

## Student Code of Conduct Policy & Procedures

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Version	3.0
Policy Code/Category	To be completed by the QA Office
Purpose	To outline SU's code of conduct policy for students highlighting obligations and disciplinary procedures for students who breach the code
DMS File Number	
File Location	<b>Q Drive (and any other locations necessary)</b>
Related Documents	Accommodation Policy
Key words	
Comments	
Prepared by	Student Services Department
Approved by	Student Affairs Committee & EMC
Approval date	November 2021
Review date	November 2024

## Introduction

The student is responsible for their behaviour while in the University, accommodation, classrooms, labs, transportation, offices, hallways, yards, cafeterias, library, or any other facilities that are not mentioned here.

## Student Code of Conduct

A student will be deemed in breach of the University's Code of Conduct if they have:

- Engaged in any behaviour that prevents, obstructs or disrupts any teaching, learning or research; administrative activity of the University; sporting, recreational, and social activities; any meeting or activity approved or hosted by the University
- Acted in a way likely to cause injury to or impair the health of others
- Obstructed or attempted to obstruct access to University premises
- Assaulted, engaged in sexual or racial harassment, or otherwise insulted a student, member of staff, employee of or visitor to the University, or engaged in any other sexist or racist behaviour liable to give serious offence
- Acted in a violent, indecent, or threatening manner, or insubordinate behaviour (such as the refusal to follow reasonable instructions)
- Misused or caused damage to University premises or property, including damage to materials, furniture, equipment belonging to the University staff or students (and including misuse of the worldwide web, for example, for pornographic purposes)
- Misappropriated any funds or assets of the University
- Abused the privacy of any confidential files of material (for example, unauthorised access to student records)
- Been found guilty of any criminal offence
- Engaged in fraud, deceit, deception, or dishonesty (for example, forging a signature)
- Failed to adhere to any additional Code of Practice, for example, those relating to the usage of the library, learning resources and IT, student accommodation, University transportation, uniform, or any other regulations approved by the University
- Been found alone with a student of another sex for any reason
- Failed to comply with a previous sanction or penalty imposed
- Acted in a way that would offend the reputation of the University
- Smoked, showed or had any tobacco or drugs in University's buildings, student accommodation, transportation or in any other University-related facilities

## General Actions

Any breach of this Code of Conduct will be dealt with according to the following actions:

- A written undertaking
- Stop students from exercising an activity or more in which the offence was committed for a defined period
- The first and second warnings from the Counselling Section
- Warning/ final warning from the Pro Vice Chancellor for Student Affairs and Engagement (PVCSAE)
- Warning/ final warning from the Vice Chancellor of the University (the VC)
- A fine shall not be less than the value of the object that the student has vandalised
- Temporary suspension from the University for one semester or more (after the approval of the VC)
- Permanent dismissal from the University (after the approval of the VC)

## Actions against any breach of the Accommodation Policy

Any breach of the Accommodation Code of Conduct, the Accommodation Section shall report the incident (as per the template) and submit it to the Counselling Section. One or more of the following actions shall be taken against the student/ resident of the hostel:

- Guidance sessions
- Referral of the case to another unit
- Behaviour sessions
- Apology from the student
- Inform the parent
- Temporary suspension from the University Accommodation
- Permanent dismissal from the University Accommodation

## General Guidelines

- A student can receive two or more penalties at the same time (provided that the penalties are not identical)
- A severe penalty will be imposed if the student has a history of violations
- A copy of the penalty will be kept in the student file in the Counselling Section, and a copy shall be circulated to the concerned units to impose the penalty. A copy of the penalty will be communicated to the student's parent and to the sponsor (if any)
- The Admissions and Registration Department shall keep copies of all penalties in the student record
- No penalty shall be imposed except after completing the investigation, hearing students' and witnesses' statements and recording them. The student should be notified of the dates of the hearing. In case if the student refuses or fails to appear at the appointed time without a good cause, the right to listen to their statement has fallen
- The student has the right to appeal against the decisions of the Student Disciplinary Committee. A written letter has to be sent to the VC stating the reason for the appeal with pieces of evidence within five days from the date of knowing the decision
- The appeal will be dealt with, and the students will be notified about the final decision within five working days of receiving the appeal
- The student has the right to appeal only once for every decision issued against them, and they are not entitled to appeal more than once for the same decision. The reply to the appeal will be final and can not be appealed against or challenged

## Penalties

The following table shows different violations and their penalties

No.	The Violation	First Action	If violation committed again	Final Action
1	Disorder within the lecture halls, laboratories, library or other university facilities	<ul style="list-style-type: none"> <li>● Warning Stage I +</li> <li>● Written undertaking</li> </ul>	<ul style="list-style-type: none"> <li>● Warning from the PVCSAE</li> </ul>	<ul style="list-style-type: none"> <li>● Student disciplinary session</li> <li>● Notification to the parent</li> </ul>
2	Offending the University's reputation by word or action, whether	<ul style="list-style-type: none"> <li>● Warning from the PVCSAE</li> <li>● Written undertaking</li> </ul>	<ul style="list-style-type: none"> <li>● Deny the student from the privilege of</li> </ul>	<ul style="list-style-type: none"> <li>● Permanent dismissal from the University</li> </ul>

	inside or outside the University or in any activity or event in which the University participates, including through any online platforms used by the University		exercising an activity ● Warning from the VC	
3	Fraud in the permit(s) granted or any University documents, or misusing them other than the purpose for which they were prepared	<ul style="list-style-type: none"> <li>● Warning from the PVCSAE + Written Undertaking</li> <li>● Withdrawal of the permit</li> </ul>	● Notification to the parent	● Permanent dismissal from the University Accommodation or suspension from the University for one semester
4	Any insult or abuse to a faculty member, a university staff or visitors, including through any online platforms used by the University	<ul style="list-style-type: none"> <li>● The student to apologise</li> <li>● Warning Stage II</li> </ul>	<ul style="list-style-type: none"> <li>● Notification to the parent</li> <li>● Warning from the PVCSAE</li> </ul>	<ul style="list-style-type: none"> <li>● Permanent dismissal from the University Accommodation or temporary suspension from the University for one semester or more</li> <li>● Deny the student from the privilege of exercising any activity for a defined period</li> </ul>
5	Destruction or distortion of the University's movable or immovable property	<ul style="list-style-type: none"> <li>● A fine which shall not be less than the value of the object that the student destroyed</li> <li>● Warning Stage I + Written Undertaking</li> </ul>	<ul style="list-style-type: none"> <li>● Notification to the parent</li> <li>● Warning from the PVCSAE</li> </ul>	● Permanent dismissal from the University and/or Accommodation or temporary suspension from the University for one semester
6	The female student exits from the University campus, University Accommodation or University trips without written consent from their parent and the	<ul style="list-style-type: none"> <li>● Notification to the parent</li> <li>● Deny the student from the privilege of shopping and leisure trips for a defined period</li> </ul>	<ul style="list-style-type: none"> <li>● Permanent dismissal from the University Accommodation</li> <li>● Temporary suspension from the University for one</li> </ul>	● Permanent dismissal from the University

	absence of any official permission		semester or more	
7	Misuse of phone cameras or any camera, including through any online platforms used by the University, in any behaviour that violates politeness and morals	<ul style="list-style-type: none"> <li>• Warning Stage I</li> <li>• + Written undertaking</li> <li>• Confiscation of phone or camera</li> </ul>	<ul style="list-style-type: none"> <li>• Notification to the parent</li> <li>• Warning Stage II</li> </ul>	<ul style="list-style-type: none"> <li>• Temporary suspension from the University for one semester or expulsion from the University Accommodation</li> </ul>
8	Committing any immoral behaviour or breaking the rules of the University when going out to shops, parks, recreational, scientific or emergency trips (hospital, clinic)	<ul style="list-style-type: none"> <li>• Deny the student from the privilege of shopping and leisure trips for a defined period</li> <li>• Warning Stage I + Written undertaking</li> </ul>	<ul style="list-style-type: none"> <li>• Notification to the parent</li> </ul>	<ul style="list-style-type: none"> <li>• Warning from the VC</li> </ul>
9	Founding a male and a female student being alone for any reason	<ul style="list-style-type: none"> <li>• Referral to the Student Disciplinary Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Notification to the parent</li> </ul>	<ul style="list-style-type: none"> <li>• Temporary suspension from the University for one semester or more</li> </ul>
10	Use of obscene words (written or verbal), including through any online platforms used by the University	<ul style="list-style-type: none"> <li>• The student to apologise</li> <li>• Warning Stage I + written undertaking</li> </ul>	<ul style="list-style-type: none"> <li>• Warning from the PVCSAE</li> </ul>	<ul style="list-style-type: none"> <li>• Warning from the VC</li> </ul>
11	Sexual harassment	<ul style="list-style-type: none"> <li>• Referral to the Student Disciplinary Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Notification to the parent</li> </ul>	<ul style="list-style-type: none"> <li>• Temporary suspension from the University for one semester or more</li> <li>Or</li> <li>• Permanent dismissal from the University</li> </ul>
12	Accusations and false rumours	<ul style="list-style-type: none"> <li>• Warning Stage I + Written undertaking</li> </ul>	<ul style="list-style-type: none"> <li>• Warning Stage II</li> </ul>	<ul style="list-style-type: none"> <li>• Warning from the PVCSAE</li> </ul>
13	Any form of threatening	<ul style="list-style-type: none"> <li>• Warning Stage I + Written undertaking</li> </ul>	<ul style="list-style-type: none"> <li>• Warning Stage II</li> </ul>	<ul style="list-style-type: none"> <li>• Warning from the PVCSAE</li> </ul>

14	Physical abuse (e.g. beating) by hand, device or carrying any weapon	<ul style="list-style-type: none"> <li>• Notification to the parent</li> <li>• Suspension for five days from the University, the accommodation, and transportation</li> </ul>	<ul style="list-style-type: none"> <li>• Warning from the VC</li> <li>• Temporary suspension from the University for one semester or more</li> </ul>	<ul style="list-style-type: none"> <li>• Permanent dismissal from the University</li> </ul>
15	Not wearing the formal dress (dishdasha and kuma or masar for boys, and abaya, sheila and modest clothes for girls) Or formal dress (for non-Omani)	<ul style="list-style-type: none"> <li>• Not allowed to enter the University</li> <li>• Not allowed to attend lectures</li> <li>• Notification to the parent</li> <li>• Warning Stage I + Written undertaking</li> </ul>		
16	Suicide attempts	In such cases, the University will intervene immediately and directly to prevent any harm to students. The University will coordinate with the parents, and other official authorities will be notified. The student will be suspended from the University, the accommodation, and the transportation until the necessary actions have been taken		
17	The student commits any act that is a violation of honour, dignity or morals, or a breach of good conduct and behaviour	<ul style="list-style-type: none"> <li>• The actions will depend on the violation</li> </ul>	<ul style="list-style-type: none"> <li>• Deny the student from the privilege of exercising one activity or more in which the offence has been committed for a defined period</li> <li>• Notification to the parent</li> <li>• Deny the student from the privilege of shopping and leisure trips for a defined period</li> </ul>	<ul style="list-style-type: none"> <li>• Temporary suspension from the University for one semester or more</li> </ul>
18	The student (who committed the violation) refused to respond to any action or to communicate with the Counselling Section	<ul style="list-style-type: none"> <li>• Notify the student of informing the parent</li> </ul>	<ul style="list-style-type: none"> <li>• Notification to the parent</li> <li>• Warning from the PVCSAE</li> </ul>	<ul style="list-style-type: none"> <li>• Temporary suspension from the University for one semester or more</li> </ul>
19	Smoking, possessing any tobacco in University's	<ul style="list-style-type: none"> <li>• Notification to the student</li> <li>• Written undertaking</li> </ul>	<ul style="list-style-type: none"> <li>• Notification to the parent</li> <li>• Warning from the PVCSAE</li> </ul>	<ul style="list-style-type: none"> <li>• Temporary suspension from the University for one</li> </ul>

	buildings, accommodation or any facilities			semester or more ● Permanent dismissal from the University, accommodation, or transportation
20	Smoking, possessing any drugs in University's buildings, accommodation or any facilities	In such cases, the University will intervene immediately and directly to prevent any harm to students. The University will coordinate with the parents, and other official authorities will be notified. The student will be suspended from the University, the accommodation, and the transportation until the necessary actions have been taken		

\*VC = Vice Chancellor

\*PVCSAE = Pro.Vice Chancellor for Student Affairs and Engagement

### Student Disciplinary Committee

The Student Disciplinary Committee looks at the reports about any breaches of the Student Code of Conduct. The committee meets (as and when required) to examine the cases and decide the appropriate penalties. The cases are forwarded to this committee from the Counselling Section when a severe penalty is needed.

Tasks performed by the committee:

- Reviews reports on the breaches of the Student Code of Conduct
- Reviews statements by students
- Takes/ proposes the appropriate penalty
- Submits reports and recommendations to the VC

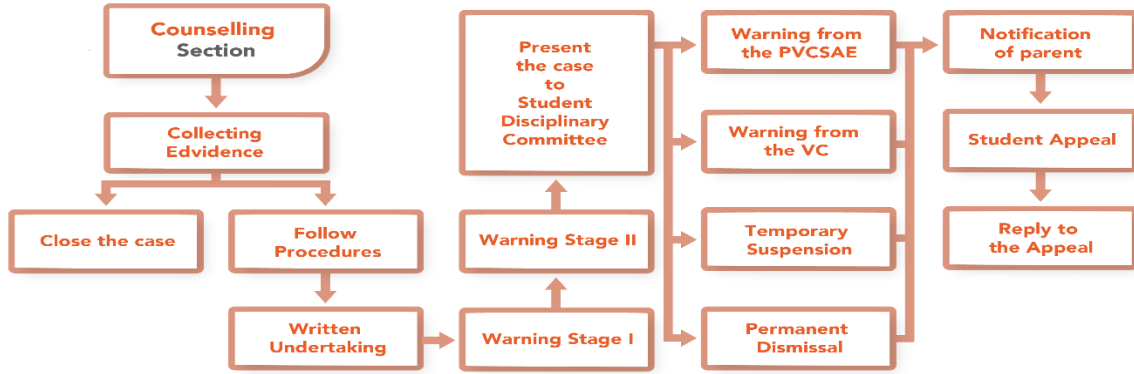
The composition of the Student Disciplinary Committee:

- Pro Vice Chancellor for Student Affairs & Engagement (PVCSAE) or his representative (Chairperson)
- Director of Admission and Registration (Deputy Chairperson)
- Head of Student Services
- Security Supervisor
- Head of Counselling Section
- The committee can invite other staff (as required)

### Steps Student Code of Conduct:

The attached drawing shows the steps followed according to the Student Code of Conduct.

Steps of the Student Code of Conduct



\*The steps in the above chart are for demo only. Actions will depend on the case and should not always follow all the step.

Appendix:





تقرير مخالفة لائحة السكن الطلابي

Incident Report on breach of Accommodation Policy

Student Names:

أسماء الطالبات:

رقم الهاتف Mobile No.	رقم الغرفة Room No.	الرقم الجامعي Student.ID	الاسم Name

Subject of Violation

موضوع المخالفة

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Details

تفاصيل المخالفة

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Warden's Name

اسم المشرفة:

Signature:

التوقيع:

Comments of Head of Accommodation

تعليق رئيسة قسم السكن الطلابي

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Student Counselling Procedure

إجراءات الإرشاد الطلابي

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Social Worker's Name

اسم الأخصائي الاجتماعي:

Signature:

التوقيع: