

6.m. Student Discipline

Subject	Students	Effective From	Sep - 2011
Policy #	6.m.	Latest Revision	Dec - 2023
Title of The Policy	Student Discipline	Next Review	Dec - 2024
Responsible Entity	Students Disciplinary Standing Committee	Policy Pages	6
Definitions	AAU: Al Ain University		
Purpose	The purpose of this policy is to ensure that all registered students at AAU are following the AAU regulations.		
Scope	This policy applies to all AAU students.		
Statement	AAU is committed to professional honesty and integrity, and it also recognizes the need for fair and adequate investigation of alleged violations of rules and policies relating to the conduct of AAU students. Any student who is found to have committed such violations is subject to sanctions set forth by the University.		
Procedures	<ul style="list-style-type: none"> • If a student (male or female) is charged or caught by a faculty member or an administration staff for committing a behavioral misconduct; the student's data is recorded to be quoted in the incident report. If the student rejects/refuses to hand in the required information; the university security is to be called and the student is taken to the Student Affairs Dean office. • The faculty member or the administration staff who seized the incident is obliged to file a report using the designated form prepared for this purpose (Form No S 11) entitled "Behavioral Misconduct Report", and to submit it to his/her (line manager, Dean, Deputy Dean (AD), Director... etc.) within 48 hours of encountering the incident. • The manager submits the incident report to the Presidency Office / Vice President within 24 hours of receiving it. • The University President / Vice President forwards the incident report to the Students Disciplinary Committee Chairman to take the necessary action. • The Student Disciplinary Committee Chairman sends a copy of all received reports to the Admission and Registration Unit, in order to block grades access of the concerned student; until a decision is taken. • The Student Disciplinary Committee Chairman calls for a meeting to investigate the incident(s). • The Student Disciplinary Committee Chairman summons the concerned student to appear before the Committee to give his/ her testimony as to what is attributed against him/her. The student has the right to submit any desired information to the Committee; including calling witnesses to decline the filed offence. • A report of the student's testimony is written and signed by the student and by the witnesses (if any). • The Chair of the Student Disciplinary Committee summons the faculty member or the administration staff member who seized the incident to testify and provide details of the 		

	<p>incident attributed to the student. The faculty/ staff member has the right to submit any information he wishes to include as well as to ask to the request to summon witnesses who at- tended the incident.</p> <ul style="list-style-type: none"> • A report of the faculty/ staff member testimony is written and signed by him/her as well as by the witnesses (if any). • The Student Disciplinary Committee has the right to call for any person that is seen relevant to the investigation of the incident. • Upon completion of the investigation of the incident attributed to the concerned student; the Student Disciplinary Committee considers all details of the incident. The Committee then reaches a decision, taken by a majority vote. A report is then written stating the decision and signed by all members of the Committee. • The Student Disciplinary Committee applies the provisions of the Student Discipline Regulations relating to the definition of the behavioral violations and the penalties imposed thereon. • The Chair of the Student Discipline Committee submits the decision of the Committee to the University President along with all related documents adopted by the Committee in its decisions. • The University President decides whether to approve or not to approve the decision of the Student Disciplinary Committee. • Via the Presidency Office; the President's decision is forwarded to the relevant entities for appropriate actions to be taken. • The Student Affairs Deanship notifies the concerned student with the final decision as well as the student's College Deanship; in order to record it in the student's file.
Recent Changes	

نموذج مخالفة سياسة النزاهة الأكاديمية للطلبة (S 4 A)
Student Academic Integrity Violation Form (S 4 A)

➤ يلتزم ضابط المخالفة بتعبئة البيانات أدناه بدقة من كشف تسجيل المساقات للطلاب وذلك عن الفصل الذي وقعت فيه المخالفة.
➤ يجب إرفاق كشف تسجيل المساقات مع نموذج المخالفة (S 4 A).

- The faculty member is obligated to accurately fill in the information below from the student's courses schedule for the semester in which the violation occurred.
➤ The student's courses schedule must be attached to the violation form (S 4 A).

	Course Instructor مدرس المساق		Student Name اسم الطالب الثلاثي
	Course Name / Code اسم المساق / رقم المساق		Student ID الرقم الجامعي للطلاب
	Exam or task type نوع الامتحان أو المهام		Student College كلية الطالب
	Date of Incident تاريخ المخالفة		Student Major تخصص الطالب
	Time of Incident وقت المخالفة		Student Campus مقر تسجيل الطالب

The above named student violated the AAU Academic Integrity Policy as follows:

الطالب المذكور أعلاه انتهك سياسة النزاهة الأكاديمية للطلبة في جامعة العين على النحو الآتي:

Cheating
 الغش

Details of the Reported Incident

تفاصيل المخالفة المُبلَّغ عنها

Name of the witness (if any)	الشاهد على الواقعة (إن وجد)	Name of the person reporting the incident	اسم ضابط المخالفة
Signature	التوقيع	Signature	التوقيع
Date	التاريخ	Date	التاريخ

College Dean of the faculty member who reported the incident		عميد كلية ضابط المخالفة
Comments الملاحظات		
Recommendation التوصية	<input type="checkbox"/> تحويل المخالفة إلى رئيس لجنة انضباط الطلبة في مقر العين. <input type="checkbox"/> Reporting the case to the Students Disciplinary Committee Chairperson at Al Ain Campus. <input type="checkbox"/> تحويل المخالفة إلى رئيس لجنة انضباط الطلبة في مقر أبوظبي. <input type="checkbox"/> Reporting the case to the Student Disciplinary Committee Chairperson at Abu Dhabi Campus. <input type="checkbox"/> حفظ المخالفة. <input type="checkbox"/> Closing the case.	
الاسم Name		
التوقيع Signature		
التاريخ Date		

*Any Document/report related to the violation should be attached along with the form.

* يجب إرفاق أي مستند / تقرير متعلق بالمخالفة مع النموذج.

*All these records will be added to the student's record.

* ستتم إضافة جميع هذه السجلات إلى سجل الطالب.

*Any case of student appeal will abide by "AAU Student Appeals Policy".

* ستلتزم أي حالة استئناف للطلبة بسياسة "الاستئناف الخاصة بالطلبة في جامعة العين".

نموذج مخالفة سياسة النزاهة الأكاديمية للطلبة (S 4 B)

Student Academic Integrity Violation Form (S 4 B)

➤ يلتزم ضابط المخالفة بتعبئة البيانات أدناه بدقة من كشف تسجيل المساقات للطلاب وذلك عن الفصل الذي وقعت فيه المخالفة.
➤ يجب إرفاق كشف تسجيل المساقات مع نموذج المخالفة (S 4 B).

➤ The faculty member is obligated to accurately fill in the information below from the student's courses schedule for the semester in which the violation occurred.

➤ The student's courses schedule must be attached to the violation form (S 4 B).

	Course Instructor مدرس المساق		Student Name اسم الطالب الثلاثي
	Course Name / Code اسم المساق / رقم المساق		Student ID الرقم الجامعي للطلاب
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	Time of Incident وقت المخالفة		Student Campus مقر تسجيل الطالب

The above named student violated the AAU Academic Integrity Policy as follows:

الطالب المذكور أعلاه انتهك سياسة النزاهة الأكاديمية للطلبة في جامعة العين على النحو الآتي:

<input type="checkbox"/> Plagiarism السرقية العلمية	<input type="checkbox"/> Academic Dishonesty الخداع الأكاديمي	<input type="checkbox"/> Abuse of Academic Materials سوء استخدام المواد الأكاديمية	<input type="checkbox"/> Unauthorized Collaboration التعاون غير المُصرَّح به
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Details of the Reported Incident

تفاصيل المخالفة المُبلَّغ عنها

Name of the witness (if any) (إن وجد) الشاهد على الواقعة (إن وجد)		Name of the person reporting the incident اسم ضابط المخالفة	
Signature	التوقيع	Signature	التوقيع
Date	التاريخ	Date	التاريخ

Director/ Head of the department		مدير برنامج الطالب / رئيس القسم
<input type="checkbox"/> حفظ المخالفة Closing the case	<input type="checkbox"/> توجيه إنذار كتابي أول Warning First Written	أولاً: مخالفة غير مقصودة/ ثانوية Unintended or minor violation
<input type="checkbox"/> تحويل القضية إلى عميد كلية ضابط المخالفة Reported the case to the Dean of the faculty member		ثانياً: مخالفة مقصودة/ أساسية An intended or major violation
الاسم Name		
التوقيع Signature		
التاريخ Date		
College Dean of the faculty member who reported the incident		عميد كلية ضابط المخالفة
Recommendation التوصية	<input type="checkbox"/> تحويل المخالفة إلى رئيس لجنة انضباط الطلبة في مقر العين. <input type="checkbox"/> Reporting the case to the Students Disciplinary Committee Chairperson at Al Ain Campus. <input type="checkbox"/> تحويل المخالفة إلى رئيس لجنة انضباط الطلبة في مقر أبوظبي. <input type="checkbox"/> Reporting the case to the Student Disciplinary Committee Chairperson at Abu Dhabi Campus.	
الاسم Name		
التوقيع Signature		
التاريخ Date		

*Any Document/report related to the violation should be attached along with the form.

*يجب إرفاق أي مستند / تقرير متعلق بالمخالفة مع النموذج.

*All these records will be added to the student's record.

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