



الجامعة السعودية الإلكترونية  
SAUDI ELECTRONIC UNIVERSITY  
2011-1432



# Disciplinary Regulations

## Saudi Electronic University

### 2021

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**In the name of Allah, the most gracious, the most merciful**

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

**The University Council issued the approval to update the Disciplinary Regulations of Students at SEU on  
08/26/2019.**

**The approval to change the name of the Regulations to Disciplinary Regulations was issued by the University  
Council in the first meeting of the academic year 1442 on 08/18/2020.**





## Chapter One

### Implementing Regulations Authorities and Scope

#### Article 1

##### Terms and Definitions

In this Agreement the following words and expressions are defined as shown, unless stated otherwise.

- **University:** Saudi Electronic University (SEU).
- **Student:** each student enrolled in SEU in any degree starting from the date they enroll in SEU until the date they graduate, withdraw, or are dismissed.
- **E-Systems:** all electronic systems SEU uses such as e-learning systems, students' data systems and academic e-services.
- **Regulations:** discipline regulations at SEU.
- **Disciplinary Violation:** any verbal or physical act against the University regulations by students.
- **Investigation:** interrogating students or discussing their statements about violations attributed to them as stipulated in the regulations, according to the methods approved at the University
- **Punishment:** the penalty recommended by the standing committee, and for which a decision is issued by the authorized person.
- **Exam:** every mid-term or final exam or alternates according to the rules of study and exams at the University.
- **Committee of Discipline:** a standing committee for student discipline.
- **Sub- Committee of Discipline:** a dependent committee that is responsible for investigating students' wrong acts, collecting evidence of such acts, and listening to witnesses.
- **Educational Unit:** the venue where an academic or training program is presented both on campus and virtually.
- **Objection:** Objecting to punishment by following related formal procedures.

#### Article 2

##### Implementing Scope and Objectives of the Regulations

SEU students are subjected to these regulations.



### Article 3

#### Objectives of Regulations:

1. Ensure that best practice of the academic process and its activities is being held at the University.
2. Monitor students' behavior to become active members in the community.
3. Implement appropriate consequences for violations to reform students' behavior, and to address it educationally and academically.

### Article 4

Students under investigation are not permitted to withdraw from the University until the case is closed. The head of the Investigation Committee will notify the Deanship of Admission and Student Affairs not to allow students under investigation to exit the University until a final decision regarding the offense is made.



## Chapter Two Violations

### Article 5

#### Violations that necessitate penalties are listed herein:

1. Any act, speech, or outfit that is against courtesy or Islamic concepts, or against good acts or the University regulations on/off campus.
2. Undermining Islamic or social principles or attempting to impair national unity or joining any political concepts that are against the country or promoting them on the campus.
3. Disrupt the study or encourage others not to participate in academic activities that are held on/off campus.
4. Taking photos of faculty members or staff members without a prior permission or photocopying any official University documents and publishing them.
5. Violating intellectual property rights or infringing electronic University tools for purposes different from intended use.
6. Forging 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 damaging them deliberately.



7. Not to carrying the University card, misusing it, or refusing to produce it if approached by University's staff.
8. Impersonating others or allowing them to use a student's access to the University systems, or to make a statement on behalf of the University without official permission.
9. Viewing confidential information of the University staff, release it, or instruct others to obtain it.
10. Violate rules during investigations or respond impolitely to the members of the investigation committee or resist the control staff during apprehension.
11. Organizing physical or online activities or issuing leaflets or posters, distributing them, or collecting charitable funds or signatures without an official permission.
12. Misusing or damaging the University's properties or destructing the sanitation of the University and its facilities.
13. Violating exam instructions and cheating in any way.
14. Plagiarizing research or assigning others to conduct assignments or providing the same research for two different subjects.
15. Carrying guns, ammunition, or white weapons even if licensed, or keeping explosive materials on the campus.
16. Hacking the University's e- systems, websites, or computers.
17. Using social media as tools to offend the University or its employees.
18. Using, promoting, or dealing with psychotropic substances on campus.
19. Physically or verbally assaulting University staff.
20. Smoking on campus in non-designated areas.
21. Failing to pay tuition fees.
22. Destroying University property.
23. Any other violation that is against the University regulations and not mentioned in Disciplinary Regulations.

## Article 6

The Committee of Discipline will specify an appropriate punishment when students commit violations not mentioned in Article 4.



## Article 7

Disciplinary Regulations will be imposed on students whether they commit the violations themselves or if they encourage others to commit them or become involved in them.



## Chapter Three: Punishments

## Article 8

**Students who commit any violation mentioned herein will be subjected to the following:**

1. A verbal warning.
2. A written warning.
3. A warning and written commitment from the violating student.
4. Documented as absent from a face-to-face class or a virtual lecture on Blackboard.
5. Banned from receiving benefits and privileges of the University.
6. Temporary suspension to participate in extracurricular activities for one or more semesters.
7. Suspension to register in one or more courses for one semester or more and being banned from attending other universities as a visiting student throughout the period of suspension.
8. Cancelling one or more courses registered by the student.
9. Denial from attending a final exam for one more or courses, resulting in failing the course.
10. Denial from attending a mid-term exam for one or more courses, resulting in a zero grade.
11. Cancelling graduation projects or coop training for one or more courses, resulting in failing the course.
12. Cancelling homework and quizzes of one or more courses, resulting in a zero grade.
13. Not to be granted graduation, scientific, or non-academic certificates.
14. Assigning students with community service tasks or training sessions.
15. Permanent or temporary suspension to the University systems.
16. Expulsion from the University.



## Article 9

It is not allowed to impose more than two punishments for the same violation. It should be taken into consideration that punishments should be equivalent and proportional to the violation. It should also be taken into consideration the circumstances related to the violation and the violators.

## Article 10

The Committee of Discipline when imposing penalties, including items (5) to (10) of Article 7, should consider not aiding the suspension of students. It can also contain in its decision the exclusion of the suspension period from the study duration.

## Article 11

The Disciplinary Committee may exclude from Article (8) charging the violator the value of the damage, plus the cost of repair, installation, or fines that the University rates in the value of the damage as mentioned in point (22) of Article (4).



## Chapter Four: Committees

## Article 12

### Disciplinary Committee:

1. A Standing Disciplinary Committee is established upon a decision by the University President, and it consists of:
  - Vice-President for Educational Affairs (Chairman or a representative).
  - Dean of Admission and Student Affairs (Vice chairman or a representative).



- Dean of Graduate Studies (or a representative).
  - Two University faculty members.
  - University branch Supervisor.
  - Legal advisor (member).
  - Administrative officer (secretary).
2. The Chairman of the Disciplinary Committee appointed another position may nominate a member to complete the statutory period, then a decision will be made by the President.
  3. Disciplinary committee meetings will be held when needed by invitation from the chairman of the committee, attendees must maintain the privacy of the information in meetings. Meetings are considered regulatory if the majority of members attend (Two-Thirds of the members), including the Chairman or vice-chair. Decisions are taken based on majority of votes, and in case of a tie, the side of the chairman shall prevail.
  4. The Disciplinary Committee must examine the violations during a period that does not exceed 30 days from the submission of the investigation report to the committee. The committee may call the offending student if necessary to investigate them. The students have the right to defend themselves and provide evidence that would reject the violation including asking for witnesses. The students right to testify is dropped if they were asked to testify twice and did not show up, unless they provide justification accepted by the Disciplinary Committee and his case is heard in absentia.
  5. The Disciplinary Committee has the right to call those whose testimony is required. The Chairman will formally invite them, and members will listen to their testimony. Witness report records must be signed by the witnesses. Each witness shall be listened to individually unless it is necessary to confront witnesses with each other, the Committee will provide the testimony in writing if necessary.

### Sub- Disciplinary Committee:

First: the Disciplinary Committee shall form sub-disciplinary committees within colleges headed by the Dean of the college, while faculty members and those of similar ranks will compose its members.

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

- 1- Investigate the violation, with the right to discuss and confront the violator, presenting 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 was stated in the meeting minutes to the violator by means and methods approved by the university, record his statements accordingly, and issue the necessary recommendations for this violation. The disciplinary Committee may complete the procedures or return them to the Disciplinary Committee to investigate the violation.





- 3- When necessary, the Disciplinary Committee may be satisfied with what was stated in the meeting minutes regarding the facts that occurred from the violator student 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 needed.

Third: The sub-disciplinary Committee may seek the assistance of whomever it deems appropriate to implement its functions and tasks.

Fourth: The sub-disciplinary Committee must submit the meeting minutes and measures to the Disciplinary Committee.



## Chapter Five:

### Procedures related to cheating

#### Article 13

#### Violation Control Procedures:

- 1- The entity designated by Sub-Disciplinary committees is responsible for controlling violations according to the spatial, time and specific jurisdiction of the violation.
- 2- Whoever is responsible for controlling the violation will document the situation of the violation, record documents associated with it, and use the means of proof that are legally and systematically.
- 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 in an exam (e-exams or classroom exams), they are detained on their exam paper and the cheating tool, if any, and the exam will be canceled if it is an e-exam. The violating student will be asked to leave the classroom after half an hour passed of the exam.
  - b. Types of cheating violations include: reading loudly during the exam, talking to other students, using the phone or refusing to present the exam sheet, etc.
  - c. The head of the exam committee, the invigilator, or whoever is responsible for controlling the violation is entitled to take the students' exam paper, write a report, and ask the violator to leave the exam room after half the time has passed, if they keep committing the violations stipulated in Paragraph (b).
  - d. If students cheated or attempted to cheat in online exams, the invigilator or responsible personal for controlling the violation will write a report and present it to the Disciplinary committee.



- e. Violation reports will be submitted to the Disciplinary Committee to carry out the necessary measures in accordance with the provisions and rules stipulated herein.
- f. If cheating is revealed after the final result ratification, the violator will not be exempted from disciplinary penalties stipulated herein.

## Article 14

### Irregularities Procedures:

1. If cheating attempts is discovered in reports, research papers, practical and field exercises, assignments or graduation projects, the course instructors will write a report of the incident and submit it, including supporting documents to the head of the department to which the instructor of the course belongs.
2. After submitting the documents, the 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 receiving the investigation report.



## Chapter 6

### Communication procedures with the Violators

## Article 15

The violator is summoned to the investigation through the official means of communication (an e-mail message to the university's official e-mail, a phone call or a text message). The student is responsible for changing or editing the data recorded on his/her electronic page in the academic system.

## Article 16

- 1- If violators do not attend the investigation session the first time, they will be contacted again within three days, this communication is considered final and procedures stipulated in this regulation document shall be implemented accordingly.
- 2- The designated body shall extend the period not exceeding ten days for those who submit an excuse accepted by the designated body.



## Article 17

If the violator refuses to sign the investigation report or abide with procedures, it will be determined that they confirm what is referred to them in the investigation record, and in all cases the violator will be informed through the official means of communication about the penalty decision.



## Chapter 7 Final Decisions

## Article 18

If any violations in Article (4) were verified against a student who graduated, the University has the right to revoke the certificate, and it may refer all related investigation and documents of the violation to the concerned authorities.

## Article 19

If one or more members of the Disciplinary Committee witnessed a violation, the member will be excluded from consideration of the violation. Any member of the Disciplinary Committee may request exemption from evaluating the violations in case of any moral impediment. In both cases, the Chairman of the Standing Committee may assign a substitute to attend the disciplinary session.

## Article 20

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

- 1- If student's behavior involves a criminal offense.
- 2- Violations related to personal rights.
- 3- Violations that involve participation of any person outside the University, either on/off campus.



- 4- Violations discovered after graduation and that were not addressed. The committee may inform the students' reference about this violation.

## Article 21

The student has the right to appeal the disciplinary decision and must submit a complaint to the President within 30 days from the date of penalty notification. The President may submit the complaint to the University Council to decide at the earliest session.

The President may refer the complaint to the Disciplinary Committee if necessary, and the decision of the committee shall be the final review of the complaint after the President's approval.

## Article 22

The University President must assume all functions of the Disciplinary Committee stipulated herein and will sign any penalties provided in Article (8) in case of the disturbance of the university system or any situation that requires an urgent action. This is also the case if the student commits a disciplinary offense that requires confidentiality.

## Article 23

The decision of the disciplinary committee will be kept in the student's file and the Dean of the college to whom the student belongs has the right to display the decision at the college or university hall with the initials of the student and the ID number plus the disciplinary penalty, if the Dean finds it appropriate. All students' data on committed violations will be kept in a database available to the Chairman of the Disciplinary Committee.

## Article 24

The Chairman of the Disciplinary Committee will inform the concerned departments at the university to sign the disciplinary action issued by the Committee. The concerned party shall notify the violator about the decision of the committee and implement it immediately.



## Article 25

The Disciplinary Committee may add, modify or cancel Articles listed in this regulation document.

## Article 26

The list of Regulations in this documents will be implemented from the date of its approval in the University Council and all previous contrary regulations, decisions or instructions shall be voided.

## Article 27

The Vice Rectorate for Academic Affairs will receive reports related to disciplinary violations stipulated herein, and regulate organizing procedures.

## Article 28

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





Done





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