairs. In case a student refuses or fails to appear before the committee, investigation and decision on appropriate penalties shall be carried out in his / her absence.

- c) A student may submit any evidence before the investigation committee, including witness statements.
- d) A student referred to the committee shall sign the written statement.
- e) Chairman of the Central System Committee may suspend the student referred to the Committee from practicing one or more of the student's activities or benefit from the student facilities and services in which the violation was committed until reaching a decision on such violation, provided that the period of suspension does not exceed two weeks.

Article (15): If the term specified to the Central. System Committee or Sub Committee expires, it shall continue to exercise its powers until a new committee is formed and replaced.

Article (16): Bodies competent to impose the penalty

- a) The sub-committee shall have the right to impose the penalties stipulated in clauses 1-5 of Article (4) hereof.
- b) The Central System Committee shall have the right to impose the penalties stipulated in clauses 1-12 of Article (4) hereof.
- c) The Dean of Student Affairs or the dean of the faculty may assume the functions of the System Sub-committee in the faculty in the event of a disturbance or disorder in the faculty resulted in irregularity of study or threatening to do so, which requires prompt decision and Inform the Central Committee accordingly.
- d) Dean of Student Affairs or his / her assistant may, in emergency cases, impose the penalties from 1 to 9 as stated in Article (4).

Article (17): Decisions issued by the System Sub-Committee are subject to appeal before the Central System Committee and decisions issued by the Central Committee are subject to appeal to before the University Council. Appeal shall be submitted from the date of announcing decision. In all cases, University Council's decision shall be final and unappealable.

Article (18): The University Council may reconsider the decision of the final dismissal after four chapters on the execution of the penalty if justified reasons arise. Summer studies shall not be included in the calculation of the four chapters mentioned.

Article (19): In case of disagreement on the interpretation of any of these provisions of these instructions the matter shall be referred to the University Council.

Article (20): The President, Dean, and Dean of Student Affairs are responsible for implementing these instructions.