

**Kingdom of Saudi Arabia
Ministry of Education
University of Bisha
Vice Presidency for Educational Affairs**



Student Issues Regulation

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Chapter One

Article One

The following words and expressions mean – as referred to in this regulation – the meaning stated against each of them, unless otherwise provided for.

University: University of Bisha.

Student: Each male and female student enrolled in the university for study whatever their educational level.

Disciplinary Offence: Every offence whether a saying or a deed the student commits in offence of the university systems, regulations and instructions and all that violate the system and the public morals as per the text of (Article Eight) of this regulation and consists of:

- (a) Disciplinary offences which fall within the competence of the Standing Committee for Addressing Student Issues.

(b) Disciplinary offences which fall within the competence of the subcommittees in the colleges.

Disciplinary Penalty: Every penalty provided for, including but not limited to, in (Article Nine) of this regulation.

Test: Every periodical, semester or final test as per the provisions determined by the Study and Test Regulation of the university stage.

Standing Committee for Addressing Male Student Issues /

Subcommittee for Addressing Female Student Issues in colleges:

Everyone this regulation grants him the power of recommendation for inflicting any of the disciplinary penalties in this regulation.

Article Two

Every student enrolled for studying in the university, as well as, the students permitted for performing the test from outside the university as the visiting students as per the Study and Test Regulation are subject to the provisions of this regulation.

Article Three

This regulation aims at the following:

- 1- Ensuring the students' rights and committing to performing their duties.
- 2- Ensuring the quality of educational process and its supporting activities in the university.
- 3- Controlling the students' behavior in order to be effective members in their societies.
- 4- Correcting the violating students' behavior by inflicting penalties which conform to the nature of their offences and achieve the aim by educationally and academically treating their behaviors.

Article Four

Student may not protest by ignorance or lack of knowledge and awareness of the university effective systems, regulations and decisions, as well as, the instructions issued by the university in order for not inflicting the penalties stated in this regulation as per the Student Charter (Rights and Duties) distributed and published to the male and female students of the University of Bisha in the first year.

The university shall publish and announce this regulation to the students at all applicable and acknowledged advertising means in the university.

Article Five

In case of inflicting one of the disciplinary offences, a detailed minute shall be drafted including the facts and circumstances of its commitment from recording the fact. The authenticated documents and declarations shall be annexed to this minute and submitted to the competent officer in order to transfer the violating student to the competent Student Issues Committee as determined in this regulation.

Article Six

In case the offence attributed to the student is proved to include a criminal crime, the Standing Committee for Addressing Student Issues shall recommend the president of the university to transfer all documents and verifications related to the offence to the systematically competent authorities for considering such crime. The Student Issues

Committee shall suspend its actions until the final judgment shall be issued in this regard.

Article Seven

The student transferred to the Verification Committee as per this regulation may not withdraw from the university or disclaim from it prior to completing the investigation. The competent Standing Committee for Addressing Student Issues / Subsidiary Committee for Addressing Student Issues shall notify the Acceptance and Registration Deanship upon transferring any student to be verified with him in order to suspend his graduation procedures or disclaimer from the university until deciding on the final decision of the offence attributed to the student.

Chapter Two

Disciplinary Offences

Article Eight:

All breaches of the followed public morals, public system, systems, regulations, instructions and decisions of the university issued by the student shall be deemed a disciplinary violation exposing its offenders to the disciplinary penalties stated in this regulation. It includes the following:

- (a) Disciplinary offences which fall within the Standing committee for Addressing Student Issues
 - 1. Prejudice to the Islamic and social principles and foundations of the state, abuse to the national unit by saying or action, or invitation to join the organizations opposing to the homeland, any political or regional or party ideas violating the statue of the state or promoting them inside the university.

2. All sayings and actions issued by the student, relating to the belief, honor or dignity of others, and disturbing the good standing and conduct or contradicting the right manners that must be characterized by the student.
3. Personating the character of the others in any of the matters relating to the university and its affairs, as well as, giving documents and universities national ID for the purpose of illegitimately using it.
4. Assaulting the right of any employee of the university or the workers and employees of the companies still working in the university.
5. Accessing, with no right, to the confidential information related to the employees of the university, publishing or guiding the others to the method of obtaining it.
6. Establishing and participating in any activities or events inside the university, issuing printings, leaflets and posters, participating in their distribution or collecting money, donations or signatures without obtaining the approval of the relevant authorities.

7. Falsifying the official papers, certificates or documents, using them after falsifying them, whether issued by the university or abroad as long as they are relevant to the relation of the student with the university or the procedures of studying in it, or intentionally causing damage to all or some of the content, or following illegal methods for the sake of obtaining them.
8. Carrying a firearm, if authorized or the white weapon or keeping flammable materials or explosion or entering any materials in order to use them for illegal purpose inside the university and its utilities.
9. Non-committing to the public taste, clothes or appearance in a way which does not correspond to the Islamic values, traditions and customs of the Saudi society and the instructions issued by the university in this regard.
10. Refraining from submitting the documents confirming their identity to the competent authorities if requested.
11. Violating the system or exceeding the limits of the obligatory morals while the student is being investigated whether in his

actions or his addressing with the members of the Student Issues Committees.

12. Any other violation which the university sees that it represents a violation of the regulations, instructions and decisions issued by the university which is not provided for in the regulation.

(B) Disciplinary offences to be addressed by the subcommittees for student affairs in Colleges.

1. Disrupting the study or inciting for the disruption, and refraining from attending lectures or other university duties that the regulation require to attend.
2. Breach the order; discipline; progress of study at the university and all its facilities; and the rules followed during lectures, tests, seminars or activities that take place inside the university, or those held outside and the university participating in it; as well as stir up chaos in the housing units, university transports, or any Other University facilities.

3. Each cheat in the test - by any means - initiating, participating or assisting in it, or illegally obtain the test questions before it takes place; cheating in reports and researches, practical and field training, graduation projects and master's and doctoral thesis, as well as fraud by an alternative student in quarterly or final tests, or to replace another in the test.
4. Any misuse, destruction or deliberate sabotage; or attempt to do in the University's facilities or property, or to modify or transfer them without the approval of the competent authorities, or to use illegal means to obtain it.
5. Using modern technologies for the purpose of harming the university or one of its members.
6. Possession of pictures, films, tapes, newspapers or magazines containing what contradict with morals and ethics within the university and its facilities

Section Three

The Disciplinary Penalties

Article Nine

The disciplinary penalties inflicted on the offending student:

(A) The disciplinary penalties that is inflicted by the standing committee to deal with the student's issues.

1. Warning.
2. Notice with a written commitment from the offending student.
3. Assign the student to perform a service or social work, or attend courses inside or outside the university in not more than one month.
4. The temporary depriving for (one or two terms) from practicing one or more of the students activities that the student committed the offence during practicing it.
5. Cancel the registration in one or more curriculum.
6. Failure in one or more curriculum.

7. Depriving from enjoying some of the college benefits.
8. The temporary drop-out from studying in the university of not more than two terms.
9. Not to give the student the graduation document, the academic certificate or the non-academic documents that its certified is related to a forgery, fraud or fraudulent.
10. Dismissal from the university.

(B) The disciplinary penalties that is inflicted by the Sub-committee to deal with the student's issues in collages.

1. Warning.
2. Notice with a written commitment from the offending student.
3. Assign the student to perform a service or social work, or attend courses inside or outside the university in not more than one month.
4. The temporary depriving for (one or two terms) from practicing one or more of the students activities that the student committed the offence during practicing it.
5. Cancel the registration in one or more curriculum.

6. Failure in one or more curriculum.
7. Depriving from enjoying some of the college benefits.

Article Ten

More than two disciplinary penalties shall not be inflicted on the offending student, and the infliction of penalties shall be considered to be appropriate to the size of the offence, the precedents, conditions and circumstances that relate to the offence and its offender.

Article Eleven

The penalties stipulate in Article Nine of this regulation may not be inflicted on offences that more than two years lapse since they have occurred without taking any decision to investigate them.

Article Twelve

In event the student is caught in an act of fraudulent during the test or breaking silence and rules that should be available in the testing room, the controller shall get the offending student out of the testing room and record a detailed report of the offence (Form 1) according to the mentioned procedures in Article (Five) of this regulation.

Article Thirteen

In event the student is caught in an act of fraudulent in reports, researches, practical and field trainings, assignments, or the graduation projects, the curriculum instructor shall record a report of the offence (Form 1) according to the mentioned procedures in Article (Five) of this regulation.

Article Fourteen

If forgery is discovered mentioned in Item (B-3) of Article (Eight) after the adoption of the final result of the curriculum, the offender shall not be exempt from the disciplinary responsibility and the Vice Presidency For Educational Affairs and the Vice Presidency For Female students Affairs shall send him/ her to the Standing committee to deal with the student issues to inflict the appropriate penalty.

Article Fifteen

If any of the mentioned facts in Item (B-3) of Article (Eight) is proved in a student right that has received his graduation certificate, the university shall cancel the decision of giving the document or the

certificate and it shall transmit all what relates to the offence of documents and investigations to the competent state authorities according to its system.

Article Sixteen

The Permanent-Sub Student Issues Committee that inflict penalties shall consider the mentioned penalties in Items (5, 6) of Article (Nine) and shall not be a reason in striking off the student enrolment, and the committee shall guarantee its decision and not to consider the penalty period from the period of study.

Article Seventeen

The Standing committee deals with the students issues after the approval of the university Rector on the regular procedures of reporting the competent authorities in the state with offences in which the Rector proves the committing or the participating of any person from outside the university after transferring to him from the Vice Presidency For Educational Affairs and the Vice Presidency For Female students Affairs whenever he deems that this procedure is

necessary, the committee shall inform his reference to the contents of this offences.

Article Eighteen

The offender student that his offence is mentioned in the Item (B-4) of Article (Eight) is proven, shall bear the value of the damages in addition to the value of the repair or installation or the consequences thereof, other than the disciplinary penalties stipulated in these regulations that authority inflicted.

Article Nineteen

A- By a decision of the University President, a standing committee for student issues of two academic years, it shall be competent to the disciplinary offences mentioned in Paragraph (A) of Article (Eight) and consists of the Vice President for Educational Affairs as president, membership of the Dean of Student Affairs and the Dean of Admission and Registration, two faculty members, a secretary, and whoever sees The Vice President for educational affairs is not nominated. By a similar decision, a corresponding

committee in the female section, headed by the Vice President For Female Students.

- B- The two committees are competent to inflict the penalties mentioned in Paragraph (A) of the Article (Eight), and establishing the appropriate penalty in all offences referred to them by a decision of the Vice President for the Educational and Academic Affairs and the Vice-Rector for Student Affairs.
- C- Each college have a Sub-Issues Committee that is competent to inflict penalties mentioned in paragraph (B) of Article (Nine) headed by the dean of the college and one of the Vice Presidents and two members of the teaching staff. A recommendation by the dean to nominate them is issued, and a decision by the college council to form the committee. The college and two members of the teaching staff, and a decision is issued by the college council to form it. This committee is competent to investigate the offences by college students or others if the offence occurred within the college's borders. The minutes of the sub-committees are approved by the university's Vice President for Educational Affairs with regard to the female student section and from the

university female Vice President for Female students affairs with regard to female section.

Article Twenty

In case that one or more members of the Student Issues Committee participated in controlling the foreseeable offence or was a party in it, he shall be exempted from consideration of this offense, and any member of the disciplinary committee may request that he be excused from consideration of one of the offences if he has a moral objection that prevents him from participating in its consideration, in both cases, the holder of authority can if necessary, include the appropriate alternative to membership of the Student Issues Committee during the consideration of this offence.

Section Four

The procedures before disciplinary committees

Article Twenty One

The Student Issues Committee shall be held when necessary by the chair of Committee invitation with subject to the confidentiality of the sessions. The holding is not organized without attendance of majority members including the chair of the committee. The decision shall be issued by the majority of the votes, in the case of the votes are equaled the side of the committee chair preferred.

Article Twenty Two

The competent Student Issues Committee shall consider the violations during period not exceed thirty day starting from date of reference the violation to the committee from competent person. The penalty shall not be imposed unless the student is summoned for investigation, hearing his statements regarding what was attributed to him and proving that in the minutes of the session. the student has right to The

right to defend himself and to provide evidences that would deny what was attributed to him from offences, including the request to hear witnesses and lapse his right to perform his statements if summoned three times to hear his statements and he did not attend unless he has an excuse accepted by the disciplinary committee and considers his case in absentia and in all cases the notification of the penalty decision must be submitted to the student.

Article Twenty Three

The Student Issues Committee has right to summon any person need to hear their testimony, the chair of the committee shall take over their invitation and their testimony is heard by the attendees from the members of this committee. The content of this testimony is registered in the investigation minutes and each witness signs his testimony. Shall be heard each witness solely unless there is necessary confronting witnesses with each other. The Student issues Committee may be content with providing the witness testimony in writing whenever it is necessary.

Article Twenty Four

Violating student shall be summoned and notified in the prescribed cases in this regulation by a message to its electronic mail or mobile phone that is registered by his name at the university. The student be responsible with any change or amend in this registered data on his electronic page in the academic system.

Chapter Five

Powers of Imposing Disciplinary Penalties

Article Twenty Five

The powers of competent bodies for imposing disciplinary penalties on violators shall modify as follow:

- A. students legal issues subcommittee has right to impose the penalty from the item (B) from article (Nine), if the committee sees to impose penalty harsher than item (B) from Article (Nine) shall file its recommendations to the Standing Committee to treat and consider student issues.
- B. college dean and college vice dean have the right to impose the penalties set forth in Item (B) from Article (Nine) of this regulation on who is committed the offences that are accrued inside its college or affiliated utilities after making necessary investigation.
- C. A member of the teaching staff in student offences during the performance of his teaching work has the right to propose any of

the two penalties stipulated in Item (1,2) from Article (Nine) of this regulation as well as filling a minutes with facts and proposed penalty during three days of the date of the violation to college dean and college vice dean. The decision of college dean and college vice dean regarding impose the proposed penalty shall be final and enforceable. The violator shall has right to be grievance before Standing Committee to treat and consider student issues

Article Twenty Six

The university Chair entitled to assume all the powers of the Student Issues Committee stipulated in these regulations and he shall impose any of the penalties stipulated in Article (9) in the event of a disruption, gravity breaching in the university system or occurrence of a situation threatening to do so necessitates a prompt decision, as well as in the case of male or female students committing disciplinary offences that demand their privacy or confidential treatment.

Chapter Six

Grievance from Disciplinary Decision

Article Twenty Seven

The student shall have the right to grieve against the penalty decision issued against him to the University Vice President for Educational Affairs / Female University Vice President for Female Students Affairs within a month as of the date of notifying him of the decision. The University Vice President for Educational Affairs / Female University Vice President for Female Students Affairs shall present the subject of the grievance to the University Council in the event the grievance of the male/female student is of a penalty issued from the Standing Committee for Addressing Students Issues to consider in the nearest session as of the date of notifying him of the decision.

Section Seven

General Provisions

Article Twenty Eight

The decisions that are issued with disciplinary penalties shall maintain in student file. All bodies shall impose the penalty on the violator providing the deanship of the acceptance and registration with copy of the decision, the concerned dean shall announce the decision in the college poster board with initial letters of the student name.

Article Twenty Nine

The Deanship of Students Affairs and the Deanship of Acceptance and Registration shall be concerned with taking the required actions to immediately implement the penalty after being notified of the decision of the Students Legal Issues Committee to impose the penalty according to the prescribed powers for each of them in the regulations and systems of university.

Article Thirty

In the event of applying the penalty of temporary suspension from the university study, the student shall be deprived of benefiting by the services and activities the university provides throughout the penalty duration.

Article Thirty One

The student may apply to the University Council, asking a reconsideration of the disciplinary decision, which was issued against him/her imposing the final dismissal penalty from the University within two years from the date of its issuance. The University Council may reconsider this decision.

Article Thirty Two

Deans, department heads, university staff, and university administrators are responsible for the discipline of students, according to the regulation and orders of the university. When an incidents is occurred by a student within the university and its facilities, they are

responsible for fixing, within their areas of competence, in accordance with the procedures stipulated in this regulation.

Article Thirty Three

The University Security Officers shall maintain security and order on the university campus; and the reports, they submitted, shall be valid to the student unless proven otherwise.

Article Thirty Four

The University Council has the right to add, amend or cancel the articles of this regulation and has the right of interpreting thereto.

Article Thirty Five

This Regulation shall come into force as of the date of its endorsement by the University Council; and shall supersede all conflicting regulations, decisions or instructions issued prior to the endorsement of this regulation.

Form (1)

Seizing and Evidencing an Offence Report

Student Name:..... University ID No.:.....
Faculty:..... Major:.....
Subject:..... Mobile phone:.....

The Student (whose name and details are indicated above) was seized on..... (date), at:
(time).

In the University headquarter:.....Building:..... Hall:.....,
By, whose job is.....

As the student was:

Cheats: Other:

Accurate Description of the Offence

.....

and:

He/ She....

denied what was attributed to him/her admitted what was attributed to him/ her

First witness:..... whose job is.....
Second witness:..... whose job is.....

Incidents inspector:

Name:.....Job:.....
College:.....Department:.....
Signature:..... Mobile phone:....

.....

Approval on the inspection of Incidents:

College Dean/ Vice Dean:.....Signature:.....

Form (2)

**Male/Female Student's Complaint against Injustice
or Removing the Damage**

Dear student, kindly make sure you complete the whole form.

Firstly: Personal Data

Student Name:.....
The complaint date:.....
University ID No.:..... Mobile phone:.....
Faculty:..... Major:.....
Date of the incident at complaint: / / Hijri, / / AD
The defendant body or person:.....

Secondly: The Complaint Data:

Detriment or injustice the complainantsuffering:
Complaint summary:
Proofs (document and witnesses):
Steps taken attempting to end grievance or solve the problem:

Attachments:

1-..... 2-..... 3-.....

Acknowledgement:

I am the student,
I acknowledge that all data contained in this complaint is true on my personal responsibility. I do not intend by this complaint malicious or deforming the reputation of the second party, and if proven otherwise I shall deserve the application of the penalty of malicious complaint on me.

Male/Female Student Name:

Male/Female Student Signature: