

# **Student Behavior and Discipline Rules at Saudi Electronic University**



In The Name of Allah, The Most Gracious, The Most Merciful

All praise due to Allah, and peace and blessing be upon our Prophet Mohammad, on his family and all  
his companions,

The approval to update the Disciplinary Regulations of Students at SEU, and the approval to change the  
of the Regulation title to Student Behavior and Discipline Rules  
was issued by the University Council in its third meeting of the academic year 2022

On 08/12/2022

All the Best,



## Chapter One

### Power and Scope of Implementing the Student Behavior and Discipline Rules

#### Article 1:

##### Terms and Definition of Discipline Rules:

In this Agreement the following words and expressions shall have the following meaning, unless stated otherwise.

**University:** Saudi Electronic University.

**Student:** All students enrolled at SEU in all degrees starting from the date of enrollment until the date of graduation, withdrawal, or dismissal.

**E-Systems:** All electronic systems utilized by the University, such as e-learning systems, students' information systems and academic and students e-services systems.

**Rules:** the Student Behavior and Discipline Rules at SEU.

**Disciplinary Violation:** Any verbal or physical breach of the University's regulations and instructions and common decency committed by the student and which requires disciplinary measures.

**Investigation:** Interrogating or discussing students statements regarding the violations attributed to them as stipulated in the regulations, and according to the methods and means approved by the University.

**Disciplinary Action:** The penalty recommended by the discipline committee, and from which a decision is made by the authorized person.

**Exam:** Every mid-term, final, or alternative exam, or equivalent, which is based on the terms determined in the Study and Exams Implementing Rules and Executive Regulations issued by the University.

**Committee of Discipline:** a standing committee for student discipline.

**Sub- Committee of Discipline:** a committee responsible for investigating students' violations, collecting evidence and documents of such a case, and listening to the parties and witnesses.

**Educational Unit:** a venue where an academic, practical, or training program is delivered, whether on campus or online.

**Objection:** Objecting to the disciplinary action decision according to the official governing procedures.

#### Article 2

##### Scope and goals of implementing the Behavior and Discipline Rules



SEU students are subjected to the regulations.

Regulation's Goals:

1. Ensure the quality of the educational process and its supporting activities at the University.
2. Control students' behavior so as they become active members in the University and the community.
3. Reform violating students' behavior by implementing suitable penalties, and to correct their behavior educationally and academically.

### Article 3:

Students shall not take ignorance of or unknowing the decisions, regulations, and laws that are in force in the university as an excuse, and the Discipline Committee shall assign the required person to disseminate and announce these regulations to students by all announcement means used in the university.

### Article 4:

Students who are under investigation cannot withdraw or be dismissed from the University until the case is closed. The head of the Discipline Committee must notify the Deanship of Admission and Student Affairs in written form to halt the graduation or dismissal of the student under investigation until the Discipline Committee makes a final decision regarding the violation.

## Chapter Two: Violations

### Article 5:

Disciplinary violations covered by the penalties mentioned herein are as follows:

1. Any act, speech, or dress that is against courtesy, Islam teachings, good acts, University's regulations, or the activities held off the campus.
2. Undermining Islamic or social principles or ruin national unity and safety by speech or act or appeal to join anti-organizations, any political, regional, or racist concepts that are against the country or promote it on the campus.
3. Disrupting the study process or encourage others by any means not to participate in any type of academic activities that are held on or off the campus, those the university is participating in, or those that are required by the university's regulations.
4. Taking photos of faculty members and the like, any University staff, or students without their consent or knowledge, including taking and distributing photos of the University's official documents.



5. Violating intellectual property rights or use the University's electronic systems and websites for purposes other than originally intended.
6. Forging documents, certificates, official papers or electronic documents, or using said forged documents; whether the documents are issued by the University or outside it, as long as they are relevant to the student's relationship with the university or the study at the university, damage some or all parts of said documents deliberately, or following illegal methods to obtain such documents.
7. Not carrying the University ID card, misusing it (including forging, selling, and permitting others to use it) or refusing to show it when asked by the University authorities.
8. Impersonating others for any purpose related to the University and its affairs, giving others access to use the University E-Systems or to speak on behalf of the University without an official permission.
9. Viewing confidential information of the University staff, releasing it, or instructing others on how to access said information without permission.
10. Violating the rules during investigation, overstepping recognized ethical and moral boundaries while interacting with the members of the Disciplinary Committee or resisting cooperation with the disciplinary staff when apprehended during violations.
11. Organizing or holding any activity or event without permission from the University, whether online or by any other means, or participating in it. In addition to, issuing publications, posters, brochures, or participating in their distribution; as well as collecting money, donations, or signatures without the permission of the University.
12. Any intent or attempt to misuse or damage the University's premises, properties, or E-Systems, any modification or transfer of said items without the permission of the concerned bodies, and any behavior that affects the general cleanliness of the University and its facilities.
13. Violating examination instructions and cheating by any means, which include attempting, participating, and helping to do such actions.
14. Taking the exam off the examination hall, and accessing the exam questions by illegal means, whether before or during the exam. In addition to getting the exam answers during the exam by illegal means.
15. Breaching scientific integrity in research, assignments, or dissertations by assigning others to prepare the scientific material, or plagiarize the efforts of the main researcher, including paper and electronic references, or submitting the same assignment for two different courses.
16. Keeping guns, even if is licensed, white weapons, flammable or explosive materials, or bringing any material that may be used for illegal purpose or threatening to use any of said items on campus.



17. Any type of electronic piracy, or breach of Anti-Cyber Crime Law for hacking the University's e- systems, website, databases, or its or its staff computers.
18. Using modern technologies and social media as tools to harm, defame, or offend the University or any of its members.
19. Abusing, dealing or promoting psychotropic substances on campus.
20. Physically or verbally assaulting any of the University members, or the staff of the companies working in the University.
21. Smoking on campus in non-smoking areas.
22. Destroying University's properties.
23. Committing any other violation against the University's regulations, instructions, and decisions, albeit not stipulated in the Disciplinary and Behavioral Regulations.

#### Article 6

Any other violation committed by the student and not stipulated in Article 5, the Committee of Discipline will specify the appropriate action.

#### Article 7

Disciplinary and Behavioral Regulations should be imposed on students whether they commit, participate, or encourage the violation.

## Chapter Three: Punishments

#### Article 8

Any student who commits any of the violations stipulated herein shall be subjected to any of the following punishments:

1. A warning letter
2. A warning letter and a hand-written pledge by the student.
3. Considered as absent from face-to-face or virtual (via Blackboard) class.
4. Privation from some of the University's benefits and services.
5. Temporary suspension (for one or two semesters) from participating in extracurricular activities.
6. Suspension to register in any course for one semester or more. The student shall not allowed to be a visiting student at any academic institution or university throughout the suspension period.
7. Cancellation of the student's registration in one course or more, with non-refundable fees.



8. Cancellation of the student's final exam result in one or more course and be marked as (failed).
9. Cancellation of the student's mid-term exam in one or more course and receive a (zero).
10. Cancellation of the student's graduation project or any kind of training result in one or more course and be marked as (failed).
11. Cancellation of the student's homework or coursework in one or more course and receive a (zero).
12. Not be granted graduation certificate, academic or other non-academic certificates.
13. Assign the student to carry out service or community work or attend any training course.
14. Temporary or permanent suspension to access University's learning systems and student's services.
15. Complete expulsion from the University.

### Article 9

A student shall not be admitted to more than two penalties for the same violation. The punishment shall be suitable for the violation. In addition, a student's previous record and its circumstances shall be considered.

In addition, the Discipline Committee shall not consider that the punishments stipulated in items (5-10) in Article (8) a reason for expelling the student from the University, and the committee may decide not to count the temporary suspension period from student's study period.

### Article 10

The Disciplinary Committee may exclude the student from Article (8) the charge of the violation stipulated in paragraph (23) of Article (5), the cost of the damage, in addition to the cost of repair, installation, or fines that the University rates in the value of the damage.



## Chapter Four: Committees

### Article 11

#### Disciplinary Committee:

1. A Standing Disciplinary Committee shall be established upon a decision made by the University President, chaired by the Vice-President for Educational Affairs, and the Chairman nominates its members.
2. When the membership “the Disciplinary Committee” is vacant for any reason, the Chairman nominates, by decision of the University President, a member to complete the remainder of the term of the previous member.
3. Disciplinary meetings shall be held when needed and by an invitation by the chairman. The privacy of the meetings shall be respected. The meetings are considered official only when attended by most of the members (two-thirds) including the chairman or the vice-chairman. Decisions shall be taken by majority votes; in case of tied votes, the Chairman shall have a casting vote.
4. The Disciplinary Committee shall consider the violation in not less than 30 days from the date of submitting the investigation report to the committee, and the committee may call the student if necessary for investigation and to hear his words and to prove this by a report. The student has the right to defend himself and provide evidence that would deny the violations attributed to him including asking for witnesses. The student does not have the right to testify if he was absent to the investigation twice, unless he submits an excuse accepted by the Disciplinary Committee, in which case, the student’s case is considered in his absence.
5. The Disciplinary Committee has the right to call those whose testimony is required. The Chairman shall formally invite them all and the members shall hear their evidence of the Committee. It will be recorded in the report then each witness must sign his or her testimony. Each witness shall be heard individually unless it is necessary to confront witnesses with each other, the Committee may only provide the testimony in writing when it is necessary.

#### Sub-Disciplinary Committee:

First: The Disciplinary Committee shall form sub-disciplinary committees at colleges headed by the dean of the college and faculty members and those of similar rank shall be its members

Second: the sub - disciplinary committees assume the following functions and tasks:

- 1- Investigating the violation within a period not exceeding 10 days, having the right to choose the means to discuss and confront the perpetrator, displaying the documents associated with the violation, sending for witnesses, and completing any procedure related to the violation.



- 2- The Sub-Disciplinary Committee may present what is stated in the meeting minutes to the perpetrator by means and methods approved by the university, record his statements accordingly, and issue the necessary recommendation in this violation. The Standing Committee may complete the procedures or get it back to the Disciplinary Committee to investigate the violation if it deems it so.
- 3- When necessary, the Disciplinary Committee may be satisfied with what was stated in the meeting minutes regarding the facts that occurred from the perpetrator and issue the necessary recommendation with proof of the justifications, and the Standing Committee may complete the procedures or get back to the Disciplinary Committee to investigate the violation if it deems it so.

Third: The Disciplinary Committee may seek the assistance of whomever it deems necessary to implement its functions and tasks.

Fourth: if the Sub-Disciplinary Committee is unable to convene, the Chairman of the Permanent Disciplinary Committee has the right to assign the necessary faculty members to conduct the work of the Sup-Committee.

Fifth: Submitting the minutes and measures issued to the Disciplinary Committee.



## Chapter Five: Cheating Procedures

### Article 12

#### Violation Control Procedures:

1- The entity designated by Sub-Disciplinary committees shall be responsible for controlling violations according to the spatial, time and specific jurisdiction of the violation.

2- Whoever is responsible for controlling the violation shall document the situation of the violation, record documents associated with it, and use the means of proof that are legally and systematically considered.

3- Violations of cheating or attempting to cheat are controlled according to the following procedure:

a. If students are caught cheating or attempting to cheat inside the exam hall (e-exams or online exams), they are detained on their exam paper and the cheating tool, if any, or cancel the exam if it is an e-exam, and then they are asked to leave after half an hour passed of the exam.

b. Raising the voice in reading, talking to another student, taking out the phone or refusing to give the exam sheet, etc., inside the exam halls are considering types of cheating violations.

c. Head of the exam committee, the invigilator, or whoever is responsible for controlling the violation are entitled to take the students' exam paper, write a report and ask the violated students to leave the exam hall after half an hour passed of the exam, if they keep committing the violations stipulated in Paragraph (b).

d. If students are caught cheating or attempting to cheat in online exams, the one is responsible for controlling the violation shall write a report according to the methods approved at the University and submit it to the competent authority.

4. Violation controlling reports shall be submitted to the Disciplinary Committee to carry out the necessary measures in accordance with the provisions and rules stipulated herein.

5. If there is chaos or non-compliance with the instructions of the invigilator or the Chairman of the committees by the perpetrator, then a behavioral violation must be issued separately from the violation of the examination instructions.

6. If cheating is revealed after final result ratification, the violated students shall not be exempted from disciplinary penalties stipulated herein.

#### Article 13:

##### Other Cheating Irregularities Procedures:

1. If the cheating is discovered in the reports, research, practical and field exercises, assignments or graduation projects, the course instructors shall write a report of the incident and submit it with the documents to the head of the department to which the instructor belongs.
2. After submitting the documents, Dean of the College must submit the documents to the Sub - Disciplinary Committee.
3. The Sub -Disciplinary Committee must submit the report to the Disciplinary Committee within 5 working days of the date of the investigation report

#### Article 14:

##### behavioral irregularities Procedures:

4. If a behavioral irregularity is seized by the administrative staff, it is brought to the department of the branch, which in turn refers it to the college to which the student follows to deal with the violation.
5. The Branch Administration has the right to carry out the task of investigating in the behavioral irregularity, and to submit this to the Disciplinary Sub-committee, which has committed the relationship to lift the proposed disciplinary penalty.

## Chapter 6

### Communicating with the Perpetrator of the Violation Procedures

#### Article 15:

The perpetrator is called to the investigation through the official means of communication (a message to the university's e-mail, call by phone, send a text message or any approved electronic system on the University website). The student is responsible for changing or editing the data recorded on his/her electronic page in the academic system.

#### Article 16:



1- If the perpetrator of the violation does not attend the investigation session for the first time, he has to be called for the second time within three days of being informed of the investigation at first time. This is considered as the last call, and it comes out with its legal effects, and the procedures stipulated in these regulations shall be completed accordingly.

2- The designated body shall extend the period reference to paragraph (1) as it sees it, for those who submit an excuse accepted by the designated body.

### Article 17:

If the perpetrator of the violation does not attend for the investigative session, or refuse to respond to the electronic investigation record within the time period specified in the record, this is a statement attributable to him/her in the investigation record, and his right to challenge the disciplinary penalty imposed is forfeited.

### Article 18:

If the perpetrator refuses to sign the investigation report or refuses to respond with the procedures, it shall be considered as a confirmation of what is referred to him/her in the investigation record, his/her signature considered a formality, and in all cases the student should be informed by e-mail about the penalty decision.

## Chapter 7 Final Decisions

### Article 19

If any of the violation provided in Article (5) against a student who has received his/her graduation certificate, the university may cancel the certificate, and it may refer all that relates to the violation of documents and investigations to the competent state authorities.

### Article 20

In case of participation of one or more members of the Disciplinary Committee in the control of or are a party in the Violation, the member must be excluded in consideration of such violations. Any member of the Disciplinary Committee may request that they be exempted from the Violation if a moral impediment prevents them from participating in it. In both cases, the Chairman of the Standing Committee may assign a substitute to attend the session to discipline the students.



#### Article 21

The Disciplinary Committee must complete the special legal procedures with the concerned authorities of the university to inform the competent state authorities about the following cases:

If the student behavior constitutes a criminal offense.

Violations that relate to personal rights

3- Violations that prove the commission or participation of any person outside the University, either on-campus or in activities off-campus.

4- Violations discovered after graduation without taking any action. The committee may write in the content of the student about this violation.

#### Article 22

The student has the right to appeal against the penalty's decision, whereof this right is limited to article 7 (7, 8, 15, 14) of the Disciplinary Regulations. and the student must submit the complaint to the President within (14) days from the date of penalty notification. The President of the University may set up an independent committee to consider complaints by decision, or refer said complaints to one of the standing committees. The decision shall be upon the final examination of the appeal.

#### Article 23

The University President must assume all functions of the Disciplinary Committee stipulated herein, and has to sign any of the penalties provided in Articles in case of the disturbance of the university system or any situation that requiring an urgent action, as well as the student committing disciplinary offenses that require a privacy process.

#### Article 24

The decision of the disciplinary penalties shall be kept in the student's file and the dean of the college to whom the student belongs, to hang the decision at the college or at the university hall with the first initials of the student and the ID number plus the disciplinary penalty, if he sees fit to do so. All students' data on their different violations will be kept in the database available for the Chairman of the Disciplinary Committee.

#### Article 25

The Chairman of the Disciplinary Committee shall inform the concerned authorities to which the student belongs at the university to sign the punishment issued by the Committee. The concerned party shall notify the perpetrator about the decision of the committee and take the procedures for its implementation immediately, as per its respective powers.



Article 26:

The student has the right to apply for the removal of the disciplinary sanction from the student's file a year after it occurred and for the completion of its execution; the student shall be submitted to the subcommittees of discipline; If he is found not to have committed any irregularities until the date of filing the application, the decision to remove the penalty shall be issued by the Standing Disciplinary Committee on the basis of the Committee's recommendation, and this right shall be limited to only one disciplinary penalty.

Article 27:

None of the disciplinary sanctions set in these articles shall be imposed on any violation committed more than one academic year without any action being taken to investigate them.

Article 28:

If the violation is repeated by the student, the disciplinary committee may increase the disciplinary penalty imposed on the student.

Article 29

The University - Presidency for Academic Affairs receives reports related to disciplinary violations stipulated in herein, and takes the procedures regulating such so.

Article 30

The Disciplinary Committee may review and evaluate the meeting minutes and request the representative of the authority that issued the meeting minutes in accordance with the provisions mentioned herein.

Article 31

The Disciplinary Committee may add, modify or cancel Articles of this regulation and have the right to clarify it.

Article 32:

These rules are enforced as of the date of their adoption by the University Council, and all inconsistent regulations, resolutions, or previous instructions are repealed after adoption.

Finished



