

Disciplinary Bylaws for Students at Taif University

(لائحة تأديب الطلاب والطالبات بجامعة الطائف)

Article 1: Definitions

Wherever they appear in these Bylaws, the following terms shall have the meanings assigned to each of them as follows:

1. **University:** Taif University with its branches.
2. **Students:** All students enrolled in the university.
3. **Disciplinary Committee:** It is the permanent committee for disciplining male and female students in Taif University
4. **Sub-Committee:** Control and investigation committees within colleges or support deanships or branches and formed by the Deans
5. **Disciplinary violation:** Any violation of the university bylaws, rules, instructions, values and traditions stipulated in these bylaws.
6. **College or Deanship:** Is the body to which the student belongs to the student from whom he / she is the violator.
7. **Staff of the University:** Any member of the University of the members or members of the faculty and the like, staff, employees, students and students.
8. **University facilities:** All the university buildings and housing or related educational contents, furniture, equipment, means of transport, sign boards, etc.
9. **Punishment:** This is the disciplinary penalty stipulated in these Bylaws.

Article 2: Formation of permanent disciplinary committees

The student disciplinary committee shall be formed by a decision of the Rector, for a renewable period of two years. According to the nomination of the Dean of Student Affairs, its composition shall be as follows:

- Dean of Student Affairs - Chairman.
- Vice Dean for Student Services - Deanship of Student Affairs
- Vice Dean for Student Services - Deanship of Student Affairs - Member.
- One of the Vice Deanship of Admission and Registration - Member.
- A representative from the Legal Department at the University - Member.

- One of the teaching staff specialized in law.
- Employee from the Deanship of Admission and Registration - Member.
- Director of the guidance and guidance Deanship of Student Affairs - Rapporteur.
- One of the staff of the Deanship of Student Affairs – Secretary.

In each college, a special committee shall be formed for investigation and represented as:

The Dean of the College as Chairman and the membership of each of the following:

- One of the Vice Deanships (one of whom shall be the Secretary of the Committee)
- Vice Dean (female section)
- One of the department heads
- One of the vice heads of departments
- One administrative Director as Rapporteur.
- This committee is formed by a decision of the Dean of the College for a renewable year.
- The Disciplinary Committee shall meet when necessary upon the invitation of its Chairman. Its meeting shall not be lawful unless attended by two-thirds of the members.
- The disciplinary committee may use its powers under these bylaws, and it may ascertain the investigation carried out with the violating student with regard to the violation attributed to him. It may also summon those who need to be heard from the parties to the case.

Article 3: The scope of the bylaws

- All students enrolled in the University (regular and affiliated), as well as those enrolled in training programs, courses, and graduate students are subject to these bylaws.
- The competent authority to implement the provisions of this bylaws is the Deanship of Student Affairs, in cooperation with the relevant authorities at the University, who shall communicate the decision issued to the student and the college concerned within one week from the date of issuance of the decision.
- If the violation attributed to the student is proved to be a criminal offense, the disciplinary committee may submit to the Rector its recommendation to refer all the documents and investigations related to the violation to the authorities competent to look into this crime. The disciplinary committee may suspend its disciplinary procedures until a final verdict is issued.

Article 4: Violations

Any violation of general morals, rules, bylaws, university bylaws, government bylaws, and any other cause of harm to others and establishments shall be considered as an offense requiring punishment. Examples include:

1. Violations of the University's bylaws and facilities.
2. Any statement or act that affects honor and dignity or prejudice the good conduct and conduct and integrity in religion, inside and outside the university.
3. Any cheating in the test, or attempted, or an attempt to cheat, or take anything related to the decision, even if it did not benefit from it.
4. The student to enter the test for others, or the entry of others, whether it is within the university or outside.
5. Any breach of the testing system, or the calm required for it, by making noise and so on.
6. Any organization of associations or activities within the university without prior authorization from the competent authorities in the university.
7. Misuse of university facilities, annexes and contents.
8. Any destruction or attempt to destroy university facilities, equipment, materials or books, and all holdings of university libraries.
9. Issuing or distributing leaflets or collecting funds or signatures before obtaining a license from the competent authorities in the university and other government agencies.
10. Using mobile phones equipped with a camera or photocopying equipment in the university where they are not allowed.
11. Submitting reports and irregular documents in all their forms and forms.
12. Smoking inside the university buildings, or not to maintain cleanliness.
13. Breaking the limits of decency in his actions with his colleagues or employees or faculty members of the university or workers of companies working in the university and its employees or assaulting them by word or deed.
14. Taking dangerous prohibited materials and weapons of all kinds inside the university buildings and facilities.
15. Drop out of housing without prior notification to the Department of Housing for more than two weeks and enter and host visitors without prior permission from the competent authority.
16. Everything that violates the general taste in the body, dress and appearance.

17. Any other violation which the University deems to be in breach of the bylaws and instructions issued by it and which is not mentioned in these bylaws.

Article 5: Penalties

1- Penalties (Disciplinary penalties that may be imposed on the student) are:

- Oral or written alert, which shall be kept in the student's file.
- Warning in writing and delivers the original to the student.
- Depriving the student of enjoying some or all of the university benefits for the students (housing, nutrition, participation in activities, discounts of tickets.
- Cancel the student's test in one or more courses.
- Depriving the student from entering the final exam in one or more courses.
- Suspension from study for one semester or more.
- The final chapter of the university and its documents shall be stamped with a disciplinary chapter.
- Alternative penalties, as the case may be, and the Committee's opinion, in accordance with a list of alternative penalties.
- In all cases, the student shall bear the value of the damage, plus the cost of repair or installation, and the consequences thereof, including special rights.

2- Regulatory rules

- Subject to the nature of the offense set forth in Article (4), the proportionality of the penalty shall be taken into account with the degree of the offense, taking into account precedents, circumstances and circumstances in the event that the appropriate penalty is imposed.
- The penalties imposed on the violator shall be subject to graduation and shall not be a reason for folding the registration of the student from the university, unless the penalty stipulates so.
- The disciplinary committee shall declare and declare the disciplinary decision on the campus (and the university branches.
- When more than one violation of the same offense is seized in the same incident, the heaviest penalty shall be inflicted.
- The violation committed shall be forfeited one year after its occurrence, and the official shall be aware of it and shall not take the necessary legal measures.

- The penalty imposed on the violator shall lapse six months from the date of its approval if the university is lax in applying it to the violator.

Article 6: Control procedures

- Upon the occurrence of an offense within the College, an official record shall be issued accordingly.
- The Committee shall ensure that all its procedures are documented in official records, with emphasis on the need to inform the violating student of the date of the investigation and the date of the session at least one week before its date. The right to make a statement shall be forfeited if he fails to attend two specific dates of the interview he has been informed in advance, unless he has an acceptable excuse, and the recommendation is then submitted in absentia (according to a form prepared for that purpose.
- In the cases stipulated in these Bylaws, the violating student shall be summoned or notified by e-mail or mobile phone registered in his name with the University.
- The minutes of the control and investigation committees shall be submitted by the committees of the colleges and branches after completing all the required records and forms to the disciplinary committee of the male and female students, which in turn shall meet to review these minutes and issue the appropriate decisions. Therefore, the minutes of the disciplinary committee shall be submitted to the Rector for approval.

Annex to the detailed disciplinary table

No.	Offense	First time	Second time	Third time
1	Acts that violate the University's bylaws and facilities	Suspension of study for one semester	Suspension of study for two semesters	Final rejection out of the university
2	Any statement or act that affects honor and dignity, or prejudice the good conduct, conduct and integrity in religion, inside and outside the university	Suspension of study for one semester	Suspension of study for two semesters	Final rejection out of the university
3	Any organization of associations or activities within the university without previous authorization from the competent authorities in the university.	Suspension of study for one semester	Suspension of study for two semesters	Final rejection out of the university

4	Abuse of university facilities, annexes, and contents.	Depriving the student of enjoying some or all of the university benefits (housing, nutrition, participation in activities, ticket reductions	Suspension of study for one semester	Final rejection out of the university
5	Issue or distribute leaflets, collect funds, or signatures before obtaining a license from the university's competent authorities and other government agencies.	Suspension of study for one semester	Suspension of study for two semesters	Final rejection out of the university
6	Using camera phones or university cameras in places where they are not allowed.	Suspension of study for one semester	Suspension of study for two semesters	Final rejection out of the university
7	Breaking the limits of decency in his actions with his colleagues, employees, faculty members or workers of companies working in the university and its employees, or violating them by word or deed.	Suspension of study for one semester	Suspension of study for two semesters	Final rejection out of the university
8	Any damage or trial to damage university facilities or equipment or materials or books or facilities of the university library	Suspension of study for one semester	Suspension of study for two semesters	Final rejection out of the university
9	Any destruction or attempt to destroy university facilities, equipment, materials or books, and all holdings of university libraries. Carrying dangerous materials, banned weapons and weapons of all kinds inside the university buildings and facilities.	Suspension of study for one semester	Suspension of study for two semesters	Final rejection out of the university

10	Drop out of housing without prior notification to the Department of Housing for more than two weeks, enter it and host visitors without prior permission from the competent authority.	Depriving the student of enjoying some or all of the university benefits (housing, nutrition, participation in activities, ticket reductions	Suspension of study for one semester	Final rejection out of the university
11	All that violates the general taste in the body, dress and appearance.	Suspension of study for one semester	Suspension of study for two semesters	Final rejection out of the university
12	Any cheating in the test, attempting to do so, attempting to cheat or accompanying the relevant course, even if it is not used in a periodic or practical test	Failure in the course	Failure in the course in addition to another one	Final rejection out of the university
13	Any cheating in the test, attempting to do so, attempting to cheat, or accompanying the relevant course, even if it is not used in a final test	Failure in the course in addition to another one	Failure in the course in addition to another one with suspension of study for one semester	Final rejection out of the university
14	The student attends the exam instead of other, whether inside or outside the university	Final rejection out of the university	-	-
15	Any disturbance of the test system, or its due calmness;	Failure in the course	Failure in the course in addition to another one with suspension of study for one semester	Final rejection out of the university
16	Incorrect medical reporting	Suspension of study for one semester	Suspension of study for two semesters	Final rejection out of the university
17	Smoking inside university buildings, or not maintaining hygiene	Written warning and records in the system	Suspension of study for one semester	

18	Any other violation that the University deems to be in breach of the bylaws and instructions issued by it and is not provided for in this bylaw	One of the penalties mentioned in the disciplinary bylaws, taking into account the following: Type of offense, severity, behavior of offender, parties related to offense	Final rejection out of the university
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The disciplinary committee has the right to move to the most severe penalties without progressing according to the nature and circumstances of the case.