



# Student Code of Conduct & Disciplinary Procedures

## 2023





## Table of content

	Page
Chapter 1: Definitions	05
Chapter 2: Student's Rights	08
Chapter 3: Disciplinary Violations	10
Chapter 4: Disciplinary Actions	14
Chapter 5: Formation and Terms of Reference of the Student Conduct Committee	18
Chapter 6: Procedures Applied by the Student Conduct Committee	20
Chapter 7: Powers of Imposing Disciplinary Penalties	22
Chapter 8: Periods of Complaints and Grievances against Disciplinary Decisions	23
Chapter 9: General Provisions	24

# Introduction

Throughout history, knowledge has been regarded as one of the foundations and pillars of progress and advancement of societies. It is impossible for a society to advance without commitment and discipline, since these are the keys to success and the secret to national prosperity. Students at Prince Sultan University are known for their respect, self-awareness, and compliance with university policies, bylaws, rules, and instructions, which are regulated to their best interest in order to protect them and to safeguard the educational process. The university has high expectations and aspirations for its students as they are highly responsible, disciplined, hardworking, and diligent.

The bylaws stated herein establish a general framework for the students' rights decided by the university, as well as the violations that should be avoided. These bylaws enable students to enjoy their rights, ensure the quality of the educational process and extracurricular activities at the university, control students' conduct so that they can become active members of the community, as well as to correct the behavior of the violating student by imposing penalties in proportion with the seriousness of his/her violations in order to address his/her behavior educationally and academically.

These bylaws were approved by a decision of Prince Sultan University Council in its fourth session on 14-12-2022.

## Chapter 1

# Definitions

### Article 1

The words and expressions stipulated in these bylaws shall have the meanings assigned to them hereunder unless otherwise indicated by context:

**University:** Prince Sultan University.

**Student:** Every male and female student enrolled at the University, regardless of his/her educational level.

**Violation:** Any action committed by students, in any manner whatsoever, by word, deed, or gesture, which violates the rules, regulations and instructions of the university, public law and ethics stipulated in Article 8 of this bylaws.

**Penalty:** Any penalty stipulated in the current bylaws.

**Examination:** Any midterm or final examination held for the students in accordance with provisions prescribed in the Rules and Regulations of Undergraduate Study and Examinations.

**Student Conduct Committee:** Those authorized by the rules to impose any of the penalties contained therein.

**University Council:** Prince Sultan University Council.

## Article 2

Any student enrolled at the university as well as visiting students (non-PSU students) who are permitted to take university examinations are subject to the provisions of the bylaws.

## Article 3

The current bylaws aim at:

1. Introducing students to their rights.
2. Ensuring the quality of the educational process and extracurricular activities at the university.
3. Control students' conduct so that they can become active members in the community.
4. Correct the behavior of the violating student by imposing penalties in proportion with the seriousness of his/her violations in order to address his/her behavior educationally and academically.

## Article 4

It is impermissible for a student to claim ignorance or lack of knowledge of the university's laws, rules and regulations, decisions and instructions in order to avoid the penalties prescribed by the current bylaws. The university, through its deanships, shall be responsible for publishing the bylaws and announcing them to students through all appropriate and recognized methods.

## Article 5

In case a disciplinary violation occurs, the investigator shall prepare a thorough minutes detailing the facts and circumstances of the incident, along with any documentary

evidence and witness statements. Consequently, the minutes and supporting documents shall be submitted to the Vice President for Academic Affairs to refer the violating student to the Student Conduct Committee in accordance with the current bylaws.

### **Article 6**

If it was proven that a violation committed by a student contained a criminal offense, the Student Conduct Committee may recommend to the Vice President for Academic Affairs that all documents and investigations relating to this violation be directed to the legally competent authorities. The Conduct Committee may suspend its disciplinary procedure until a final ruling against the student is made.

### **Article 7**

It is impermissible for a student who is under investigation according to the bylaws herein to withdraw or be dismissed from the university prior to the conclusion of the investigation. Additionally, the conduct committee is required to inform the Deanship of Admission and Registration to postpone any clearance, graduation or dismissal procedures related to the student until a final decision is reached regarding the alleged violation committed by him/her.

## Chapter 2

# Students' Rights

### Article 8

Students are entitled to the following rights:

1. The university shall provide a suitable and comprehensive academic environment, utilizing the resources at hand, in order to fulfill the educational learning goals. This can be accomplished by employing and providing all academic and educational facilities and recourses in addition to hiring highly qualified, skilled, and committed faculty and staff, as well as, providing access to educational facilities, technological resources, learning materials, and all essential academic services within the university campus.
2. Utilize the resources of the university library and laboratories for the purpose of conducting empirical research and engaging in practical activities, in accordance with the rules and regulations set forth by the university.
3. Withdraw from the semester prior to its commencement in accordance with the regulations and procedures approved by the Deanship of Admissions and Registration and the provisions outlined in the Study and Examination

Regulations and their corresponding implementation rules.

4. Add or drop any course or withdraw from a semester in accordance to the approved regulations, policies and procedures in force in the Deanship of Admissions and Registration, and according to the dates specified in the academic calendar, and as stipulated in the Study and Examination Regulations and their corresponding implementation rules.
5. Have access to various student services and activities provided by the university in accordance with the university's regulating policy.
6. Have access to primary health services provided by a clinic within the university.
7. Have access to psychological and social counseling services.
8. Obtain scholarships, incentives and rewards provided by the university in accordance with the Scholarship Department rules and regulations in the university.
9. Maintain complete confidentiality to the contents of the student's university file unless the contents are requested by an official body inside or outside the university in accordance with university policy and regulations.
10. Participate in the evaluation of the faculty member, courses, and the efficiency of services and facilities in accordance with the university's rules and regulations.
11. Have access to view and retain a copy of the student Code of Conduct upon enrollment, and subsequent request.

## Chapter 3

# Disciplinary Violations

### Article 9

Any action committed by a student that is against public morals, public order, rules and regulations, instructions and decisions of the university shall be deemed a disciplinary violation, thereby subjecting the student to the disciplinary penalties set forth in the current bylaws. Such violations encompass the following actions:

1. Causing disturbances to academic pursuits or encouraging non-participation in mandatory university activities, such as lectures and other coursework that require attendance.
2. Irregularities related to the preservation of order, discipline, and appropriate academic conduct within the university and its facilities, as well as the rules and regulations governing lectures, examinations, seminars, and other academic activities conducted within or outside the university, in which the university is involved, or in any other university facility.
3. Any form of cheating on exams, whether through personal means or by initiating, participating, or assisting in it, or by illegally obtaining the exam questions prior to the exam

scheduled date. As well as, cheating in reports, research, practical exercises, class assignments, homework, field assignments, graduation projects, master's and doctoral dissertations. Additionally, cheating by impersonating a student during semester or final exams, taking exams on behalf of someone else, whether in person or remotely, or by accessing electronic tests after submission. Moreover, any breach of the university's regulations regarding exams, including but not limited to the use of electronic devices (such as communication or recording devices) during exams, is subject to disciplinary action.

4. Impersonating individuals in any matters related to the university and its affairs, providing university documents or identities to others with the intention of utilizing them illegally, or representing the university without official authorization.
5. Any statement or action made by a student that contradicts the beliefs, honor, or dignity of others, violates the principles of good conduct or behavior, opposes the moral values that a student should uphold, or has the potential to impact the reputation of the university.
6. Verbal or physical aggression against university staff or employees of companies affiliated with the university.
7. Illegally obtaining confidential data of any university staff, disseminating it, or providing guidance to others on acquiring it.
8. Holding or participating in any activities or events within the university, issuing publications, flyers, or posters, participating in their distribution, or collecting funds, donations, or signatures, without the approval of the relevant authorities.

9. Prejudicing the sound and social principles and foundations of the country, insulting the national unity in word and deed, or advocating for joining anti-national organizations, or any political or regional ideas that are in conflict with the country system, or promoting them within the university.
10. Forging documents, certificates, or official records as well as the utilization of such fabricated documents, whether issued by the university or from external sources, as long as they are related to the student's relationship with the university or the academic processes therein, or deliberately destroying any or all of their contents, or the employment of illegal means to acquire them.
11. Any unauthorized use, harm, intentional sabotage, or any attempt thereof of the university's facilities or property. Also, any unauthorized modification or relocation of said facilities or property without an approval of the competent authorities, and any conduct that harmfully impacts the cleanliness of the university and its facilities.
12. Possessing a weapon, whether licensed or not, such as a bladed weapon, flammable or explosive materials, or any items that can be utilized for illegal activities within the university and its facilities, or making threats to use any of the aforementioned items.
13. Using modern technologies with the intention of causing harm to the university or any of its employees.
14. Possessing devices, films, pictures, tapes, newspapers, or magazines that contain material that is contrary to morals and ethics within the university and its facilities.
15. Failure to comply with the principals of social norms, traditions, and customs of Saudi Arabia, as well as the

guidelines set forth by the university, in terms of clothing, or overall appearance.

16. Refrain from submitting identification documents to the competent authorities upon request.
17. Engaging in conduct or communication that violates the established norms of moral and ethical behavior with members of the Conduct Committee or their designated representatives during an investigation.
18. Smoking in areas that are not specifically designated for such purpose.
19. Taking photographs of individuals on campus without obtaining their consent, or recording lectures, events, or personal interviews with any of the university's staff or students without obtaining approval from the authorized personnel.
20. Anyone who has been issued with five traffic violations committed on campus.
21. Possessing, abusing, trading, or promoting any legally prohibited substance in accordance with Kingdom regulations.
22. Engaging in any relationship that is abnormal, deviant, contrary to common sense, or in violation of the Kingdom's regulations.
23. Engaging in any form of verbal or physical harassment against any university employee.
24. Any additional violation that the university determines to be in contravention of the regulations, instructions, and decisions it issues, and for which no provision is stipulated in the bylaws herein.

## Chapter 4

# Disciplinary Actions

### Article 10

The disciplinary penalties imposed on the violating student:

1. Warning.
2. Warning along with a written pledge from the student.
3. Assign the student to perform community service, social work, or attend training courses either within or outside the university.
4. Deprive the student temporarily of practicing in one or more student activities for a period of one or two semesters.
5. Cancel the student's registration in one or more courses.
6. Consider the student failed one or more courses.
7. Deprive the student of certain university benefits.
8. Suspend the student from studying at the university for a period not exceeding two semesters, including the summer semester. Any subjects studied by the student at another university during this period will not be counted toward their academic record.

9. Withhold graduation documents, academic certificates, or non-academic documents that were obtained through forgery, fraud, or cheating.
10. Dismiss the student permanently from the university.

### **Article 11**

In imposing penalties, their commensurability with seriousness of the violation shall be considered. Additionally, the precedents, circumstances, and factors related to the violation and the offender shall be considered. The Student Conduct Committee shall be guided by the proposed penalties for violations listed in Appendix No. (1) of the current bylaws.

### **Article 12**

It is impermissible to impose any of the disciplinary penalties mentioned in Article 10 of the bylaws herein for violations that have been committed more than two years without taking any measures to investigate them.

### **Article 13**

In case a student was caught cheating during an examination, causing disruption to the calm and order required to be maintained within the examination hall, or violating the rules and regulations set forth by the university for the organization of examinations, it is the responsibility of the invigilator to remove the violating student from the examination hall and prepare a comprehensive report detailing the incident, in accordance with the procedures outlined in Article (5) of this bylaws. In case of monthly exams, the aforementioned report shall be submitted to the College Dean, however, in the case of final exams, the report shall be submitted to the Chair of

the Final Examinations Committee and they both shall refer the case to the Vice President for Academic Affairs to oversee the completion of the remaining procedures. Finally, the Vice president shall refer the case to the Student Disciplinary Committee for further action.

#### **Article 14**

In case a student commits an incident of cheating in reports, research, practical and field training, assignments, or graduation projects, the course instructor must write a report of the incident in accordance with the procedures stipulated in Article (5) of the current bylaws, and submit it to the College Dean, who in turn refers the case to the Vice President for Academic Affairs to complete the remaining procedures, and then refer it to the Student Conduct Committee.

#### **Article 15**

A student who cheats or violates the examination rules referred to in Paragraph (3) of Article 9 after the final result of the course has been approved will not be exempt from disciplinary action; instead, the College Dean or Chair of the Final Examinations Committee will refer the case to the Vice President for Academic Affairs for further action. The matter shall then be referred to the Student Conduct Committee.

#### **Article 16**

In the event of an incident of fraud or any violation of the examination rules referred to in Paragraph (3) of Article 9 is proven against a student who has received a graduation certificate, the university receives the right to cancel the decision to grant the document or certificate, and may also

refer all documents and investigations related to the violation to the appropriate state authorities.

### **Article 17**

The Student Conduct Committee must consider that imposing the penalties described in items (5 and 6) of Article 10 does not constitute grounds for canceling the student's enrollment. In addition, it may include in its decision that the period of the temporary dismissal penalty does not count toward the maximum academic period that can be granted to the student.

### **Article 18**

When violations are committed or participated in by a person outside the university, the Conduct Committee may recommend informing the concerned authorities in the country as well as the violator's reference.

### **Article 19**

The student found guilty of committing the violation outlined in item (11) of Article 9 shall bear the value of the damaged property. Also, covering the expenses for repair or replacement and any resulting consequences. Furthermore, he/she shall face disciplinary penalties imposed by the Student Conduct Committee as specified in this bylaw.

## Chapter 5

# Formation and Terms of Reference of the Student Conduct Committee

### Article 20

- A. A «Student Conduct Committee» shall be formed by a permanent decision of the Vice President for Academic Affairs, which membership shall be automatically renewed unless the competent authority issues a decision to the contrary. The committee shall consist of five members of the university's faculty members, taking into consideration that one of the members is specialized in law. The Vice President for Academic Affairs shall appoint from among the members a president and a vice president for the committee.
- B. The committee referred to in the previous paragraph shall be competent to investigating and approving the appropriate penalty in all violations referred to it by a decision of the competent authority. The committee also may propose assistance from the Deanship of Student Affairs at the university or any competent unit to carry out the investigation procedures whenever it deems appropriate.

## **Article 21**

If one or more members of the Student Conduct Committee participate or become part of controlling the violation under consideration, he or she must not participate when considering the violation. Additionally, any member of the Student Conduct Committee may request exemption from considering a violation if a moral impediment prevents him or her from participating in its consideration. In both cases, the competent authority has the right to include the appropriate alternative to the membership of the Conduct Committee during the consideration of a violation -if needed-.

## Chapter 6

# Procedures Applied by the Student Conduct Committee

### Article 22

The president of the Student Conduct Committee shall call for a meeting when needed, considering the confidentiality of the meetings. A meeting is only valid with the presence of the majority of the members, providing that the president or the vice president is among them. The decisions are issued by a majority of votes, and in the event of a tie, the side in which the president voted shall prevail.

### Article 23

The Student Conduct Committee shall address the violations within a period commensurate with the need for a fast decision-making as determined by the competent authority. The penalty shall be imposed after summoning the student for interrogation and hearing his or her statements about what was attributed to them, which must be documented in the investigation report, whether the student was investigated by the committee or by any unit at the university that was authorized to conduct the investigation. The student has the right to defend himself/herself and provide evidence that

would negate the attributed violations, including the request to call for witnesses. His or her right to testify is forfeited if he or she is summoned by the university email or a message to his or her mobile phone registered in the university records, and does not attend on time, unless they present an excuse acceptable to the committee, and the case is considered in absentia. In all cases, the decision of the penalty must be communicated to the student.

#### **Article 24**

The Student Conduct Committee has the right to summon those whose testimonies are needed to be heard, and the president shall officially summon them. Their testimonies are heard by the present members of the committee, and the content of their testimonies is documented in the investigation report with the signature of each witness on his or her testimony. Each witness shall be heard individually, unless it is necessary to confront the witnesses with each other. The Conduct Committee may accept the witness's testimony only in writing whenever it deems necessary, and it may request the cooperation of the Deanship of Student Affairs or any competent unit at the university to carry out any of the powers of investigation and verification of the incident.

#### **Article 25**

The violating student shall be summoned or informed in the cases stipulated in the bylaws herein by the university email or a message to his or her mobile phone registered in the university records. The student shall be responsible for updating or changing his or her data registered in the university academic system.

## Chapter 7

# Powers of Imposing Disciplinary Penalties

### Article 26

The authority of the competent parties to impose disciplinary penalties on violators shall be determined as follows:

- A. The faculty member has the right to submit to the College Dean a detailed violation report, that has taken place in his or her classroom, within three days of the date of the violation, and the College Dean has the right to impose the penalties stipulated in paragraphs (1 and 2) of Article (10) of this bylaw on the perpetrators of violations that occur in his college or its facilities after conducting the necessary investigation. The Dean's decision shall be final and enforceable, and the student has the right to appeal to the Vice President for Academic Affairs.
- B. The Student Conduct Committee may impose any of the penalties stipulated in Article (10) of the current bylaws.

# Periods of Complaints and Grievances against Disciplinary Decisions

### Article 27

The student is not entitled to file a complaint about an incident fifteen days after it occurred (unless he or she achieved an exception from the Vice President for Academic Affairs). The student is also not entitled to file a complaint about the same incident again. The student has the right to appeal against the penalty decision issued against him or her, and submits his or her grievance to the Vice President for Academic Affairs within fifteen days of the date of the decision. The Vice President may present the grievance to the competent authority at the earliest opportunity from the date of the grievance.

## Chapter 9

# General Provisions

### Article 28

The Student Conduct Committee shall submit its recommendations to the Vice President for Academic Affairs, which-- after approval-- shall be referred to the competent authorities to impose them, save them in the student's file, and announce them on any of the university's media platforms in a manner that does not reveal the identity of the violator.

### Article 29

In the event of suspension, the student is prevented from benefiting from the student services and activities provided by the university during the penalty period.

### Article 30

The student may apply to the University Council to reconsider the disciplinary decision issued against him or her to impose the penalty of dismissal from the university after at least three years of the date of its issuance. The University Council may reconsider the decision, provided that he/ she will rejoin the university as a new student.

### **Article 31**

The Dean, departments' chairpersons, faculty members, departments' directors, and security officials at the university are responsible for student conduct in accordance with the university's rules and regulations. When a violation occurs inside the university and its facilities, they are responsible, each within the scope of his competence, for controlling it in accordance with the procedures stipulated in the bylaws herein.

### **Article 32**

The security officials at the university shall maintain security and order inside the university, and the notifications and reports they submit on the student shall be valid unless proven otherwise.

### **Article 33**

The University Council has the right to add, amend or cancel the articles contained in this bylaws and the right to interpret them.

### **Article 34**

This bylaws shall enter into force as of the date of their adoption by the University Council, and all regulations, decisions or instructions prior to the adoption of the bylaws herein that contradict them shall be repealed.

## Appendix 1

Type of violation as stated in Article 9 of the current bylaws	Proposed penalty for the first time	Proposed penalty for the second time	Proposed penalty for the third time
(1) Article 9: Causing disturbances to academic pursuits or encouraging not attending lectures.	Warning with a written pledge from the student.	Canceling the student's registration in the course in question, and suspending the student for a semester.	Dismissal from the university.
(2) Article 9: Irregularities related to the preservation of order, discipline, and appropriate academic conduct within the university.	Warning with a written pledge from the student.	Canceling the student's registration in the course in question, and suspending the student for a semester.	Dismissal from the university.
(3) Article 9: Any cheating on exams or violation of the rules of the university governing the exams.	The student is considered to have failed the course in question with the course that precedes it in the final exam schedule, or the course following it if there is no course preceding it. (Health and physical education courses are not considered).	Considering the student to have failed all semester courses, or suspending the student for the following semester, or both.	Dismissal from the university.
(4) Article 9: Impersonating individuals in any matters related to the university.	Canceling the student's registration in all courses for the semester in which the violation occurred, and suspending the student for the following semester.	Dismissal from the university.	

Type of violation as stated in Article 9 of the current bylaws	Proposed penalty for the first time	Proposed penalty for the second time	Proposed penalty for the third time
(5) Article 9: Any statement or action by the student that contradicts the beliefs, honour, or dignity of others.	Canceling the student's registration in all courses for the semester in which the violation occurred, and suspending the student for the following semester.	Dismissal from the university.	
(6) Article 9: Verbal or physical aggression directed towards university staff or employees of companies affiliated with the university and its employees.	Canceling the student's registration in all courses for the semester in which the violation occurred, and suspending the student for the following semester.	Dismissal from the university.	
(7) Article 9: Illegally obtaining confidential data of any university staff, disseminating it, or providing guidance to others on acquiring it.	Dismissal from the university.		
(8) Article 9: Holding or participating in any activities or events within the university, issuing publications, without the approval of the relevant authorities.	Warning with a written pledge from the student.	Canceling the student's registration in all courses for the semester in which the violation occurred, or suspending the student for the following semester, or both.	Dismissal from the university.

Type of violation as stated in Article 9 of the current bylaws	Proposed penalty for the first time	Proposed penalty for the second time	Proposed penalty for the third time
(9) Article 9: Prejudice to the sound and social principles and foundations of the country, or offend national unity in word and deed.	Dismissal from the university.		
(10) Article 9: Forging official documents or certificates, or using them after forgery.	Canceling the student's registration in all courses for the semester in which the violation occurred, or suspending the student for the following semester, or both.	Dismissal from the university.	
(11) Article 9: Any unauthorized use, harm, intentional sabotage, or any attempt to do so to university facilities or property.	Warning with a written pledge from the student, or canceling the student's registration in all courses for the semester in which the violation occurred.	Canceling the student's registration in all courses for the semester in which the violation occurred, or suspending the student for the following semester, or both.	Dismissal from the university.
(12) Article 9: Possessing a weapon, whether licensed or not, such as a bladed weapon, flammable or explosive materials	Dismissal from the university.		
(13) Article 9: Using modern technologies with the intention of causing harm to the university or any of its employees.	Canceling the student's registration in all courses for the semester in which the violation occurred, or suspending the student for the following semester, or both.	Dismissal from the university.	

Type of violation as stated in Article 9 of the current bylaws	Proposed penalty for the first time	Proposed penalty for the second time	Proposed penalty for the third time
(14) Article 9: Possession of devices, films, pictures or magazines containing material that is contrary to morals and ethics within the university and its facilities.	Canceling the student's registration in all courses for the semester in which the violation occurred, or suspending the student for the following semester, or both.	Dismissal from the university.	
(15) Article 9: Failure to comply with the principals of social norms clothing, or overall appearance, in a way that is not compatible with values, traditions, and customs of society	Warning with a written pledge from the student.	Canceling the student's registration in all courses for the semester in which the violation occurred, or suspending the student for the following semester, or both.	Dismissal from the university.
(16) Article 9: Refrain from submitting identification documents to the competent authorities upon request.	Warning with a written pledge from the student.	Canceling the student's registration in all courses for the semester in which the violation occurred, or suspending the student for the following semester, or both.	Dismissal from the university.
(17) Article 9: The student's breach of order during the interrogation procedure or exceeding the limits of morals.	Warning with a written pledge from the student.	Canceling the student's registration in all courses for the semester in which the violation occurred, or suspending the student for the following semester, or both.	Dismissal from the university.

Type of violation as stated in Article 9 of the current bylaws	Proposed penalty for the first time	Proposed penalty for the second time	Proposed penalty for the third time
(18) Article 9: Smoking in non-smoking areas.	Warning with a written pledge from the student.	Canceling the student's registration in all courses for the semester in which the violation occurred, or suspending the student for the following semester, or both.	Dismissal from the university.
(19) Article 9: Taking photographs of individuals on campus without obtaining their consent, or recording lectures or events without obtaining an approval.	Warning with a written pledge from the student.	Canceling the student's registration in all courses for the semester in which the violation occurred, or suspending the student for the following semester, or both.	Dismissal from the university.
(20) Article 9: Obtaining five traffic fines on campus.	Warning with a written pledge from the student.	Canceling the student's registration in all courses for the semester in which the violation occurred, or suspending the student for the following semester, or both.	Dismissal from the university.



PSU\_RUH       
[www.psu.edu.sa](http://www.psu.edu.sa)