



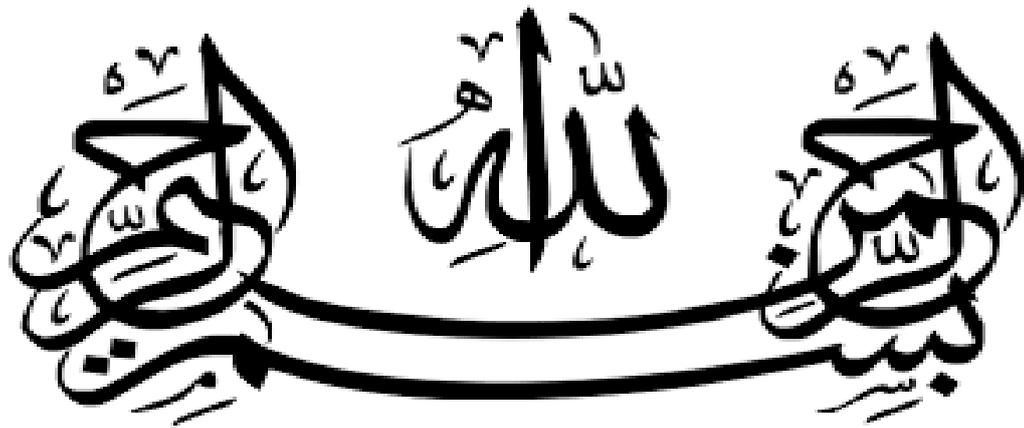
الجامعة الإسلامية
ISLAMIC UNIVERSITY OF MADINAH

University Vice Presidency for Development
Deanship of Quality and Academic Accreditation

**Students' Disciplinary Bye-Law at
Islamic University of Madinah
(1439AH/2017)
(English Translation)**

لائحة تأديب الطلاب في الجامعة الإسلامية
1439هـ/2017م
ترجمة باللغة الإنجليزية





In the Name of Allah, the Most Gracious, the Most Merciful

Table of Contents	
Contents	3
Article (1): Definitions	4
Article (2): Violations that Deserve Discipline	5
Article (3): Students' Disciplinary Actions	8
Article (4): Who is Entitled to Execute Disciplinary Action	9
Article (5): Standing Committee for Discipline	9
Article (6):	10
Article (7):	10
Article (8):	10
Article (9):	11
Article (10):	11
Article (11):	11
Article (12):	11
Article (13):	12
Article (14):	12
Article (15):	12
Article (16):	12
Article (17):	12
Article (18):	13
Article (19):	13
Article (20):	13
Article (21):	13
Article (22):	14

Article (1): Definitions

The following terms and expressions shall have the meanings given to them here unless otherwise specified.

- **University:** Islamic University.
- **Student:** Every student of the university who is enrolled or regular or affiliate or having an auditing (listener) status. It includes an external scholarship student who has graduated or is expelled or has differed his studies or applied to quit until he travels finally. It also includes an external visiting student who has been allowed to attend tests in the university and a staff who joins any of the training programs within the university.
- **Violation:** Any act of the student that violates the university provisions, ethics, laws, rules and regulations, government regulations and that which causes harm to others.
- **Disciplinary punishment:** Every punishment exclusively stipulated in (Article 3) of this bye-law.
- **Test:** Every semester or final test in accordance with the provisions of the undergraduate regulations for study and tests.
- **Standing Committee for Discipline:** A committee formed based on the decision of the University President to consider violations brought to it and take the necessary decisions regarding them.
- **External scholarship:** An academic seat obtained by a non-Saudi candidate to study in the university.

Article (2): Violations that deserve discipline

Any violation perpetrated by students relating to the rules and regulations, Islamic codes of conduct, university bylaws and government regulations and anything that can inflict harm or cause damage to others is considered a violation that attracts disciplinary actions as stipulated in this byelaw including the following acts:

1. Any word or action that contradicts the Islamic belief ('Aqeedah), desecrates honor and dignity, or causes prejudice to good conduct and integrity in religion and character within and outside the university.
2. Propagation or promotion of destructive ideas or belonging to or promoting the thoughts of banned groups, which are contrary to the methodology of the (Salaf) rightly guided predecessors.
3. Issuing or distributing bulletins or collecting funds or signatures without the prior permission of the university.
4. Verbal or physical assault to others.
5. Any damage or attempt to damage the university facilities or property or abuse its facilities and contents.
6. Organization of activities or associations that violate the regulations in force at the universities.
7. Any exam malpractice by any means or attempt to cheat, collaborate, or assist in cheating or getting illegal access to test questions before the time or impersonating another student in the semester or final exams. Similarly is any act of cheating involved in writing university theses.
8. To carry a firearm, even if it is licensed, or a white weapon or melee or close combat weapon, or keep flammable or explosive material or any material that may be used for an

- unlawful purpose inside the university and its facilities or threaten to use any of such objects.
9. Deliberate absence from classes, lectures, or other university activities, which must be attended according to the regulations.
 10. All forms of counterfeiting.
 11. Acquisition of devices or films, or pictures or cassettes or newspapers or magazines that contain stuff contrary to the Islamic ethics and codes of conduct.
 12. Using modern technology or social interaction networks, or the internet or various mass media with the aim of hurting others or disseminating ideas and adopting and promoting parties, which are contrary to the methodology and security of the Kingdom.
 13. When a student undergoing investigation violates the rules and regulations or breaches the due morals and etiquette in his actions or communications.
 14. Refusal to submit identity documents to competent authorities upon request.
 15. Smoking in the university premises.
 16. Use, promotion or distribution of hard drugs.
 17. Housing those who do not deserve housing in the university accommodation.
 18. Violation of university housing rules and regulations within and outside the housing units.
 19. Possession of furniture that one is not authorized to acquire.
 20. Inciting tribal, sectarian or regional tensions among students and forming student unions to cause squabbles and problems inside and outside the university.
 21. Conducting, inviting to, or participating in demonstrations.

22. Impersonating others in any of the matters relating to the university and its affairs.
23. Failure to pray in congregation.
24. Unauthorized vehicle access into the university.
25. Any other violation the university deems can cause a breach of its rules and regulations and decisions and has not been clearly provided for in this byelaw.

Article (3): Students' Disciplinary Actions

1. Verbal caution.
2. Written warning and signing an undertaking.
3. Deduction from the monthly stipend for a period not more than three months provided monthly deduction does not exceed 25% of the monthly stipend.
4. Deprivation of scholarship student from travel tickets to his country.
5. Deprivation from residing in the university housing for a maximum period of one semester.
6. Provisional deprivation from some services and advantages provided for students such as feeding, activities, trips, visits and the like for a maximum period of two semesters.
7. Deprivation from financial assistance or loan grant from the Student Fund for a maximum period of two semesters.
8. Deprivation from registering in the Student Employment Program for a period not exceeding two semesters.
9. Annulment of student's test in a course or more and considering him as one who has failed the test.
10. Deprivation from entering the final exam in a course or more.
11. Rustication from the college or institute for one or more semesters.
12. Deprivation from receiving the certificate of good conduct.
13. Deprivation from admission into graduate studies or undergraduate studies if he is currently in some lower level.
14. Withdrawal of graduation certificate after it has been awarded.
15. Total dismissal from the university.

Article (4): Who is Entitled to Execute Disciplinary Action

1. **The university president or his representative:** He has the right to execute all the disciplinary actions provided in Article (3) of this bylaw.
2. **Disciplinary Committee:** It has the right to execute all the disciplinary actions provided in Article (3) of this bylaw.
3. **Dean of Student Affairs:** He has the right to execute all the disciplinary actions provided in Article (3) of this bylaw except actions (9, 10, 11, 12, 13, 14 and 15).
4. **College Dean or Principal of the Institute:** He has the right to execute the disciplinary actions (1, 2, 9, 10, 11, and 12) provided in Article (3) of this bylaw.

Article (5): Standing Committee for Discipline

A standing committee shall be constituted based on the decision of the university president to discipline students and it shall include the following:

1. Dean of Student Affairs (Chairman).
2. Dean of Admission and Registration (member).
3. Dean or director of the academic body the violating student belongs (member).
4. Dean of Graduate Studies if the violating student is in graduate studies (member).
5. Vice dean of Student Affairs for Social Affairs (member and secretary to the committee).
6. Chairman of Student Counseling Center (member).
7. Representative of the Legal Department (member).

Article (6):

The committee shall hold its meetings based on the chairman's invitation and no meeting shall be valid unless attended by two-thirds of members. Decisions shall be based on absolute majority of votes but when the votes are equal, the president's wing shall prevail. In all cases, no case of violation may be delayed consideration over four weeks excluding official holidays from the day the committee chairman receives it. Its decisions shall be approved by the competent vice university president overseeing the Deanship of Student Affairs.

Article (7):

A standing committee of appeal shall be constituted based on the decision of the university president to whom the one vested with authority shall refer all appeal applications against any disciplinary action taken against a student and it shall include the following persons:

1. University vice president for Educational Affairs (chairman).
2. The university vice president overseeing the Deanship of Student Affairs (member).
3. University Vice President for Graduate Studies if the violating student is in graduate studies (member).
4. Dean of one of the colleges (member).
5. Representative of the Legal Department (member).

Article (8)

A student may take appeal before the university president against the decision taken to effect upon him one of the disciplinary punishments provided in Article (3) of this

byelaw but this should be within fifteen days of passing the decision, and the decision of the university president regarding such grievance shall be final.

Article (9)

The student shall be informed of the violation attributed to him. He shall not be penalized unless after investigation and hearing from him, which shall all be written down. However, if he fails twice to appear in the personal investigation interview at two different appointments of which he was notified earlier, he shall forfeit the right to give his own account regarding the accusation unless he has a cogent excuse otherwise the punishment will be executed in absentia.

Article (10)

Immediately after the case is over, all prohibited seizures shall be destroyed under the supervision of the secretary to the committee and one of its members and cover minutes shall be written and attached to the case file.

Article (11)

Decisions taken on disciplinary actions shall be preserved in the respective student's file and all departments taking disciplinary actions against violators shall furnish the Deanship of Student Affairs with copies of the decisions taken.

Article (12)

Departments taking disciplinary actions may announce them via suitable means stating only the first letters of the student's name.

Article (13)

Taking disciplinary action against a student as per this bylaw does not contradict any other penalty the security or legal departments outside the university may take against him and it does not prevent from taking the necessary actions against him.

Article (14)

It is not permissible for a student to protest or seek excuse to be absolved of being penalized as per this bylaw by claiming to be ignorant or unaware of the rules, regulations, instructions and decisions of the university. The university shall publish and disseminate this bylaw to all students and through all means of information adopted and applicable in the university.

Article (15)

A student referred to investigation may not withdraw from or evacuate the university before the end of investigation. Relevant departments must inform the Deanship of Admission and Registration to halt his graduation or withdrawal procedures until the final decision regarding the subject of violation attributed to him has been taken.

Article (16)

The committee for discipline has the right to prevent a scholarship student referred to investigation from travel until the final decision regarding the subject of violation attributed to him has been taken.

Article (17)

More than two disciplinary actions may not be taken against one act of violation attributed to a student. Disciplinary actions must be appropriate for the gravity of offences committed, and

the precedents and circumstances relating to the offense and its perpetrator must be observed.

Article (18)

None of the disciplinary actions provided in Article (4) of this byelaw may be taken against violations committed in a period older than two years without taking any measures to investigate them.

Article (19)

In case any of the incidents of cheating provided in paragraph (7) of Article (2) of this byelaw is proven against a student who has already received his graduation certificate or document, the university has the right to annul the decision of granting the document or certificate. It may also refer all that has to do with the violation regarding documents and investigations to the competent statutory agencies for consideration.

Article (20)

Any student convicted of having committed an offence causing damage to property shall bear the cost of restituting what he has damaged in addition to the cost of fixing and repair and any other ensuing consequences besides the disciplinary action that the university authority may take against him as per this byelaw.

Article (21)

The University Senate has the right to make any amendment to, annul, or interpret the articles of this byelaw.

Article (22)

This byelaw is effective as from the date of endorsement by the University Senate and it overrides all other previous rules and regulations or decisions or instructions that may contradict it.

All praise is due and belongs to Allaah.