



STUDENT DISCIPLINE



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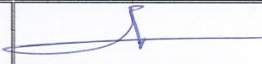

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**Revision
2**

DOCUMENT APPROVAL / REVISION

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Approver's		
Name	Position	Signature
Dr. Nagi El Similawy	Deputy Director General for Student Affairs	
Dr. Sherif El Araby	Deputy Director General for Quality Assurance and Management Representative	

Summary of Change	
Summary of Change	Date
1. Change in approvers 2. Modify with ISO9001:2008	

1.0 Purpose

- 1.1 To ensure that situations regarding student discipline are dealt with in a consistent and effective manner

2.0 Scope

- 2.1 This code of practice is applicable to all students within the Academy.

3.0 Definitions

- 3.1 None

4.0 Related Documents

MPS 1	Student Complaints
MPS 5	Student Discipline (Social)
MPS 42	Student Discipline (Academic)

5.0 Code

5.1 Foreword

The Academy is dedicated not only to learning, research, and the advancement of knowledge, but also to the development of ethically sensitive and responsible persons. The Academy seeks to achieve these goals through sound educational programs and policies governing individual conduct that encourage independence and maturity. By accepting membership in the Academy, an individual joins a community characterized by free expression, free inquiry, honesty, respect for others, and participation in constructive activities. All rights and responsibilities exercised within this academic environment shall be compatible with these principles.

The freedom of individuals to inquire, study, evaluate, and gain new understanding and maturity is essential and must be protected against suppression. Dissent plays a vital part in the role of the Academy. However,

freedom cannot be protected or exercised in an environment that lacks order and stability. Students in the Academy have an obligation to uphold the laws of the larger community of which they are a part of.

The intention of this code is to ensure that students at the Academy neither lose their rights nor escape the responsibility of citizenship. While activities covered by the laws of the larger community and those by the Academy's rules may overlap, it is important to note that the community's laws and Academy's rules operate independently and that they do not substitute for each other. The Academy may pursue enforcement of its own rules whether or not legal proceedings are underway or in prospect, to determine whether Academy rules have been broken. Membership in the Academy community does not exempt anyone from local, country laws but rather imposes the additional obligation to abide by all of the Academy's regulations. It is the personal responsibility of every member of the Academy community not only to protect his/her own rights, but also to respect the rights of others, and to behave in a manner conducive to learning and/ or living in an educational environment.

Just as individuals within the community have a responsibility to adhere to a code of prescribed behavior, the Academy assumes the obligation of clearly codifying and fairly enforcing same. The Academy upholds the belief that those who do not conform to established standards set forth in this Code of Practice must be held accountable for their actions. Therefore, the purpose of the Code of Practice is to inform the student about the rules and regulations that are essential to the normal operation of the Academy.

5.2 Students Rights and Responsibilities

Students shall be free to examine all questions of interest to them and to express opinions. They shall be guaranteed all constitutional rights including free inquiry and expression. All regulations shall seek the best possible

reconciliation of the principles of maximum academic freedom and necessary order. It is each student's responsibility to know and comply with this Code.

The following defines the specific rights and responsibilities of the student:

5.2.1. Rights

- 5.2.1.1. Students have a right to a healthy and safe environment.
- 5.2.1.2. Students have a right to be free from physical or mental harassment, indignity, injury or violence.
- 5.2.1.3. The confidentiality of all information regarding students will be respected unless they consent in writing to its disclosure. Nevertheless, staff members whose professional duties require it, may within the generally accepted rules of ethics, have access to the students' records.
- 5.2.1.4. Students have a right to request and be informed of, prior to registration, the extent of Academy related expenses to be incurred during their studies at the Academy and to be made aware of any services offered to them.
- 5.2.1.5. Students have a right to request and receive, at the beginning of the course, a notice regarding the availability (time and place) of their instructor/s and staff members responsible for all services offered.
- 5.2.1.6. Students may make representations in front of any consulting decision-making body of the Academy with regard to any aspect of their rights, according to procedures in effect at the Academy.
- 5.2.1.7. Students have the right to refer to any documents contained in their student records.
- 5.2.1.8. Students have the right to add documents to their student records, including written documents refuting the contents of documents of a disparaging nature.

- 5.2.1.9. Students have the right to be provided, at the beginning of a course, with written course descriptions including means of student assessment and to be assured that these means will not be substantially changed.
- 5.2.1.10. Students have the right to be informed, at the beginning of the course, of methodologies, principle assignments to be handed in, penalties for delays, and the estimated waiting period for obtaining academic results. Further, students have the right to be informed in advance of any substantial changes in the preceding items.
- 5.2.1.11. Students have a right to know, at the beginning of the course, the requirements regarding class attendance and punctuality in courses in which they are currently registered.
- 5.2.1.12. Students may, within a prescribed time period and for a reasonable cause, change a course in their registration, or transfer to a different section of a course, if available, after classes have begun.
- 5.2.1.13. Students have the right to be informed of any change in course schedule.
- 5.2.1.14. Students have a right to be informed of and provided with the number of classroom hours and the length of the term established in the Academy calendar.
- 5.2.1.15. Students have a right to freedom of opinion and expression in the classroom within the context of the course content.
- 5.2.1.16. Students have a right to proper and impartial evaluation of their performance.
- 5.2.1.17. The confidential nature of students' evaluations must be respected.
- 5.2.1.18. Students have the right to obtain their marks and Academy certification within a reasonable time frame.

- 5.2.1.19. Students have the right to request and receive all rules, policies or guidelines regarding study and general conditions at the Academy.
- 5.2.1.20. Students have the right to obtain their completed assignments, once marked, unless the instructor has previously informed the students otherwise.
- 5.2.1.21. Students have the right to expect the Academy to provide instructors who possess appropriate knowledge and teaching skills in relation to their course of instruction.
- 5.2.1.22. Students have the right to expect quality services and resources that support instruction and student life.
- 5.2.1.23. Students have the right to an opportunity to provide feedback on the Academy's programs and services.
- 5.2.1.24. Students have the right to an assigned Academic Advisor during each semester who will provide guidance and advice on social and academic matters.

5.2.2. Responsibilities:

- 5.2.2.1. Students must conduct themselves in a responsible manner and refrain from committing any form of misconduct outlined in this code.
- 5.2.2.2. It is students' responsibilities to acquaint themselves with course outlines, content, evaluation methods, methodology, availability of their instructors (time and place) including the rescheduling or replacement of classes.
- 5.2.2.3. Students must respect other people's health and right to security.
- 5.2.2.4. Students are responsible for communicating with their instructors and/or counselors in order to solve any problems encountered.

- 5.2.2.5. Students are responsible for attending class and exercising punctuality.
- 5.2.2.6. Students are responsible for handing their assignments to instructors within the required deadlines or, for making prior arrangements with the instructors concerned.
- 5.2.2.7. Students are responsible for taking advantage of educational activities offered to them and for taking part in meetings where topics concerning them will be discussed.
- 5.2.2.8. Students are responsible for taking advantage of services offered to them by the Academy in order to ensure proper orientation to their studies, academic progress and general development.
- 5.2.2.9. Students are responsible for fulfilling their obligations, as agreed upon in conjunction with the Academy, with regards to the use of goods and services at their disposal.

5.3 Behavioral Expectations

To carry out its responsibilities, the Academy requires a community that is free from violence, threats and intimidation; protective of free inquiry; respectful of the rights of others; open to change; supportive of democratic and lawful procedures; dedicated to the rational and orderly approach to resolution of human problems.

Admission to the Academy carries with it the expectation that each student (including all part-time, undergraduate, graduate and non-traditional students) will be a responsible member of the Academy community. When a person enrolls at the Academy as a student, he/she assumes the responsibility to observe the standards of conduct set by the Academy. The following behaviors are prohibited of all students of the Academy.

- 5.3.1. Academic Dishonesty-which is defined as an attempt by one or more student to use unauthorized information in the taking of an exam; or, to submit as his or her own work, themes, reports, drawings, laboratory notes, or other products prepared by another person; or knowingly to assist another student in obtaining or using unauthorized materials. Such behavior is abhorrent to the Academy, and ultimately negatively affects the entire Academy community.
- 5.3.2. Furnishing false information or furnishing incomplete or misleading information to the Academy with intent to defraud. Forgery, alteration and/or misuse of Academy documents, records, or identification, and the unauthorized use of signatures is likewise prohibited.
- 5.3.3. Intentional obstruction of teaching, research, administration, disciplinary proceedings, or other Academy activities.
- 5.3.4. Unauthorized entry, occupation, or use of Academy facilities.
- 5.3.5. Unauthorized use or possession of keys.
- 5.3.6. Abuse, assault, or harassment of a student, staff, Academy member, or visitor.
- 5.3.7. Card Playing and Gambling.
- 5.3.8. Theft, embezzlement, misappropriation, possession, or attempt to do same of property owned or maintained by the Academy, by any person on the campus, or by any person attending a Academy- sponsored event.
- 5.3.9. Possession, Distribution, or use of alcoholic beverages in Academy buildings, on the campus, at Academy-owned (rental) housing, or at Academy-sponsored functions. If alcohol is found in a residence hall room or leased facility, the residents of that facility and those present are all held responsible. Also, sanctions will be imposed on students

using or abusing alcohol. Empty alcohol containers are not allowed in the residence halls or elsewhere on campus.

- 5.3.10. Destruction of Property (or attempt to do same) belonging to the Academy or to a member of the Academy community, or guest of the Academy on the campus. Academy property includes not only equipment rented, leased, or otherwise placed on campus by the Academy, but also Academy-owned equipment not located on campus.
- 5.3.11. Misuse, tampering, or vandalism of fire alarm systems, fire extinguishers, or other safety/security equipment.
- 5.3.12. Failure to comply with lawful directions of an Academy official, including residence hall personnel, or willfully hindering such an official acting in the performance of his/her duties.
- 5.3.13. Violation or disregard of published or posted regulations or policies of the Academy including but not limited to:
- housing rules governing residence in Academy property.
 - specific Academy regulations, as stated in the current official notices.
- 5.3.14. Failure of student organizations to abide by Academy regulations.
- 5.3.15. Off-campus conduct that directly, seriously and adversely interferes with or disrupts the educational or related functions of the Academy.
- 5.3.16. Violation of any local, country laws that adversely affect some distinct and clear interest of the Academy.

5.4 Acts of Misconduct

Acts of misconduct are divided into two types:

5.4.1. Social Misconduct

5.4.2. Academic misconduct

The Academy is not limited by the following lists or other published regulations when it initiates disciplinary actions since it is not possible to anticipate all the behaviour of the Academy's population.

5.4.1 Social Misconduct

Offences which threaten the orderly safe operation, security and safety of the academic community include but are not limited to:

5.4.1.1. Abuse of computer equipment or computer privacy or computer resources.

5.4.1.2. Alcohol/Drug violations.

5.4.1.3. Assault by a student or students on another person.

5.4.1.4. Books: mutilation or other destruction of library books.

5.4.1.5. Books: theft of library books.

5.4.1.6. Buildings or grounds, unauthorized alteration, including tapping or altering utility lines

5.4.1.7. Chemicals: storing or possessing dangerous chemicals, gases or other materials in unauthorized or improperly protected places.

5.4.1.8. Conversion of Academy facilities or privileges for private or personal gain.

5.4.1.9. Deadly weapons: use, possession or storage on campus without authorisation.

5.4.1.10. Destruction of Academy property: including accidental destruction and malicious destruction.

5.4.1.11. Disorderly conduct.

5.4.1.12. Doors: compromising security or safety by blocking open/closed or locking doors.

- 5.4.1.13. Drugs: sale or provision of on Academy property.
- 5.4.1.14. Failure to comply with the request of an Academy officer or official attempting to prevent disorder or reduce noise.
- 5.4.1.15. Fire alarms: tampering with alarm boxes or setting off false alarms.
- 5.4.1.16. Fire extinguishers: discharging except in case of fire.
- 5.4.1.17. Harassment; verbal or written, including but not limited to personal, phone, computer mail.
- 5.4.1.18. Hazards created by use of unauthorized appliances.
- 5.4.1.19. ID card: failure to present when requested by a Academy officer or official.
- 5.4.1.20. Keys: unauthorized use or possession of keys to Academy spaces or facilities.
- 5.4.1.21. Locks: illegal installation or tampering, preventing inspection or maintenance of Academy property.
- 5.4.1.22. Locked spaces: unauthorized entry into locked or secured spaces.
- 5.4.1.23. Marijuana use or cultivation in or on Academy property.
- 5.4.1.24. Misuse of Academy property or unauthorized possession.
- 5.4.1.25. Non-payment for a properly contracted service provided by a student or student organization in support of attendance at the Academy.
- 5.4.1.26. Posters: unauthorized display on surfaces other than designated bulletin boards.
- 5.4.1.27. Pranks potentially harmful to people.

- 5.4.1.28. Pyrotechnics use in or near an Academy building except when authorized in connection with a program or activity approved by the Academy.
- 5.4.1.29. Records: alteration or destruction of official Academy records.
- 5.4.1.30. Roofs ledges, parapets, and ornamental balconies: unauthorised entry or trespass on.
- 5.4.1.31. Slugging, vandalising, breaking into or damaging coin or token operated machines licensed or owned by the Academy.
- 5.4.1.32. Smoking when and where prohibited.
- 5.4.1.33. Theft of Academy licensed privileges.
- 5.4.1.34. Theft of Academy property.
- 5.4.1.35. Vehicles: unauthorized operation on Academy grounds or sidewalks.
- 5.4.1.36. Vehicles: behaviour which will put at risk the safety of Academy owned vehicles or their passengers
- 5.4.1.37. Windows: throwing trash, furniture, objects, material, water from windows.

5.4.2 Academic Misconduct

Violations of academic regulations and gross misconduct include, but are not limited to:

- 5.4.2.1. Cheating: Using or attempting to use unauthorised materials, information, notes, study aids or other devices, or obtaining unauthorised assistance from any sources for work submitted as one's own individual efforts in any class, assignment or examination point.

5.4.2.2. Plagiarism: representing orally or in writing, in any academic assignment or exercise, the words, ideas, or works of another as one's own without customary and proper acknowledgement of the source.

5.4.2.3. Destruction of another's work, specifically through use of computer facilities.

5.4.2.4. Misrepresentation of research data.

5.4.2.5. Falsification of data or other acts which compromise the integrity of the academic process.

5.4.2.6. Submission of falsified data, credentials or information for inclusion in academic records or in connection with university research.

5.4.2.7. Preparing work for another person that is to be used as that person's own work.

5.5 Sanctions

The severity of the offences and/or the disciplinary records of the student or students involved in an act of misconduct are the factors which determine the penalties which can be imposed.

5.5.1 Social Sanctions:

5.5.1. Warning:

Written notice to the student that a violation of specified Academy policies or regulations has occurred and that continued or repeated violations of Academy policies or regulations may be the cause for further disciplinary action. This may take the form of one or more of the following sanctions

5.5.2. Censure:

Written reprimand for violations of specified Academy policies or campus regulations, including notice to the student that continued or repeated violations of Academy policies or regulations may be cause for further disciplinary action, normally in the form of Disciplinary Probation, Loss of Privileges and Exclusion from Activities, Suspension, or Dismissal.

5.5.3. Disciplinary Probation:

A status imposed for a specific period of time in which a student must demonstrate conduct that conforms to Academy standards of conduct. Misconduct during the probationary period or violation of any conditions of the probation may result in further disciplinary action, normally in the form of Suspension or Dismissal.

5.5.4. Loss of Privileges:

Exclusion from participation in designated privileges and extracurricular activities for a specified academic term or terms.

Violation

of any conditions in the written "Notice of Loss of Privileges and Exclusion from Activities", or violation of Academy policies or campus regulations during the period of the sanction may be cause for further disciplinary action, normally in the form of Suspension or Dismissal.

5.5.5. Suspension:

Termination of student status at the campus for a specified academic term or terms with reinstatement thereafter certain, provided that the student has complied with any conditions imposed as part of the suspension. Violation of the conditions of Suspension or of Academy

policies or regulations during the period of Suspension may be cause for further disciplinary action, normally in the form of Dismissal.

Suspension can be imposed for a specified period, not to exceed two years.

5.5.6. Dismissal:

Termination of student status for an indefinite period. Readmission to the Academy shall require the specific approval of the college to which a dismissed student has applied. Readmission after dismissal may be granted only under exceptional circumstances.

5.5.7. Restitution:

Reimbursement for damage to or misappropriation of Academy property or the property of others may be imposed either exclusively or in combination with other disciplinary action. Such reimbursement may take the form of monetary payment or appropriate service to repair or otherwise compensate for damages. Restitution may be imposed on any student who alone, or through group or concerted activities, participates in causing the damages or costs.

5.5.2 Academic Sanctions

- 5.5.2.1. Failure of an assignment, quiz, test, examination, or paper. A failing grade (F) may be assigned for the work in connection with which the violation occurred.
- 5.5.2.2. Failure in a course. A failing grade (F) may be assigned for the course in which the violation occurred.
- 5.5.2.3. Canceling all the student's exams without considering it a failure case (depending on the case).
- 5.5.2.4. Canceling all the student's exams considering it a failure case (depending on the case).

- 5.5.2.5. Canceling the examiner mark for the non-conforming exam
- 5.5.2.6. Preventing the student from registration for more terms without considering him within the remaining period.
- 5.5.2.7. Preventing the student from registration for one or more terms considering him within the remaining period.
- 5.5.2.8. Preventing the student for attending all courses where the non-conforming exam is a pre-requisite.
- 5.5.2.9. In addition to the above, any one or combination of the social sanctions may be imposed.

5.6 Disciplinary Procedures

5.6.1 Social Misconduct

- 5.6.1.1. All student disciplinary matters shall be dealt with informally in the first instance by the disciplinary authority having the closest connection with the particular alleged misconduct.
- 5.6.1.2. Incidents of misconduct can be witnessed by members of staff and/or other students.
- 5.6.1.3. Witnesses shall report incidents to the Deanery for Student Affairs, who will investigate the report.
- 5.6.1.4. Based on the results of the investigation the Deputy for Student Affairs shall determine the outcome and, if required, decide on the appropriate sanction.
- 5.6.1.5. The outcome of the investigation will be communicated to the student and all parties involved in carrying out the imposed sanction.
- 5.6.1.6. The Deputy for Student Affairs has jurisdiction in the above method.

5.6.2 Academic Misconduct

- 5.6.2.1. Instances of academic misconduct can occur at any time during a semester.
- 5.6.2.2. All instances will be dealt with within 24 hours of their occurrence.
- 5.6.2.3. All instances shall be dealt with informally in the first instance by the disciplinary authority having the closest connection with the alleged misconduct.
- 5.6.2.4. Failing informal resolution, instances of misconduct shall be recorded by the disciplinary authority and passed to the Assistant Dean for Educational Affairs in the College.
- 5.6.2.5. The Assistant Dean for Educational Affairs shall convene an ad-hoc committee of appropriate members of staff, which shall investigate the incident and determine the outcome including appropriate sanctions.
- 5.6.2.6. Sanctions imposed on instances during final examinations will be approved by the Dean of College.
- 5.6.2.7. The Assistant Dean for Educational Affairs has jurisdiction in all instances except those arising from final examinations.
- 5.6.2.8. The Dean of the College has jurisdiction in instances arising during final examination.

5.7 Appeals

- 5.7.1 A student has the right to appeal all disciplinary decisions. Only the party who has been the subject of disciplinary action has the right to appeal.

- 5.7.2 Appeals shall be made in writing using the Student Complaint system.
- 5.7.3 An ad-hoc committee consisting of the Assistant Dean for Student affairs and the Dean of the Students' College shall consider the appeal.
- 5.7.4 The student has the right to attend the meeting of this committee and/or be represented by a nominated (in writing) person.
- 5.7.5 Appeals must be made and settled before any imposed sanction is carried out.
- 5.7.6 The Appeals ad-hoc committee has jurisdiction in the appeal process.