



University President Decision No. (7) of 2024
On the issuance of the
Bylaw for Student Discipline at the University of Khorfakkan *

We, Sultan bin Mohammad Al Qasimi, Ruler of the Emirate of Sharjah, President of the University of Khorfakkan,

After the perusal of:

- Decree-Law No. (1) of 2022 Concerning the Organization of the University of Khorfakkan, and its executive bylaws,
- Amiri Decree No. (40) of 2022 Concerning the Establishment of the University of Khorfakkan,
- And based on the approval of the Board of Trustees, and upon public interest,

We hereby issue the following decision:

Article (1)

This decision shall be named "Bylaw for Student Discipline at the University of Khorfakkan".

Article (2)

The provisions of this Decision shall apply to all students enrolled at the University of Khorfakkan and who regularly study there.

Definitions

Article (3)

When applying the provisions of this Decision, the following words and phrases shall have the meanings ascribed thereto, unless the context of the text requires otherwise:

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| The Country: | United Arab Emirates |
| The University: | The University of Khorfakkan |
| The Chancellor: | The Chancellor of the University |
| The Deans Council: | The Deans Council of the University |
| Director of Student Affairs Department: | Director (male or female) of Student Affairs Department as the case may be |
| The Student: | A male or female student, as appropriate. |
| Cheating: | Deliberately relying on illegal or prohibited means by the Student to answer written or oral examinations held at the University. |
| Attempt To Cheat: | Catching the student in possession of one or more means or methods that are illegal or prohibited from being used in written or oral exams. |
| Getting Caught Cheating: | Identifying the Student while committing any illegal or prohibited act or using any illegal or prohibited means to answer the examinations |

* This bylaw is translated from Arabic into English. In the event of any inconsistency or conflict between the two versions, the Arabic version shall prevail.

Violations

Article (4)

The following acts are considered violations, which, if committed by students, will subject them to the penalties indicated in this decision:

1. Violating the laws, bylaws or regulations of the Country or the regulations in effect at the University.
2. Not attending lectures nor participating in other activities required by the University and/or inciting any such behavior.
3. Disrupting order in the classrooms, laboratories, libraries or other University facilities.
4. Committing any act that violates the codes of honor, dignity, morality or good conduct and behavior or an act that might negatively affect the reputation of the University or its employees (on or off campus or during any activity or event in which the University is participating).
5. Forming or participating in any group or organization on campus without prior permission from the concerned authorities in the University or the Country or participating in any collective activity that might violate the regulations of the University.
6. Using University buildings, facilities or property for purposes other than that for which they are intended without prior permission from the concerned party or misusing any permission/licensure granted.
7. Distributing publications or bulletins, issuing newspapers, posting Announcements or collecting signatures and donations without prior permission from the concerned University authorities or misusing the permissions granted to carry out any of the aforementioned activities.
8. Directing any insult or abuse towards a faculty member, employee, student or visitor at the University including any behavior that constitutes a violation of the University's approved policies to prevent bullying or sexual harassment.
9. Damaging, vandalizing or disabling any fixed or movable University property.
10. Falsifying University documents and/or using falsified documents for any purpose whatsoever.
11. Committing any act of falsification or misrepresentation in applying for admissions to the University or falsifying any documents submitted during the admissions process.
12. Committing or attempting to commit cheating during exams.
13. Committing plagiarism by appropriating the works of others without citing or referencing them in master's theses or PhD dissertations, graduation projects, research papers, assignments, reports, etc., including any information from learning resources and the Internet, which is in violation to University regulations.

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14. A person or student impersonating another student to enter the examination hall and take the exam on their behalf.
15. Violating the codes of modesty practiced in the Emirate of Sharjah when at the University.
16. Smoking, in any form or by any means, in the University buildings or anywhere on campus.

Article (5)

The Student shall not disrupt the examination system, or violate the instructions and guidelines given by the person in charge of the examination hall, or intentionally disrupt the peace or insist on doing so. If the Student conducts any of these acts, he shall be ordered to hand over the answer sheet and leave the examination hall. In this case, the examiner or supervisor of the examination hall shall write a detailed report on the incident immediately after the end of the examination, and have it approved by the head of the examination hall, then submit it to the dean of the college to take the necessary action.

Penalties

Article (6)

The penalties that a student may be subject to will be determined as follows:

1. A letter of caution.
2. Dismissing the student from the classroom where s/he is taking the exam.
3. Prohibiting the student from attending some of the lectures for the course that s/he disrupted, provided the dismissal from lectures does not exceed 20% of the total number of lectures for the course.
4. Prohibiting the student for a specific period from the services provided by one or more of the University facilities where the violation occurred.
5. Prohibiting the student for a specific period from participating in one or more of the student activities in which the violation occurred.
6. Academic warning in its three degrees: first, second, and final.
7. Imposing a fine in an amount equal to the value of the damaged item/items.
8. Cancelling the registration of the student for one or more courses in the semester in which a violation occurred.
9. Cancelling the exam of the student for one or more courses and giving the student a grade of 'F' in the course/s for which the exam was cancelled.
10. Suspending the student from the University for one or more semesters.
11. Final dismissal from the University, while granting the student the right to transfer to another university.
12. Final dismissal from the University and prohibiting the student to benefit from his/her transcripts.

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13. Rescinding the decision to grant the student a degree if it becomes apparent that there was an act of forgery or fraud in the process leading up to the conferral of the degree.

Article (7)

If a Student is caught attempting to cheat, the following penalties shall be collectively applied to him:

1. Considering him to have failed the course, in which he attempted to cheat on its examination;
2. Canceling his registration in the courses, for which he registered, in the semester during which he was caught.

Article (8)

1. In the event that a student is caught cheating during an exam, s/he shall be subject to the following penalties combined:
 - a. Receiving a grade of (F) for the course in which s/he attempted to cheat on the exam.
 - b. Cancellation of his/her registration for the courses in which s/he enrolled for the semester during which the attempted cheating occurred.
 - c. Suspension from the University for the academic semester following the semester during which the cheating was detected; the summer session shall be not counted as an academic semester for this purpose. Additionally, s/he shall be given no credit for any course(s) taken at another university during the suspension period.
2. The student shall not be pardoned if the act of cheating is detected at a later time, and the case shall be referred to the concerned committee for investigation and to recommend what it views as appropriate.
3. The student shall be dismissed from the University if s/he commits any act of plagiarism as outlined in item (13) of Article (4) in this decision relating to his/her PhD dissertation or master's thesis. In other cases, s/he shall receive a grade of 'F' for the course in which the plagiarism occurred and be required to repeat the same course without the option of taking an alternative course.
4. If plagiarism in a master's thesis or PhD dissertation is detected, as outlined in item (13) of Article (4) in this decision, the decision to grant the student his/her degree shall be rescinded.

Article (9)

1. Two or more penalties stipulated in this decision may be imposed at the same time.
2. The most severe penalty shall be imposed if the student commits the same violation or another violation again throughout the duration of study.

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Article (10)

Penalties imposition decisions shall be kept in the student's file at the deanship, the admissions department, and the registration department. The competent authority shall be notified of the imposition of the penalty. A photocopy of the decision shall be sent to the student guardian and to the study grant authority (if any).

Article (11)

No penalty stated in Article (6) of this decision shall be imposed except after completing the investigation with the student, hearing and writing down his statements as well as those of the witnesses, provided that scheduled dates are set for the student and he is informed thereof in writing. If the Student refuses or fails to attend on the dates set for him with an excuse that is not acceptable to the investigation committee, his right to have his statements heard shall be forfeited, and his violation shall be considered in absentia.

Article (12)

1. The registration department shall state all penalties issued against the student in his record kept by it. Such penalties shall be recorded in his transcript. This shall be clearly stated when providing him with any document.
2. The chancellor may, upon the student's request, decide to remove the penalty from his record if he proves his good conduct.

Investigation and Accountability

Article (13)

The person who conducted the investigation with the offending Student shall not be a member of Student disciplinary committee.

Article (14)

1. In the first month of each academic year, for a renewable one term, the College Council shall form a committee to investigate violations committed by Students within the college buildings. This committee shall consist of three members of the college's expert faculty. The Dean of the college shall refer violations committed within the buildings of the college or within the halls or laboratories, where the college courses are taught, to this committee to impose the appropriate penalties and submit them to him.
2. In the first month of each academic year, for a renewable one term, the Director of the Student Affairs Department shall form, after consulting with the relevant Dean of the college, a committee to investigate violations committed by Students on the University campus outside the college buildings. This committee shall consist of three members of the University's expert faculty. The Dean shall appoint the committee's rapporteur, refer the violations to it for investigation, impose the appropriate penalties, and submit them to him.

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3. In the first month of each academic year, for a renewable one term, the Higher Code of Conduct Committee at the University shall be formed by a decision of the Chancellor to consider violations committed by Students on campus, including the dormitory. This committee shall consist of:
 - a. The Dean
 - b. Four expert faculty, one of whom is from the College of Law
 - c. The Head of the Male /Female Students Council
 - d. The Director of the Internal Dormitory

Article (15)

If the term specified for any of the investigation committees expires, it shall continue to exercise its powers until new committees are formed to replace it.

Article (16)

The authority to impose disciplinary penalties against students shall be determined as follows:

1. The academic staff member, or the person teaching the course, shall have the right to impose the penalties stipulated in paragraphs (1), (2) and (3) of Article (6) of this Decision, provided that the period of depriving the student from lectures or removing him from them does not exceed (20%) of the total teaching hours of the course.
2. The Dean shall have the right to impose the penalties stipulated in paragraphs (1 - 7) of Article (6) of this Decision.
3. The Higher Student disciplinary committee shall have the right to impose any of the penalties stipulated in Articles (6), (7) and (8) of this Decision, in accordance with its conviction of the appropriate penalty for the violation presented to it.

Final Provisions

Article (17)

The student shall not be punished for the same violation by more than one disciplinary authority.

Article (18)

All decisions shall be final, except for the penalties stipulated in paragraphs from (8) to (13) of Article (6) and the penalties stipulated in Article (7) and Article (8) of this Decision. The student shall have the right to appeal the decision before the Deans' Council within (15) days from the date on which he was notified of the decision in writing. The Deans' Council may ratify, amend, or cancel the penalty. The decisions issued by the Deans' Council shall not be appealed before any other authority.

Article (19)

The authority of the Higher Student disciplinary committee at the University stipulated in this Decision shall be transferred to the Chancellor if demonstrations are held or if order is disrupted at

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the University, resulting in a disruption of studies or a situation threatening this, which requires a quick decision. The Chancellor shall notify the Deans' Council of his decision in such cases.

Article (20)

The Deans' Council shall decide on any matter not provided in this Decision or any problem arising from implementing it.

Article (21)

This decision shall come into force from the date of its issuance. The concerned authorities shall implement this Decision within their competence and capacity. Any provision that contradicts with this bylaw shall be repealed to the extent that removes this conflict. This Decision shall be published in the Official Gazette.

Issued by us on:

Monday, Rajab 17, 1445 A.H.

corresponding to: January 29, 2024 A.D.

**Sultan bin Mohammad Al Qasimi,
Ruler of the Emirate of Sharjah
President of the University of Khorfakkan**

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