

The Primary Regulation for Student Behavior Control



بيت الحكيم

In the name of the most merciful, kindest God

Kingdom of Saudi Arabia
Ministry of Education

University of Hafr Al-Batin

The Primary Regulation for Student Behavior Control

Muharram 1440 A.H. 15

Article One:

The following words. When it appears in this regulation anywhere, the definitions that are placed in front of it are:

University: Hafr Al-Batin University

Students: All students enrolled at the University of Hafr Al-Batin, whether male or female, regardless of country or level of education, as well as any exchange students.

College: The college or deanship that the offending male or female student belongs to.

The Committee Chairperson

A. Vice Rector for Academic Affairs, or his representative (boys), will serve as the committee's chairman.

B. The Female Vice President for female student affairs or a representative.

Main committee: The University of Hafr Al-Batin has a major behavior control committee for both boys and girls.

Subcommittees: College behavior control committees or deanship support committees, which were formed by the faculties' deans.

Violation is everything a student does or says that is against the regulations, policies, and directives of the institution.

Penalties: The disciplinary sanctions outlined in this regulation are as follows.

Exam: This refers to any exam that the student takes, whether it be written, oral, practical, or part of the student's final business course.

Article Two:

The following are the objectives of this regulation:

1. Controlling how students behave both inside and outside of the institution, in all of its buildings, and when participating in events there.
2. Changing and reforming the problematic students' conduct and dealing with it through the university's educational channels.
3. Approve the disciplinary measures to be taken against students who disobey the norms and policies in place at the university.

Article Three:

The terms of this regulation apply to all students enrolled at the institution (regular and affiliation). In line with the laws governing study, tests, and their implementation, students who are enrolled in training programs and courses are also permitted to take exams as visiting students from outside.

Article Four:

The Deanship of Student Affairs, in coordination with the appropriate authorities, is the competent authority to carry out the terms of this rule.

Relationship with the university, which is responsible for informing the student and the relevant college of the residence decision within a week of the decision's issuing. The College Dean or her designated representative is responsible for notifying the female student and her legal guardian of the decision.

Article Five:

The sanctions outlined in these rules do not apply to offenses committed by students who are not affiliated with the university and have no bearing on the institution, its rules, the structure of its activities, or its numerous participations since such matters fall under the purview of other parties

who are involved. What is given to the institution by other parties, or if the source of the breach has any connection to the university.

Article Six:

A- The university president established the primary behavior control committee (boys), which is led by the vice president for academic affairs and includes members of:

1. The student affairs dean or a representative of him
2. The dean of admission and registration, or a representative of him.
3. Two faculty members from the university.
4. A counselor from the Guidance and Counseling Center
5. One of the university's legal department's advisers
6. The committee secretary is one of the administrators.

B- The university president established the primary behavior control committee (girls), which is led by the vice president for student affairs and includes four members of the university's teaching staff. One of the departments also serves as the committee's secretary.

Article Seven:

The (Main Behavior Control Committee)'s terms of reference are as follows:

1. In circumstances of student disciplinary action, a recommendation.
2. Studying the committees' suggestions for policing conduct in colleges; it has the authority to revisit and revise recommendations. then deliver it to the university's rector.
3. Carrying out investigations in situations that the committee is asked to look into or that are outside the purview of (behavior control committees in universities).

4. Interact with the appropriate departments.

5- Creating an annual report that details the committee's operations, any broad suggestions made by the committee, data on the types of infractions and sanctions imposed against it.

6- It addresses His Excellency the University Rector with its suggestions for behavioral infractions. And submit periodic reports to the Standing Committee for Student Affairs (without mentioning the names of the violators; includes statistics on the types of violations, sanctions imposed, specializations of violating students, and other statistics) to address any negative behavioral phenomena.

Article Eight:

The committee reviews infractions reported by the university president or a vice rector or other administrative officer of the university. Follow-up on cases that the committee evaluates within or outside the university. One of the deans of the faculties, or whomever represents them. The deans of the supporting deanships. The heads of the centers. As it takes into account the disciplinary recommendations made against students by the subcommittees in the faculties in accordance with the terms of This regulation, it is not in conflict with Article 5. The committee also takes into account complaints from non-academic students.

Article Nine:

Meetings of the committee are only convened at the chairman's invitation, and they are only valid if at least half of the members are present.

The bulk of the guests make its selections. And in every situation, on the side where the president has a majority of the votes when the votes are tied. After the committee chairman receives the violation, the discussion of the violation cannot be postponed for more than four weeks.

When there is an emergency (during a break), the session is presided over by the president and any members present.

Article Ten:

A subcommittee known as the "Committee for Controlling Student Behavior in College" will be established in each college and the deanship of the preparatory year by the dean of the college or the deanship of three members of the college's teaching staff. This has a focus

The committee has the authority to suggest sanctions specified in this rule after looking into student infractions and presenting it for review to the main behavior control committee. Additionally, the committee has the authority to take any action it considers necessary in the event that a violation occurs by non-university workers during regular business hours or inside the institution.

Article Eleven:

The primary responsibility of the behavior control committee is to make sure that the investigation is done with the offending student on what is blamed on him.

Whoever disobeys it may have his claims about it heard again by the committee. It also has the authority to call witnesses from the parties to the dispute in order to hear their testimony.

Article Twelve:

The committee may lessen the punishment if the interest so warrants or suspend the penalty subject to non-recurrence and non-repetition. The penalty imposed by the committee on the offender or the punishable offense shall be in line with what is specified in the rules. When imposing the punishment, consideration is given to the precedents, the mitigating and aggravating conditions, and the unique circumstances of each case. The penalty is considered to be progressive and proportionate with the severity of the infraction.

Article Thirteen:

Disciplinary Offences

Anything a student does that violates public morality, public order, university policies, rules, directions, or decisions is regarded as a disciplinary infraction, subjecting the offender to the disciplinary sanctions outlined in this bylaw. comprising the works listed below

- 1) Violating the Islamic and social principles and foundations of the state, insulting national unity in thought or deed, calling for membership in anti-national organizations, or promoting any political or regional ideas that contradict the state system within the university, or inciting tribal or factional strife or regionalism among students, or the creation of student groups to cause disputes and issues both inside and outside the university.
- 2) Disrupting or instigating studies, failing to attend lectures or other university work that the regulations require attendance at.
- 3) Violating order, discipline, the proper conduct of studies in the university and all of its facilities, as well as the rules followed during lectures, tests, seminars, or activities held within the university or those held outside of it in which the university participates.
- 4) Disregarding the examination system, its guidelines and rules, or the composure necessary for it.
- 5) Any attempt at or participation in test-taking that involves cheating in some way; assistance in such attempts; or taking money from him in connection with the course, even if he did not profit from it; or illegally obtaining test questions prior to the test; and cheating in reports, research, practical exercises, and fieldwork. Additionally, graduation projects, cheating by having the student sit in for him on the semester or final examinations, or by having him take their place.
- 6) Speaking on behalf of the university without an official position, handing out university records or endowments with the purpose to use them unlawfully, or impersonating another person in any situation involving the institution and its business.

- 7) Disregarding proper behavior when interacting with coworkers, employees, university faculty members, guests, or employees of firms that have employees who work at the university, and physically or verbally abusing them.
- 8) Illegally viewing, distributing, or teaching others on how to access leaked information on any university employee or its operations.
- 9) Holding or taking part in any activities, events, publications, flyers, or posters within the university; or taking part in their distribution, collecting of money, contributions, or signatures; without the consent of the appropriate authorities.
- 10) Forgery in all its forms, including: falsifying documents, certificates, or official documents, using them after falsifying them, whether they were issued by the university or from somewhere else, as long as it has to do with the student's relationship with the university or the way they conduct their studies there; purposefully destroying all or part of their contents; or obtaining them illegally.
- 11) Misuse of university property, including its buildings, equipment, and contents, including misuse, intentional destruction of, or attempted intentional vandalism against, university property or buildings, as well as any actions that compromise the university's and its facilities' cleanliness.
- 12) Possessing a firearm, even if it was lawfully owned, or a white weapon; maintaining flammable or explosive materials; accessing the institution or any of its facilities; or threatening to use any of those things.
- 13) Using social media or contemporary technology with the intention of hurting the institution or one of its staff members.
- 14) Possession of anything that is against morals and morality within the university and its facilities, including gadgets, videos, photos, recordings, newspapers, or publications, is prohibited.

- 15) Disregarding the guidelines provided by the institution in this respect as well as the Islamic values, traditions, and customs of Saudi society whether it comes to attire, appearance, or clothes.
- 16) Disregarding the rules for entering and leaving classrooms and colleges, or departing the university grounds in a way that goes against Islamic principles and public morality. Additionally, female students are not permitted to leave their house or university without formal authorization from the relevant authorities.
- 17) If required, refuse to provide identifying documents to the appropriate authorities.
- 18) The student's insubordination during the questioning, or his transgression of moral and ethical boundaries in his conduct or in his approach to the behavior control committee members.
- 19) Disregarding university policies for the use of computers and the Internet, as well as unauthorized access to accounts not belonging to the student.
- 20) Smoking is not permitted in any areas designated by the university other than within buildings and facilities.
- 21) Disregarding traffic laws and the controls enforcing them on university property or in university-owned facilities.
- 22) Any other infraction that the university deems to be a breach of the rules, guidelines, or judgments it issues, for which this regulation makes no provision.

Article Fourteen:

Some examples of disciplinary measures:

- 1- Oral warning, which is recorded internally (without requiring the student to make an agreement).
2. A formal warning and an agreement to not do so again.
3. A warning, followed by a written promise from the offending student and notification of the parent.

- 4- Giving the student a zero on the exam that he cheated on, declaring him to have failed the course, or doing both at once.
5. Having the student participate in community service or social work projects or go to training sessions either inside or outside of the institution.
6. Loss of access to certain university benefits, such as the ability to use the university library or live on campus. 7. Loss of participation in student visits and outings. 8. Loss of access to the student employment program. 9. Any other deprivation penalty that the committee deems should be imposed on the offending student for a semester. or ultimate privation, or more or less.
- 7- Courses taken at any other institution during a temporary suspension of the student's studies at the university for one semester or longer with notification to the guardian are not credited against the student's grade.
- 8 – Final expulsion from the university; parental notification.
- 9- Final expulsion from the university; disciplinary expulsion; notice to the guardian; he had his paperwork stamped.

Any further sanctions authorized by the University Rector are also considered disciplinary sanctions.

Article Fifteen:

The student is always responsible for paying for the damage. In addition to the price of maintenance or installation, or any related effects, such as private rights.

Article Sixteen:

Before the student shows up, he must be notified about the infraction that has been assigned to him as well as the time and date scheduled for his appearance before the committee.

adequate time (at least three days). The kid won't get the disciplinary sanction until a written investigation has been conducted with him.

If he didn't show up on the date he was informed of for the interview and investigation, he would lose his right to speak about what was attributed to him, unless he had a valid excuse, in which case the punishment would have been applied in his absence.

The authorities responsible for enforcing penalties

Article Seventeen:

The following authorities shall have authority over the following, without limiting the requirements of Articles Twelve and Sixteen:

1. The first, second, and third contracts of Article Fourteen must be signed by the dean of student affairs or a designated representative.
2. The College Council shall ratify Article Fourteen's fourth clause.
3. The primary Behavior Control Committee is to suggest all of the Article Fourteen punishments, with the exception of the fourth one.

Article Eighteen:

If one of the fraudulent incidents listed in Clause (5) of Article (Thirteen) occurs after the final grade for the course has been approved, the perpetrator is still subject to disciplinary action, and the Vice-President for Academic Affairs refers him to the college the student attends so that they can look into the situation as it stands. Articles Ten and Eleven explain this.

Article Nineteen

A student may not claim ignorance of or a lack of familiarity with the rules, policies, judgments, and directions of the institution. The Deanship of Student Affairs is in charge of disseminating the terms of these rules to students through any and all appropriate university advertising channels.

Article Twenty:

The committee may submit the infraction ascribed to the student to the director if it is established that it includes a criminal conduct. The institution made suggestions for the legal authorities to be notified of all records and inquiries pertaining to the infraction. The committee may halt its disciplinary actions in light of this offense until a verdict is rendered against him.

Article Twenty-One

According to these rules, a student who is submitted for investigation is not permitted to leave the school, be discharged from it, or drop the course in which he cheated until the inquiry against him is finished. Similar to this, the College's Behavior Control Committee must inform the Deanship of Admission and Registration to halt the graduation process or remove the student after reporting them for inquiry. Until a definitive judgement is made about the alleged breach, his party is affiliated with the university.

Article Twenty-Two

The university president must first endorse any recommendations in the minutes of the main committee meeting before they are deemed valid.

Article Twenty-Three

Any student may appeal the committee's judgment against him to the university rector within fifteen days of the day the student was informed of the decision's text; beyond this time, the student's right to appeal expires. If the university director decides that there are good grounds to do so, he may prolong the grievance period. The University Rector may:

1. Address the complaint and support the judgment when taking any grievance into account.
2. The decision is void.
3. Request fresh inquiries.
4. Any more steps he thinks are necessary.

Article Twenty-Four

Both physical and electronic copies of the decisions made on the imposition of disciplinary sanctions are retained in the student's file. Without mentioning the specific name, the authorities that

imposed the punishment may make an announcement about it in the university's publication, faculties, and facilities.

Article Twenty-Five

The university president has the same authority as the main committee to address some student infractions that call for discretion, secrecy, or special handling. Additionally, he has the authority to create special or urgent committees to look into serious student infractions without consulting the committee.

Article Twenty-Six

All prior disciplinary regulations and regulations that clash with this bylaw are repealed as of the day it is adopted. These bylaws are subject to interpretation and amendment by the University Council as necessary.

Done, praise God.