



جامعة فهد بن سلطان  
FAHAD BIN SULTAN UNIVERSITY

## Student Code of Conduct Disciplinary Policy

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### Introduction

Knowledge has consistently served as a crucial driver of societal progress, with conduct, discipline, and ethics serving as foundational pillars. At Fahad Bin Sultan University, students are recognized for their commitment to upholding high standards of behavior, which contributes to a respectful and productive academic environment.

The university has established comprehensive bylaws that outline student rights and responsibilities, emphasizing the significance of ethical conduct and discipline. These guidelines promote a culture of respect, enhance the quality of both academic and extracurricular activities, and ensure that students engage in behaviors conducive to personal and communal growth. The university has high expectations and aspirations for its students as they are highly responsible, disciplined, hardworking, and diligent.

By enforcing these standards and imposing appropriate penalties for violations, the university seeks to maintain integrity within its academic community. The bylaws, approved by the University Council, reflect a commitment to fostering an environment where all students can thrive while positively impacting their community.

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## Chapter 1 Definitions

### Article 1

The words and expressions stipulated in these bylaws shall have the meanings assigned to them hereunder unless otherwise indicated by context:

**University:** Fahad Bin Sultan University.

**Student:** Every male and female student enrolled at the University, regardless of his/her educational level.

**Violation:** Any action committed by students, in any manner whatsoever, by word, deed, or gesture, which violates the rules, regulations and instructions of the university, public law and ethics stipulated in Article 8 of this bylaws.

**Penalty:** Any penalty stipulated in the current bylaws.

**Examination:** Any midterm or final examination held for the students in accordance with provisions prescribed in the Rules and Regulations of Undergraduate Study and Examinations.

**Student Conduct Committee:** Those authorized by the rules to impose any of the penalties contained therein.

**University Council:** Fahad Bin Sultan University Council.

### Article 2

Any student enrolled at the university as well as visiting students (non-FBSU students) who are permitted to take university examinations are subject to the provisions of the bylaws.

### Article 3

The current bylaws aim at:

1. Educating students about their rights.
2. Guaranteeing the quality of both educational programs and extracurricular activities at the university.
3. Monitoring student behavior to encourage their active participation in the community.
4. Addressing the behavior of students who violate rules by applying appropriate penalties that correspond to the severity of their actions, with the aim of fostering their educational and academic growth.

### Article 4

It is impermissible for a student to claim ignorance or lack of knowledge of the university's laws, rules and regulations, decisions and instructions in order to avoid the penalties prescribed by the current bylaws. The university, through its deanships, shall be responsible for publishing the bylaws and announcing them to students through all appropriate and recognized methods.

**Article 5**

In case a disciplinary violation takes place, the investigator will create a comprehensive set of minutes that outlines the facts and circumstances surrounding the incident, as well as any relevant documentary evidence and witness statements. These minutes, along with the supporting documents, will then be submitted to the President Assistant for Academic Affairs, who will refer the student in violation to the Student Conduct Committee, in accordance with the existing bylaws.

**Article 6**

If it is determined that a student's violation involves a criminal offense, the Student Conduct Committee has the authority to suggest to the President Assistant for Academic Affairs that all relevant documents and investigations regarding this violation be forwarded to the appropriate legal authorities. The Conduct Committee may also choose to suspend its disciplinary proceedings until a conclusive decision regarding the student is reached.

**Article 7**

It is impermissible for a student who is under investigation according to the bylaws herein to withdraw or be dismissed from the university prior to the conclusion of the investigation. Additionally, the conduct committee is required to inform the Deanship of Admission and Registration to postpone any clearance, graduation or dismissal procedures related to the student until a final decision is reached regarding the alleged violation committed by him/her.

## **Chapter 2**

### **Students' Rights**

#### **Article 8**

Students are entitled to the following rights:

1. The university is committed to creating an appropriate and comprehensive academic environment that leverages available resources to achieve its educational objectives. This entails employing and supplying all necessary academic and educational facilities, hiring highly qualified, skilled, and dedicated faculty and staff, and ensuring access to educational facilities, technological resources, learning materials, and essential academic services throughout the campus.
2. Utilize the resources of the university library and laboratories for the purpose of conducting empirical research and engaging in practical activities, in accordance with the rules and regulations set forth by the university.
3. Withdraw from the semester prior to its commencement in accordance with the regulations and procedures approved by the Deanship of Admissions and Registration and the provisions outlined in the University study and examination policies and their corresponding implementation rules.
4. Add or drop any course or withdraw from a semester in accordance to the approved regulations, policies and procedures in force in the Deanship of Admissions and Registration, and according to the dates specified in the academic calendar, and as stipulated in the University study and examination policies and their corresponding implementation rules.
5. Have access to various student services and activities provided by the university in accordance with the university's regulating policy.
6. Have access to primary healthcare services offered by the university clinic.
7. Have access to academic, psychological and social counseling services.
8. Obtain scholarships, incentives and rewards provided by the university in accordance with the University rules and regulations.
9. Maintain complete confidentiality to the contents of the student's university file unless the contents are requested by an official body inside or outside the university in accordance with university policy and regulations.
10. Participate in the evaluation of the faculty member, courses, and the efficiency of services and facilities in accordance with the university's rules and regulations.
11. Have access to view and retain a copy of the student Code of Conduct upon enrollment, and subsequent request.

## **Chapter 3**

### **Disciplinary Violations**

#### **Article 9**

Any action committed by a student that is against public morals, public order, rules and regulations, instructions and decisions of the university shall be deemed a disciplinary violation, thereby subjecting the student to the disciplinary penalties set forth in the current bylaws. Such violations encompass the following actions:

1. Disrupting academic activities or promoting non-attendance at required university events, including lectures and coursework that necessitate participation.
2. Irregularities concerning the maintenance of order, discipline, and proper academic behavior within the university and its premises, as well as the rules and regulations that govern lectures, examinations, seminars, and other academic activities carried out either on campus or at any university facility.
3. Any form of cheating on exams, including but not limited to personal cheating or initiating, participating in, or assisting with it, as well as unlawfully obtaining exam questions before the scheduled exam date, is prohibited. This includes dishonest practices in reports, research, practical exercises, class assignments, homework, field assignments, graduation projects, and master's thesis. Additionally, impersonating a student during semester or final exams, taking exams on behalf of someone else—whether in person or remotely—and accessing electronic tests after submission are all forms of cheating. Any violation of university regulations regarding exams, including the use of electronic devices (such as smartphones, smartwatches, communication tools, or recording devices) during exams, will result in disciplinary action.
4. Impersonating individuals concerning university matters, sharing university documents or identities with the intent to misuse them, or acting on behalf of the university without proper authorization.
5. Any statement or action by a student that undermines the honor or dignity of others, violates principles of good conduct, conflicts with the moral values expected of students, or may harm the university's reputation is deemed a violation.
6. Participating in any type of verbal or physical aggression or harassment towards university students, employees, or employees of companies affiliated with the university.
7. Illegally acquiring confidential information about university staff, sharing it, or advising others on how to obtain it.
8. Engaging in any university activities, distributing publications, or collecting funds, donations, or signatures without obtaining prior approval from the relevant authorities.
9. Engaging in actions or expressions that undermine the sound social principles and foundations of the country, disparaging national unity, advocating for membership in anti-national organizations, or endorsing any political or regional ideologies that conflict with the established system of the country, as well as promoting such views within the university

context, is considered unacceptable.

10. Forging documents, certificates, or official records, as well as using such fabricated materials - whether issued by the university or by external entities - related to a student's association with the university or its academic processes, is prohibited. This includes the intentional destruction of any or all of these materials and the use of illegal methods to obtain them.
11. Any unauthorized use, damage, intentional sabotage, or attempts thereof, of the university's facilities or property is prohibited. Additionally, any unauthorized modifications or relocations of such facilities or property without the approval of the appropriate authorities, as well as any actions that negatively affect the cleanliness of the university and its facilities, are not permitted.
12. Possessing any weapons, licensed or unlicensed, including bladed weapons, flammable or explosive materials, or any items that could be used for unlawful activities within the university and its facilities, as well as making threats to use such items, is strictly prohibited.
13. Utilizing modern technologies with the intent to inflict harm upon the university or any of its staff members. This may include actions such as cyberattacks, unauthorized data access, or any other malicious activities aimed at disrupting the university's operations or compromising the safety and well-being of its employees.
14. Possessing devices, films, images, recordings, newspapers, or magazines that contain content deemed inconsistent with the moral and ethical standards upheld by the university and its facilities.
15. Noncompliance with the social norms, traditions, and customs of Saudi Arabia, as well as the university's guidelines regarding clothing and overall appearance, is prohibited.
16. Refraining from providing identification documents to the relevant authorities when requested.
17. Engaging in actions or communications that disregard the accepted moral and ethical standards while interacting with members of the Student Conduct Committee or their designated representatives during an investigation.
18. Smoking in areas that are not specifically designated for that purpose.
19. Capturing photos of individuals on campus without their consent or recording lectures, events, or personal interviews with university staff or students without prior approval from designated university officials such as faculty members, event coordinators, or the administration is prohibited.
20. Issuing a warning letter to students who has received three traffic violations committed on campus.
21. Possessing, abusing, trading, or promoting any legally prohibited substance in accordance with Kingdom regulations.
22. Engaging in any relationship that is atypical, deviant, contrary to conventional wisdom, or

in violation of the Kingdom's regulations.

23. Any additional violation that the university determines to be in contravention of the regulations, instructions, and decisions it issues, and for which no provision is stipulated in the bylaws herein.



## **Chapter 4**

### **Disciplinary Actions**

#### **Article 10**

The disciplinary penalties imposed on the violating student:

1. Warning letter.
2. Warning letter along with a written pledge from the student.
3. Assign the student to perform community service, social work, or attend training courses either within or outside the university.
4. Temporarily suspend the student's participation in one or more student activities for a duration of one or two semesters.
5. Withdraw the student's registration from one or more courses.
6. Consider the student failed one or more courses.
7. Deprive the student of certain university benefits.
8. Suspend the student from attending the university for a duration not exceeding two semesters, including the summer semester. Any courses taken by the student at another institution during this time will not be recognized in their academic record.
9. Withhold the issuance of graduation documents, academic certificates, or non-academic documents obtained through forgery, fraud, or cheating.
10. Permanently dismiss the student from the university.

#### **Article 11**

In imposing penalties, their commensurability with seriousness of the violation shall be considered. Additionally, the precedents, circumstances, and factors related to the violation and the offender shall be considered. The Student Conduct Committee shall be guided by the proposed penalties for violations listed in Appendix No. (1) of the current bylaws.

#### **Article 12**

Disciplinary penalties in Article 10 cannot be applied to violations occurring over two years ago unless an investigation was initiated.

#### **Article 13**

In the event that a student is caught engaging in cheating during an examination, thereby disrupting the necessary calm and order essential in the examination hall or contravening the regulations established by the university for the conduct of examinations, it is the invigilator's duty to remove the offending student from the hall. Furthermore, the invigilator is required to prepare a comprehensive report detailing the incident, in accordance with the procedures outlined in Article (5) of these bylaws. For monthly examinations and quizzes, the report should be submitted to the College Dean, who is responsible for overseeing the subsequent procedures. The College Dean

shall then refer the case to the Student Disciplinary Committee for further action.

#### **Article 14**

In case a student is caught cheating on reports, research, practical exercises, field training, assignments, or graduation projects, the course instructor is required to document the incident following the procedures outlined in Article (5) of the current bylaws. This report must then be submitted to the College Dean, who will manage the subsequent steps. The College Dean will forward the case to the Student Disciplinary Committee for further action.

#### **Article 15**

A student who cheats or breaches the examination rules specified in Paragraph (3) of Article 9, even after the final course results have been finalized, will still be subject to disciplinary actions. In this situation, the department Chair will submit the case to the College Dean for further review. The issue will then be directed to the Student Conduct Committee for further consideration.

#### **Article 16**

If a student who has been awarded a graduation certificate is found to have committed fraud or violated examination rules as outlined in Paragraph (3) of Article 9, the university is entitled to revoke the decision to issue the document or certificate. Additionally, the university may submit all related documents and investigations regarding the violation to the relevant state authorities.

#### **Article 17**

The Student Conduct Committee must consider that imposing the penalties described in items (5 and 6) of Article 10 does not constitute grounds for canceling the student's enrollment. In addition, it may include in its decision that the period of the temporary dismissal penalty does not count toward the maximum academic period that can be granted to the student.

#### **Article 18**

In cases where violations are committed or participated in by someone outside the university, the Student Conduct Committee may recommend notifying the appropriate authorities in the country and informing the violator's references.

#### **Article 19**

A student found guilty of the violation in Article 9, item (11), shall be responsible for the cost of the damaged property, including repair or replacement expenses, and any related consequences. Additionally, they will face disciplinary penalties from the Student Conduct Committee as outlined in this bylaw.

## **Chapter 5**

### **Formation and Terms of Reference of the Student Conduct Committee**

#### **Article 20**

1. A Student Conduct Committee shall be formed by a permanent decision of the President's Assistant for Academic Affairs, which membership shall be automatically renewed unless the competent authority issues a decision to the contrary. The committee shall consist of five members: four faculty members and the legal consultant. The President Assistant for Academic Affairs shall appoint from among the members a president and a vice president for the committee.
2. The committee referenced in the preceding paragraph shall have the authority to investigate and adjudicate appropriate penalties for all violations referred to it by the designated competent authority. Furthermore, the committee may seek assistance from the Deanship of Student Affairs or any relevant unit to facilitate the investigative process whenever it deems such support necessary.

#### **Article 21**

If a member of the Student Conduct Committee is involved in or has a controlling influence over the violation under review, that member must abstain from participating in the deliberation of the case. Moreover, any member may request to be excused from the consideration of a violation if they encounter a moral conflict that hinders their ability to engage in the process. In such instances, the competent authority reserves the right to appoint an appropriate alternative to the Student Conduct Committee for the duration of the violation's review, if necessary.

## **Chapter 6**

### **Procedures Applied by the Student Conduct Committee**

#### **Article 22**

The president of the Student Conduct Committee shall call for a meeting when needed, considering the confidentiality of the meetings. A meeting is only valid with the presence of the majority of the members, providing that the committee president or vice president is among them. The decisions are issued by a majority of votes, and in the event of a tie, the side in which the president voted shall prevail.

#### **Article 23**

The Student Conduct Committee shall address the violations within a period commensurate with the need for a fast decision-making as determined by the competent authority. The penalty shall be imposed after summoning the student for interrogation and hearing his or her statements about what was attributed to them, which must be documented in the investigation report, whether the student was investigated by the committee or by any unit at the university that was authorized to conduct the investigation. The student has the right to defend himself/herself and provide evidence that would negate the attributed violations, including the request to call for witnesses. His or her right to testify is forfeited if he or she is summoned by the university email or a message to his or her mobile phone registered in the university records, and does not attend on time, unless they present an excuse acceptable to the committee, and the case is considered in absentia. In all cases, the decision of the penalty must be communicated to the student.

#### **Article 24**

The Student Conduct Committee has the authority to summon individuals whose testimonies are required. The president will issue the official summons. Testimonies will be taken in the presence of the committee members, and each witness's statements will be recorded in the investigation report, accompanied by their signature. Witnesses will be individually interviewed unless it is deemed necessary to question them together. The committee may accept written testimony from witnesses when appropriate. Additionally, the committee may seek assistance from the Deanship of Student Affairs or any relevant university unit to support its investigation and verification of the incident.

#### **Article 25**

The student found in violation will be notified in accordance with the provisions outlined in the bylaws, either through their university email or via a message to the mobile phone number registered in university records. It is the student's responsibility to ensure that their contact information in the university academic system is current and accurate.

## **Chapter 7**

### **Powers of Imposing Disciplinary Penalties**

#### **Article 26**

The authority of the competent parties to impose disciplinary penalties on violators shall be determined as follows:

1. A faculty member has the right to submit a detailed report of any violations that occur in their classroom to the College Dean within three days of the incident. The College Dean, upon conducting a necessary investigation, has the authority to impose the penalties outlined in paragraphs (1) and (2) of Article (10) of this bylaw on those found responsible for such violations within the college or its facilities. The Dean's decision is final and binding; however, students have the right to appeal to the Vice President for Academic Affairs.
2. The Student Conduct Committee may impose any of the penalties stipulated in Article (10) of the current bylaws.

## **Chapter 8**

### **Periods of Complaints and Grievances against Disciplinary Decisions**

#### **Article 27**

A student is required to submit a complaint concerning an incident within a period of fifteen days following its occurrence, unless an exception is authorized by the Vice President for Academic Affairs. Furthermore, a student may not file a complaint regarding the same incident more than once. Nevertheless, the student retains the right to appeal any disciplinary action imposed upon him or her. This appeal must be directed to the Vice President for Academic Affairs within fifteen days of the decision rendered. The Vice President is then tasked with forwarding the grievance to the appropriate authority at the earliest opportunity following its receipt.

## **Chapter 9**

### **General Provisions**

#### **Article 28**

The Student Conduct Committee will forward its recommendations to the Vice President for Academic Affairs. Upon approval, these recommendations will be sent to the appropriate authorities for implementation, recorded in the student's file, and publicized through the university's media channels in a manner that protects the violator's identity.

#### **Article 29**

In the event of suspension, the student is prevented from benefiting from the student services and activities provided by the university during the penalty period.

#### **Article 30**

The student may petition the University Council to reconsider the disciplinary decision that resulted in their dismissal from the university, but only after a minimum of three years from the date the decision was made. Should the University Council choose to review the case, the student will be required to re-enroll as a new student.

#### **Article 31**

The Dean, chairpersons of departments, faculty members, department directors, and security personnel at the university are tasked with overseeing student behavior in alignment with the university's rules and regulations. When a violation takes place within the university premises, each of these individuals is responsible for addressing the issue according to their specific authority and the procedures outlined in the bylaws.

#### **Article 32**

The university's security personnel are responsible for maintaining safety and order on campus, and the notifications and reports they provide regarding students will be considered valid unless proven otherwise.

#### **Article 33**

The University Council reserves the authority to add, modify, or revoke the provisions within these bylaws, as well as to interpret them.

#### **Article 34**

These bylaws shall take effect upon their adoption by the University Council. Any preceding regulations, decisions, or directives that are in conflict with these bylaws shall be deemed null and void.

## Appendix 1

Type of violation as stated in Article 9 of the current bylaws	Proposed penalty for		
	First time	Second time	Third time
1) Disrupting academic activities or promoting non-attendance at required university events, including lectures and coursework that necessitate participation.	Warning with a written pledge from the student.	Canceling the student's registration in the course in question, and suspending the student for a semester.	Dismissal from the university.
2) Irregularities related to the preservation of order, discipline, and appropriate academic conduct within the university.	Warning with a written pledge from the student.	Canceling the student's registration in the course in question, and suspending the student for a semester.	Dismissal from the university.
3) Any cheating on exams or violation of the rules of the university governing the exams.	The student is considered to have failed the course in question with the course that precedes it in the final exam schedule, or the course following it if there is no course preceding it. (Health and physical education courses are not considered).	Considering the student to have failed all semester courses, or suspending the student for the following semester, or both.	Dismissal from the university.
4) Impersonating individuals in any matters related to the university.	Canceling the student's registration in all courses for the semester in which the violation occurred, and suspending the student for the following semester.	Dismissal from the university.	
5) Any statement or action by the student that contradicts the beliefs, honour, or dignity of others.	Canceling the student's registration in all courses for the semester in which the violation occurred, and suspending the student for the following semester.	Dismissal from the university.	
6) Verbal or physical aggression directed towards university staff or employees of companies affiliated with the university and its employees.	Canceling the student's registration in all courses for the semester in which the violation occurred, and suspending the student for the following semester.	Dismissal from the university.	
7) Illegally obtaining confidential data of any university staff, disseminating it, or providing guidance to others on acquiring it.	Dismissal from the university.		
8) Holding or participating in any activities or events within the university, issuing publications, without the approval of the relevant authorities.	Warning with a written pledge from the student.	Canceling the student's registration in all courses for the semester in which the violation occurred, or suspending the student for the following semester, or both.	Dismissal from the university.
9) Prejudice to the sound and social principles and foundations of the country, or offend national unity in word and deed.	Dismissal from the university.		
10) Forging official documents or certificates, or using them after forgery.	Canceling the student's registration in all courses for the semester in which the violation occurred, or suspending the student for the following semester, or both.	Dismissal from the university.	
11) Any unauthorized use, harm, intentional sabotage, or	Warning with a written pledge from the	Canceling the student's registration in all	Dismissal from



Type of violation as stated in Article 9 of the current bylaws	Proposed penalty for		
	First time	Second time	Third time
any attempt to do so to university facilities or property.	student, or canceling the student's registration in all courses for the semester in which the violation occurred.	courses for the semester in which the violation occurred, or suspending the student for the following semester, or both.	the university.
12) Possessing a weapon, whether licensed or not, such as a bladed weapon, flammable or explosive materials	Dismissal from the university.		
13) Using modern technologies with the intention of causing harm to the university or any of its employees.	Canceling the student's registration in all courses for the semester in which the violation occurred, or suspending the student for the following semester, or both.	Dismissal from the university.	
14) Possession of devices, films, pictures or magazines containing material that is contrary to morals and ethics within the university and its facilities.	Canceling the student's registration in all courses for the semester in which the violation occurred, or suspending the student for the following semester, or both.	Dismissal from the university.	
15) Failure to comply with the principals of social norms clothing, or overall appearance, in a way that is not compatible with values, traditions, and customs of society	Warning with a written pledge from the student.	Canceling the student's registration in all courses for the semester in which the violation occurred, or suspending the student for the following semester, or both.	Dismissal from the university.
16) Refrain from submitting identification documents to the competent authorities upon request.	Warning with a written pledge from the student.	Canceling the student's registration in all courses for the semester in which the violation occurred, or suspending the student for the following semester, or both.	Dismissal from the university.
17) The student's breach of order during the interrogation procedure or exceeding the limits of morals.	Warning with a written pledge from the student.	Canceling the student's registration in all courses for the semester in which the violation occurred, or suspending the student for the following semester, or both.	Dismissal from the university.
18) Smoking in non-smoking areas.	Warning with a written pledge from the student.	Canceling the student's registration in all courses for the semester in which the violation occurred, or suspending the student for the following semester, or both.	Dismissal from the university.
19) Taking photographs of individuals on campus without obtaining their consent, or recording lectures or events without obtaining an approval.	Warning with a written pledge from the student.	Canceling the student's registration in all courses for the semester in which the violation occurred, or suspending the student for the following semester, or both.	Dismissal from the university.
20) Obtaining five traffic fines on campus.	Warning with a written pledge from the student.	Canceling the student's registration in all courses for the semester in which the violation occurred, or suspending the student for the following semester, or both.	Dismissal from the university.