

2016

Grievance & Conduct Bylaws

Almaarefa Colleges

INTRODUCTION

This booklet contains the Bylaws for Grievance and Conduct of Almaarefa Colleges which were approved by the Board of Trustees Decision in its 11th Meeting held on 28/04/2015 corresponding to 09/07/1436.

CHAPTER ONE

GENERAL RULES

Article One

Definitions: The terminologies listed below mean the meaning they represent.

Colleges:

Almaarefa Colleges for Sciences and Technology and their premises.

Student:

All the students, males and females, registered for academic study, trainees, visitors from or to the colleges. It includes all the individuals who have been admitted to the colleges, or registered for classes.

Main committee:

A committee for grievance and discipline.

Sub-committee:

Any committee for grievance and discipline formed by the authorized person in accordance to the by-laws.

Violation:

Any action or offence against the rules and regulations set by the colleges.

Punitive penalty:

An action of penalty mentioned in this by-law.

Exam:

Any exam whether it is quiz, mid-term or final in accordance to the rules and regulations set by the colleges.

Article Two

All the registered students in the colleges are subject to these rules and regulations.

Article Three

The objectives of the by-laws are as follow:

1. Direct and adjust the student's conduct inside the colleges, and in all its premises as well as in the training premises.
2. Amend the violated conduct in an educational manner.
3. Implemented and enforcement of punitive penalty against the violated student.
4. Set rules for grievance procedures.

Article Four

Students' affairs in co-ordination with the related departments are responsible for implementing the by-laws.

Article Five

Ignorance of by-laws of the colleges is not an excuse which grants pardons or exclude the offender from punishment. The administration of the students' affair bears the responsibility of announcing rules and regulations in the colleges' web site.

Article Six

In case a violation has occurred, an investigation of the alleged violation will be carried out, authentic documents are attached, along with witness if found, the whole case will be moved to the designated personnel.

Article Seven

For alleged misconduct that constitutes a criminal offence, the committee shall investigate the case in accordance to the by-laws of grievance and penalty, and forward the violation to the dean of the colleges with its recommendations to move the violation to the legal authority. Since the violation is considered as a criminal case the main committee shall stop its procedures till the trail is over, then the colleges issue their own punishment.

Article Eight

A student under the legal investigation has no right to withdraw from the colleges, unless the investigation is completed. Coordination is needed between the main and subcommittee and the authority. The colleges have the right to stop accessing electronically to prevent the withdrawal. The students' affairs administration is notified to stop his academic clearance until the final decision is issued.

CHAPTER TWO

PENALTIES OF VIOLATIONS

Article Nine

Any violation against the rules and regulations as well public morals and legitimacy rules, either inside the colleges' premises or outside, or during the activities and outdoors occasions which may likely cause physical harms to others, or damage the properties of the colleges, are strictly prohibited and is considered offences which shall be penalized. Such as:

1. Any action against the colleges' by-laws.
2. Failure to attend classes whether theoretical or practical, and carrying out academic tasks and programs, or encourage others not to attend.
3. Any action or verbal action that insults religion, or dishonored dignity or behavior, or any violation that deformed the colleges' reputation.
4. Creating chaos in the campus, or in the colleges' premises.
5. Use of or attempt to use fraud, cheating, deception or dishonesty in the exams, or obtaining illegally a copy of the exam questions, or fabricating reports , researches and thesis.
6. Falsification of identification in the exam hall, whether the exam is held in the premises or outside.
7. Any violation of the exams rules such as disruption or interference, or intentionally creating chaos.
8. Forming unions and organizations, or creating activities or issuing leaflets, or pamphlets, or collecting sum of money or signatures without the prior permission.
9. Any activity that causes substantial destruction of property belonging to the colleges. Or engaging in activities that de-clean the premises.
10. Intentional or un intentional damage or destruction of the property, such as mobilizing the property without permission.
11. Misuse of modern technology in a way that causes harm to the colleges, or deform the reputation.
12. Unlawful possession of devices, photos, films, newspapers or magazines whose contents are anti-ethical, and Islamic principles, contents which are not comply with the Islamic standard of life.
13. Falsification, fabrication or deformation of the colleges' related documents by action such as forgery, irrespective of the documents were issued from the colleges or outside, since these documents are related to the colleges' student, or related to the study procedures.
14. Smoking is strictly prohibited in the colleges' premises.
15. Dealing vulgarly with the colleges' employees that may include students, administrators, faculty staff, workers, or visitors. Vulgarity may be expressed verbally or physically.
16. Possession of dangerous weapons which can be used in a manner that causes harm or threatens to others in the premises, even though they are licensed or authorized.
17. Inconformity of the colleges' uniforms is strictly prohibited.
18. Failure to comply in terms of uniforms, or Islamic dress for females. Violation of the code of standard and social standard guideline, and the highest standard of faithfulness, and good conduct.
19. Identity theft is a violation, when student attends an exam on behalf of another, or an un authorized person represents the colleges.

20. Viewing secured documentation of the colleges, publishing or directing others to illegally obtaining them.
21. For female students quitting the colleges or premises without prior permission, is prohibited. Leaving the colleges shall be in accordance to the colleges' rules.
22. Refrain from submitting identifiable certificates when demanded by the colleges.
23. Behaving vulgarly during the investigation procedures, and speaking with disrespect to the main committee's members.
24. Any violation that the colleges may view it as against by-laws which has not been specifically mentioned in the by-laws.

Article Ten

A student who violates, item 5 and 6, of article 9. The invigilator should report the incident signed by the student, before a representative from the exam committee, and the invigilator. The offender shall quit the exam hall. An assessment form is attached along with the caught document and is handed to the head of the department, then the case is moved to the dean of the college to which the offender belongs. The dean transfers the offender' case to the sub-committee for detailed investigations and recommendations as per the following:

1. Any student who cheats or attempts to cheat in any exam or a project or a research, shall be denied his marks, if the incident is repeated the denial may include the entire prescribed course.
2. Any student who cheats or tries to cheat in the final exam, or mid term exam is deprived of his exam marks as a punitive failure.
3. In addition to disciplinary failure, the offender is also given an additional disciplinary punishment in two other prescribed courses.
4. A recommendation shall be delivered regarding the disciplinary penalty in all prescribed courses in the academic term in which a violation has taken place. Then the penalty is submitted to the main committee.

Article Eleven

A student who violates item 7 of article 9 is referred to the head of the department, who is authorized to assess the case, whether to quit the exam hall, or be granted permission to continue his exam, then a report shall be submitted to the dean of the college to which an offender belongs for the final decision in accordance to the by-laws.

CHAPTER THREE

FORMATION THE MAIN COMMITTEE

Article Twelve

The main committee for discipline and grievance is formed for duration of two successive academic years by a decree issued by the general supervisor of the colleges. It is constituted as follow:

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| 1. Deputy of admission and registration | chairman |
| 2. Two deans or colleges' deputies | members |
| 3. Two of faculty boards | members |
| 4. Students' affairs director | member and secretary |

Article Thirteen

It is permissible to form sub committees in both male and female sections, each college can form its own committee, by a decree issued from the general supervisors based on a recommendation from the main committee. The role of the new created committees is to study and investigate referral cases from the dean of a particular college, and to carry out investigation with the offender, and the committee is fully authorized to summon any one related to the investigated case. Those may include heads of the departments, faculty members, and administrators. It is also authorized to issue recommendations and submit its decisions to the dean of a particular college in accordance to the following:

- Approval of the punishments related to items 5 and 6 of article 9, in accordance to items (1), (2), (3) of article 10 of the bylaw. Then issuing bounded decisions.
- Adoption of the recommendations issued by the sub-committee, and forwarded the recommendations to the main committee or register whatever remarks may be, in this case the recommendations are returned back to the sub-committee.

Article Fourteen

Students' affairs administration is empowered to implement all the necessary procedures issued from the main committee or the sub-committee, such as summing up the students for investigations, or for keeping documents. The chairman of the committee is authorized to form new committees whenever the situation demands.

Article Fifteen

The main committee holds its meeting when the chairman summons, its meeting cannot be legal unless two-third of its members are present. Its valid decisions are issued by absolute majority, in case the votes are equal, and the chairman's vote makes the difference.

Article Sixteen

The main committee is privileged or authorized to:

1. To settle down students' grievance and punishments.
2. Enforcement of the by-law.
3. Follow up of investigations and punishment decisions.
4. Carryout and finalized the referred investigations.
5. Addressing the related bodies inside or outside the colleges, and display the outcomes.
6. Follow up the sub-committees if found.
7. Implement of issued decisions.
8. Analysis of the provisions and penalties issued by the committee.
9. Development and promotion of the committees' work mechanism.
10. Communicate with the related administration bodies in the college for elevating the awareness of the students.
11. Recognizing and identifying certain cases, and following up the procedures taken against the cases.
12. Any related issues referred to the committee from the general supervisor of the colleges, or deputies or deans of the colleges.

Article Seventeen

The main committee exercises its authority as per the bylaw; it has the power to assure the investigation was carried out against the violated student. And it has the power to re-hear the student, and can summon up whoever believes is a part of the investigated case when needed; those may be heads of the departments, faculty members and administrators.

Article Eighteen

Penalty which enforced on the violated student must be included in the bylaw; the main committee has the power to minimize the penalty, and it can also declare the penalty over the colleges and departments.

Article Nineteen

Penalty can only be imposed after investigation, a student can summon up before the committee upon the committee demand. A student can be summoned up by one of the following means of communications:

1. Either a letter to be handed personally or to be sent by mail on his address registered in the academic system.
2. To be e-mailed on his colleges' e-mail.
3. Text message to his registered mobile phone.

A student is responsible for the accuracy of the data registered in the academic system, and as well responsible for the updating. If a student fails to attend two successive meetings after prior notification without reasonable excuse, his right to be listened to his defense is ultimately dropped. Then a penalty over him is inflicted in his absence.

CHAPTER FOUR PENALTIES

Article Twenty

The following are the penalties which will be imposed by the main committee on the violated student.

1. Verbal or written warning or a signature of a binding arbitration.
2. Written warning.
3. Carrying out voluntary works in the colleges.
4. Deprived of conduct and behavior certificate.
5. Temporary deprivation of some services and privileges introduced by the colleges such as scholarships.
6. Dismissal of a study for an academic term or more, the subjects which a student studies in some other universities during the validation of a penalty are not recognized.
7. Suspension of the student's registration in all the courses of the term in which the violation has taken place.
8. Denial of exam entry in a course or more, and ultimately a denied student is given F mark.
9. Cancelling a student's exam in a course or more in an academic term, and the student case is labelled as a penalty or disciplinary failure.
10. Disciplinary failure in all registered courses in the academic term in which a violation has taken place.
11. Deprived of the certificate in case of forgery or fabrication of the documents.
12. Total dismissal from the colleges.

Article Twenty-One

The main committee may lessen or reduce the penalty on the violated student who amended his conduct, and who does not commits another violation after the first violation when he was punished by being considered as a disciplinary failure. Then the disciplinary failure is changed into academic failure all that is implanted after he fulfills his graduation requirements, and before he is being announced as a graduate by his college.

Article Twenty-Two

If the committed violation damaged the colleges' property, the main committee may fine the student, and has to repair what he damaged.

Article Twenty-Three

The chairman of the main committee or the person who entitled to act on behalf of him has the full right to impose penalty items (1, 2, 3, 4, and 5) In article 20 without consulting the main committee, if he sees that suits the violation, such a decision is usually implemented after the comprehensive investigation.

Article Twenty-Four

The general supervisor of the colleges is authorized to impose any penalty listed in article 20 in exceptional cases; privacy shall be kept in case the violation required to be kept as top secret. The general supervisor may consult the dean of the college to which a violated student belongs.

Article Twenty-Five

The suitability of the violation and imposed penalty in article 20 should be observed. The precedents and circumstances surrounds the violation is also observed.

Article Twenty-Six

Dismissal or suspension from the colleges required that the student shall not be allowed to attend exams, or to re-register in any department of the colleges, the dismissal decision is declared in the colleges and outside in a period of time that should not exceed 30 days since the announcement of the decision.

Article Twenty-Seven

Decisions issued regarding disciplinary penalties are final and cannot be verified in accordance to the bylaw, decisions are kept in the student's file by the students' affairs administration, then it is transmitted and conveyed to the student's guardian in two weeks from the issuance, in a letter handed personally, or via post office, or the colleges' e-mail, or through a text message.

Article Twenty-Eight

The students' affairs administration is entitled to follow up the implementation of the disciplinary penalties and keeps the penalty in the student's file, the penalty may be declared publicly in all the departments if the committee recommends, provided that the student's name should not be mentioned instead the initial letters are only written.

CHAPTER FIVE GRIEVANCE

Article Twenty-Nine

A unit for students' rights would be established by the students' affairs for the protection and safeguard of students' rights as per the bylaw. The grievance applications are also received and followed up.

Article Thirty

It is permissible for the student to have an appeal of grievance submitted to the students' unit if he feels a moral or physical harm has been inflicted on him by the administrators, or faculty members or any of the workers in the colleges, in a period of duration that should not exceed 15 days since the incident had taken place, as per the following:

1. A grievance form should be filled out, and attached any documents which support the case and be submitted to the unit for the students' rights, then the grievance form is referred to the dean of the college to which a student belongs.
2. The dean of the specific college referred the grievance form to the sub-committee of that college for investigation, after the sub-committee's decision is being approved; the unit for students' rights shall be informed.
3. The unit of the students' rights acquaints the student with the sub-committee's decision after being approved by the dean of the college, then the student after being acquainted has to sign on the grievance form. In case the grievance is accepted, a decision is immediately announced by a letter from the dean of the college with its sub-committee, the announced decision is circulated to all the related administrations to implement it.

Article Thirty-One

It is lawfully, permissible to the students, to have a grievance regarding any assessment, in any, exam; the time allowed is 15 days from the date of announcing the results. The following procedures should be followed:

1. A grievance fees should be paid for each course.
2. Filling out an objection form supported by the required documents, submitted to the students' rights unit affiliated to the students' affair administration, then it is referred to the head of the department to which student belongs.
3. The head of the department forms a committee for objections for his department; the newly formed committee consisted of at least not less than two members of the faculty staff for verification, the instructor of course is excluded from the committee. The committee verifies the answers.
4. The objections committee referred the objection form to the sub-committee in the college to investigate the grievance and the recommendations, then the final decision is taken and is forwarded to the dean of the college for the approval, then the students' unit is informed of the decision.

5. The student is informed of the decision by the unit of the students' rights; the student can be acquainted in a written letter, or by his electronic e-mail or by a text message.
6. The fee is refundable in case the objection is accepted.

Article Thirty-Two

A student may reject the sub-committee's decision, and submit another grievance to the main committee; the main committee may inform the student of its decision either in a written letter, postal services, electronic e-mail or a text message.

Article Thirty-Three

A student may also reject the main committee's decision, in this case a grievance is addressed to the general supervisor of the colleges in a period of 15 days from the date he was acquainted by the main committee's decision, and that for the purpose of discussing the debated issue in the council of the colleges. The decision issued by the council is conveyed to the student by one of the following means of communications: written letter, postal services, electronic e-mail, or a text message.

Article Thirty-Four

This by-law is implemented from the date it is approved by the board of trustees, and whatever previously issued which may contradict it is considered invalid.

Article Thirty-Five

the council of colleges is lawfully empowered to interpret the articles of the by-law, and it is also has the right to suggest addition, amendment, or abolishment of the articles in the by-law and send that to the board of trustees.