



الجامعة السعودية الإلكترونية
SAUDI ELECTRONIC UNIVERSITY
2011-4432

CODE OF STUDENT CONDUCT AND DISCIPLINE

At Saudi Electronic University

September - 2023

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 CODE OF STUDENT CONDUCT AND DISCIPLINE was issued by the University Council in its 1ST meeting of the academic year 2023 on 05/09/2023.

All the Best,



Chapter One
Power and Fields of Implementing Code of Student
Conduct and Discipline

Article 1

Terms and its Definition

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

University: Saudi Electronic University.

Student: Each student enrolled in SEU in all degrees starting from the date they enroll in SEU until the date they graduate, withdraw, or being dismissed.

E-Systems: All electronic systems the university uses such as e-learning systems, students' data systems and academic e-services.

Codes: Code of student conduct and discipline at SEU.

Conduct Violation: Any verbal or physical act conducted by students against the university regulations.

Investigation: Interrogating students or discussing their statements about the violations attributed to them as stipulated in the regulations, according to the methods approved at the university

Punishment: A Penalty recommended by the standing committee, and for which a decision is issued by the authorized person.

Exam: Every mid-term, final, or alternative exam according to the rules of study and exams at the university as well as the rules' executive regulations issued by the university.

Committee of Discipline: A standing committee for student discipline.

Sub- Committee of Discipline: A committee that is responsible for investigating students' wrong acts, collecting evidence of such a case, and listening to witnesses.



Educational Unit: Venue where an academic or training program is presented both on campus and virtual.

Objection: Objecting to punishment by following the formal procedures.

Article 2

Scope of implementing Code of Student Conduct and Discipline and its goals:

Saudi Electronic University students are subject to the codes' provisions.

Goals:

1. Guarantee the quality of the academic process and its activities at the university.
2. Control students' behaviors to be active members in the university and accordingly in community.
3. Implement suitable consequences for violations to reform students' behaviors, and to address it educationally and academically.

Article 3

Students shall not claim ignorance or lack of knowledge of the decisions, rules, and regulations in force at the university. The Committee of Discipline shall assign whoever is necessary to disseminate and announce such rules to students by means of announcement applicable at the university.

Article 4

Students who are under investigation cannot withdraw from the university until the case is closed. The Sub- Committee of Discipline Chair shall also notify the Deanship of Admission and Student Affairs in written not to let the student, under investigation, leaving the university until a final decision regarding the violation issued by the Standing Committee of Discipline.



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 or Islam concepts, or against good acts or the university regulations on or off campus.
2. Undermining Islamic or social principles or ruin national unity or appeal to join any political concepts that are against the country or promote it on campus.
3. Disrupt the study or encourage others not to participate in academic activities that are held on or off campus.
4. Take photos of faculty members or any university staff by a student without permission or photocopy any official documents of the university and release it.
5. Violate intellectual property rights or use the university electronic tools for purposes different from those for which they were prepared.
6. Forge official documents whether issued by the university or outside it, as long as it is related to the student's relationship with the university, or damage it deliberately.
7. Not to carry the university card, misuse it, or refuse to show it whenever asking to.
8. Impersonate others to do any issue that is related to the university or allow anybody to use a student's access to the University systems or to speak out on behalf of the university without official permission.
9. View confidential information of the university staff, release it, or instruct others how to obtain it.
10. Violate rules during investigations or respond impolitely to the members of the Committee of Discipline or resist the control staff when arrest him.
11. Organize real or online activities or issue leaflets or posters, distribute it, or collect charitable funds or signatures without official permission.



12. Misuse the university's properties or destruct the cleanliness of the university and its facilities.
13. Violate exam instructions as well as cheating by any means, as this includes attempting, participating, and giving hand in such violation.
14. Conduct the exam outside the exam room, access the exam questions illegally before or during the exams, or obtain the exam answers illegally during the exams.
15. Plagiarize research or assign other people to conduct it or submit the same research for two different subjects.
16. Carry guns or white weapons even if it is licensed or keep explosive materials on campus.
17. Hack the university's e- systems, website, or computers.
18. Use social media as tools to offend the university or its employees.
19. Have psychotropic substances or promote it on campus.
20. Assault physically or verbally any of the university staff.
21. Smoking on campus in non-designated areas.
22. Destroy university properties.
23. Any other violation that is against the university regulations and not mentioned herein.

Article 6

Committing any other violation not mentioned in Article 5, the Committee of Discipline will specify the appropriate punishment.

Article 7

The Code of Student Conduct and Discipline should be imposed on students whether they commit the violation themselves, encourage to it or be involved in it.



Chapter Three

Punishments

Article 8

Any student who commits any of the violations mentioned herein should be subjected to any of the following:

1. A hand-written warning.
2. A hand-written commitment and warning.
3. Being documented as absent from a face-to-face class or a virtual one.
4. Being prohibited from getting benefits of university privileges.
5. Getting a temporary suspension to participate in extracurricular activities for one or more semesters.
6. Getting a suspension to register in one or more courses for one semester or more and is banned from being a visiting student at any university throughout the period of suspension.
7. Canceling one or more courses that the student is registering for, with no entitlement to a refund of fees.
8. Not attending a final exam of one or more courses and resulting in failing the course.
9. Not attending a mid-term exam of one or more courses and graded a zero on the paper.
10. Canceling graduation projects or coop training of one or more courses and resulting in failing the course.
11. Canceling homework and quizzes of one or more courses and being graded a zero on it.
12. Not be granted any certificate.
13. Assigning to do such community services or to attend a training session.
14. Getting permanent or temporary suspension to log into the university E-Systems.
15. Dismissal from the university.

Article 9



It is not allowed to impose two punishments for one violation. It should be taken into consideration that punishments should be relatively appropriate to the violation. It should also be taken into consideration the circumstances related to the violation.

When imposing such penalties, the Committee of Discipline shall consider items (5) to (10) of Article 8 and shall consider that a student cannot be suspended from the university, except students of the Common First Year. It may include its decision not to count the period of temporary suspension within the study duration.

Article 10

The Committee of Discipline may charge the perpetrator of such violation mentioned in Paragraph (23) of Article (5), exclude from Article (8), the value of the damage, plus the cost of repair, installation, or fines that the university rates in the value of the damage.



Chapter Four Committees

Article 11

Committee of Discipline

- 1- A Standing Committee of Discipline shall be established upon a decision by the University President, and its chairman shall be the Vice-President for Educational Affairs. The chairman shall nominate its members.
- 2- The chairman nominates a member when the membership is unoccupied for any reason to complete the statutory period of the former member upon the President's approval.
- 3- The committee meetings shall be held in case of need with an invitation of its chairman, considering the confidentiality of the meetings. The meeting shall not be statutory unless two-thirds of the members are present, including the chairman or vice- chair. Decisions shall be taken by most votes and when its equal the side of the chairman shall prevail.
- 4- The Committee of Discipline shall consider the violations within 30 days from the date of submitting the investigation report to the committee. The committee may call the offending student if necessary to investigate him and to listen to his words and to record such on a report. The offending student has the right to defend himself and provide proof that would deny the violations including asking for witnesses. His right to testify shall be dropped if he was called twice and did not attend unless he has an excuse accepted by the Committee of Discipline and his case is heard in absentia.
- 5- The Committee of Discipline has the right to call those whose testimony is required. The chairman shall formally invite them, and the members shall listen to their testimony, and record such on a report. Then, each witness must sign his testimony. Each witness shall be heard individually unless it is necessary to confront witnesses with each other, the Committee may let the witnesses provide their testimony in writing only if it deems so.



Sub-Committee of Discipline

First: The Committee of Discipline shall form sub-committees of discipline at colleges headed by the dean of the college. Faculty members and those of similar rank shall be its members.

Second: the sub-committees of discipline shall assume the following jurisdictions:

- 1- Investigating the violation within 10 days from the date of submitting the violation to the sub-committee, having the right to choose the means to discuss and confront the offending student, displaying the documents associated with the violation, calling witnesses, and completing any procedure related to the violation.
- 2- The Sub- Committee of Discipline may present what is stated in the meeting minutes to the offending student by means and methods approved at 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 Sub- Committee of Discipline to investigate the violation if it deems so.
- 3- When necessary, the Sub- Committee of Discipline may be satisfied with what was stated in the meeting minutes including the facts that occurred from the offending student. Furthermore, it shall notify the offending student of monitoring the violation and issue the necessary recommendation with proof of the justifications. The Committee of Discipline may complete the measures or send it back to the Sub- Committee of Discipline to investigate the violation if it deems so.

Third: The Sub- Committee of Discipline may seek the assistance of whoever it deems necessary to implement its jurisdictions.

Fourth: If the sub-committee of discipline cannot be able to implement its jurisdictions herein, the Standing Committee of Discipline may assume the sub-committees' jurisdictions after received approval from the Chairman of the Standing Committee of Discipline.

Fifth: Submitting the meeting minutes including its measures to the Committee of Discipline.



Chapter Five

Cheating Procedures

Article 12

Violation Control Procedures:

- 1- The entity designated by sub-committees of discipline shall be responsible for controlling violations according to its spatial, time and specific jurisdiction.
- 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 considered legal and statutory.
- 3- Violations of cheating or attempting to cheat are controlled according to the following procedures:
 - a. If students are caught cheating or attempting to cheat inside the room of e-exam or in 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 the room 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 rooms 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, make a report, and ask the offending students to leave the exam room 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 responsible for controlling the violation shall make a report according to the methods approved at the university.
4. Violation controlling reports shall be submitted to the Sub-Committee of Discipline to carry out the necessary measures in accordance with the provisions and rules stipulated herein.

5. If the offending student made a mess and did not comply with the instructions of invigilators or chairs of the examination committees, a conduct violation report will be recorded, rather than the violating exam instructions report.
6. If cheating is revealed after the final result ratification, the offending students shall not be exempted from disciplinary penalties stipulated herein.

Article 13

Irregularity Procedures:

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

Article 14

Conduct Violation Procedures:

1. If the administrative staff control a disciplinary violation, they shall report on it to the branch management, which in turn refers it to the college to which the student belongs to address the violation.
2. The branch management may carry out the investigation on the controlled disciplinary violation, and to submit this to the relevant sub-committee of discipline to impose the proposed disciplinary penalty.



Chapter 6

Procedures of Communicating with the Perpetrator

Article 15

Students shall be notified of provisions herein through the official means of communication (university emails, their phones at the university by their names, or any used e-system on the university's website). They shall be responsible for changing or editing information on their page on the academic system.

Article 16

- 1- If the perpetrator does not respond to the investigators for the first time, he shall be called for the second time within three days of being informed of the investigation first. This is considered as the last call, and it comes up with its legal effects, and the procedures stipulated hereby shall be completed accordingly.
- 2- The Sub-Committee of Discipline may extend the period in Paragraph (1) as it deems so for those who submit an excuse accepted by the designated body.

Article 17

If the perpetrator does not attend the investigation session or does not respond to the investigation e-report during the deadline, this is considered an acknowledgment of what was convicted to him in the investigation report. And his right to object to the penalty shall be dropped.

Article 18

If the perpetrator refuses to sign the investigation report or refuses to respond to the investigation committee, it shall be considered as a confirmation of what is referred to him in the investigation report, while his signature is a formality. And in all cases, the student shall be notified of the penalty decision in writing by any approved official means of communication at the university.



Chapter 7 General Provisions

Article 19

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

Article 20

If one or more members of the Committee of Discipline or the Sub-Committee of Discipline are involved in controlling the violation or are party to it, such a member shall be excluded from addressing such violations. Furthermore, any member of the Committee of Discipline or the Sub-Committee of Discipline may request to be exempted from addressing the violation in case they have a moral impediment preventing them from contributing to addressing such violations. For both cases, chair of the Committee of Discipline may assign a substitute to participate in the meeting of the Committee of Discipline or the Sub-Committee of Discipline regarding such violations.

Article 21

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

1. If the situations reveal a suspicion related to a criminal offense or a violation stipulated in other laws.
2. Violations related to personal rights.
3. Violations committed or in which participated by anyone not affiliated with the university, either on-campus or in activities off-campus.
4. Violations discovered after graduation without taking any action. The committee may notify the authority to which the student belongs about this violation.

Article 22



The student has the right to appeal the penalty against him. However, this right is limited for Paragraphs (7, 8, 14 and 15) of Article 8 herein. The student shall submit his appeal to the University President within (14) days of the date of penalty notification. The President may constitute an independent committee to consider the grievances upon his approval, or refer it to one of the existing committees, provided that the decision to the objection shall be issued within (14) days of the date of its submission. The President may extend it for a similar period, and the decision after considering the grievance shall be the final review.

Article 23

The University President shall assume all jurisdictions of the Committee of Discipline stipulated herein, provided that the University Council shall be notified of such. And he shall sign any of the penalties provided herein in case of the disturbance of the university system or any situation that requiring an urgent action, as well as committing disciplinary offenses by the student that needed to be addressed confidential.

Article 24

The decision of penalty shall be kept in the student's file. And the dean of the college to whom the student belongs shall hang the decision at the college or at the university hall including the first initials of the student's name, the ID number, and the penalty, if it deems so. All students' data on their different violations shall be kept in a database available to the Committee of Discipline Chair or the concerned authorities.

Article 25

The secretary of the Committee of Discipline shall notify the concerned authorities to which the student belongs at the university of the penalty issued by the Committee. The concerned authority



shall notify the perpetrator of the penalty decision and take actions to implement such so immediately, according to its authorized powers.

Article 26

The student has the right to submit a request to delete the penalty decision from the student's file one year after its imposition and implementation. The request shall be submitted to the sub-committees of discipline. If it is proven that the student has not committed any violations up to the date of submitting the request, the Standing Committee of Discipline shall delete the penalty decision. And this right shall be limited to one disciplinary penalty only.

Article 27

The disciplinary penalties mentioned herein may not be imposed on any violation committed more than one academic year ago without taking any action to investigate it.

Article 28

If the offending student repeated the violation, the Committee of Discipline has the right to increase the disciplinary penalty imposed on the student.

Article 29

The University Presidency for Academic Affairs shall receive reports related to disciplinary violations stipulated herein and take actions to regulate such so.

Article 30

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



Article 31

The Committee of Discipline may add, change, or cancel Articles of the codes herein and submit the editing to the concerned authority.

Article 32

These codes shall be used from the date of its approval of the University Council and all what contrary to it as previous regulations, decisions or instructions shall be canceled.

Done

