

**Students' Conduct and Disciplinary Procedures Bylaw**

**at AOU**

**Issued in Accordance with Resolution of the University Council No:63**

**July,2018**

**Article (1): Title**

This bylaw shall be called Students' Conduct and Disciplinary Procedures Bylaw at AOU.

**Article (2): Definitions**

The following words and expressions shall have the meanings specified hereunder unless the context indicates otherwise:

University:	The Arab Open University (AOU)
Branch	A Branch of the AOU.
Branch Rector	The Rector of the University in the Branch Country
A faculty member	Tutor at the AOU

**Article (3): Definition of Violation**

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

- A. Any act that is incompatible with honour, dignity, or that which breaches good conduct inside the University.

- B. Actions that result in inflicting harm to the University's property.
- C. Disruption of tutorials or exams or incitement to do so, or to refrain from performing academic and other related University activities.
- D. Any attempt to leak exam questions, or cover up those attempting to do so.
- E. Organizing gatherings or non-academic meetings within the University without prior approval of the University's administration.
- F. Distribution of leaflets, or the issuance of bulletins, in any form, or collecting signatures for any purpose without the approval of the University's administration.
- G. 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 country of the Branch.
- H. Publication that offends the University's reputation or its employees, or reporting false information to the administrators of the University.
- I. Assault by word or action, or both on any of the University's faculty member, employees, students, or guests.
- J. Any impersonation of others in any matter related to the University and its affairs.
- K. Carrying or use of licensed or unlicensed firearms and sharp instruments.

#### **Article (4): Respective Committees and their Formulation**

Investigation committees and disciplinary boards shall be established at the University whose functions include:

##### **First: An Investigation Committee**

An investigation committee shall be formed for any of the cases mentioned in Article (3), according to the Branch Rector's decision which will include:

1. An experienced faculty member as chair of the committee.

2. Two faculty members from the any academic programme as committee members
3. Students Affairs Administrator as the committee secretary
4. The Legal Counselor of the University Branch where possible as invited member.

**- The functions of the Committee are:**

1. Calling the student in writing by the head of the Committee, and in case of absence without an acceptable excuse, the incident shall be reported to the officials.
2. Verifying the incident.
3. Submitting reports to the disciplinary board.

**Second: the Disciplinary Board**

The Primary Disciplinary Board shall be established by the Branch Rector's resolution at the beginning of each academic year as follows:

1. The Branch Rector's Assistant or his/her deputy chair
2. Two experienced faculty members from the branch members
3. Administrator of the Examination Department /Committee member
4. Student Affairs official. Committee secretary

The functions of the disciplinary board shall be the following:

- a. Reviewing and discussing the investigation committee's report.
- b. Determine the appropriate penalty within its powers.

The Primary Disciplinary Board may invite whoever deemed suitable to attend the meetings of the board.

### **Third: The Supreme Disciplinary Board**

The Supreme Disciplinary Board shall be established by the Branch Rector as follows:

- a. Branch Rector in the AOU Branch Country(chair)
- b. An Academic Programme Coordinator(member)
- c. An academic Staff Member (member)
- d. Head of Students Affairs Department (board secretary).
- e. Legal Advisor (by invitation)

The functions of the Supreme Disciplinary Board shall be:

- A. Reviewing the decisions and recommendations of the Primary Disciplinary Board.
- B. Deciding on students' appeals against decisions issued by the Primary Disciplinary Board.

The chair of the Supreme Branch Board is entitled to:

Invite whoever deemed suitable to attend the meetings of the board.

Decide on any resolution of the board in case there was a tie.

### **Article (5): Penalties**

In case of verification of any of the offenses listed in Article (3) concerning a student's conduct, at least one of the following penalties shall be applicable:

- A. written notice.
- B. written warning.
- C. final written warning.
- D. failing the course.
- E. dismissal from the University for the semester that follows the violation.

F. dismissal from the University for more than one semester following the violation.

G. final dismissal from the University.

A penalty may be inflicted without abiding by the sequence enlisted in this article in relation to each case.

**Article (6): The Authorities Entitled to Impose Penalties are:**

- A. The Primary Disciplinary Board shall be entitled to enact penalties mentioned in Article 5, paragraphs (a - e).
- B. The Supreme Disciplinary Board is entitled to enact penalties mentioned in Article (5), based on the recommendation of the Disciplinary Board.

**Article (7): Cheating on Tutor Marked Assignments(TMAs)**

- A. A student will be considered to be committing an act of plagiarism if he/she involves in verbatim copying from any source and in any form of material required in assignments and reports and submitting them without due academic documenting. This is also applicable when assignments are prepared by other parties or individuals for charges or free of charge.
- B. If any student is suspected of having committed cheating in TMAs, the relevant tutor shall discuss the matter with the Course Coordinator to verify and confirm cheating. If the incident is proven, the tutor may apply the following penalties:
  - 1. A number of grades shall be deducted according to the University's approved policies.
  - 2. In the case of repeated cheating, the student shall be referred to the Primary Disciplinary Board in order to impose one of the following penalties separately or jointly on the student:
    - Implementing plagiarism approved policy

- Failing the course and dismissal from the University for One Semester following the violation.

The Primary Disciplinary Board may make a recommendation to the Supreme Disciplinary Board to impose the following penalties:

1. Dismissal from the University for more than One Semester following the violation.
2. Final dismissal from the University.

**Article( 8): Cheating on Exams or Violating its Regulations**

- A. If any student caught in the act of cheating in exams, a report shall be written by the exam proctor or the designated person and then submitted to the Examination officer/ chair of the Examination committee, in which the student's name, number and details of the incident are reported.
- B. Minutes of the incident should be referred to the chair of the investigation committee which in turn will submit its report to the Disciplinary Board.
- C. If the case of cheating is verified, the following penalty/penalties may be imposed on the student separately or in combination:
  1. Failing the course.
  2. Dismissal from the University for the Semester that follows the violation.

In the case of repeated cheating, the Primary Disciplinary Board will submit its recommendation to the Supreme Disciplinary Board in order to impose the following penalties:

1. Dismissal from the University for more than One Semester following the violation.
2. Final dismissal from the University if cheating is repeated more than two times.

**Article (9): Appeals**

- A. A student may appeal to the Supreme Disciplinary Board against the decision of the Primary Disciplinary Board, during fifteen days from the date of notification.
- B. The decision of the Supreme Disciplinary Board shall be final and is not subject to appeal.

**Article (10): Retroactive Penalties**

The discovery of cheating or plagiarism later on, does not exempt a student from bearing the consequences which may result in the revoke of the certificate.

**Article (11): General provisions**

- a. Penalties on any student resulting from cheating or any violation mentioned in Article of this bylaw shall be reported and kept in the student record in the SIS.
- b. The present bylaw shall abrogate all previous regulations governing “The Students’ Conduct and Disciplinary Procedures at AOU”.
- c. Branch Rectors are responsible for the implementation of the provisions in this bylaw.
- d. Whatever is not provided for in this bylaw, and any matter arising from its implementation shall be referred to the University Council to decide on.