



Title: Students Conduct and Discipline Procedures

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Note: This document is developed in alignment with “Regulation of Professional Conduct Violations for University of Bahrain Students”, and in full compliance with HEC decision No. (272) on 26/5/2011.

1. Purpose

The purpose of this document is to describe the framework for managing students' behavior at Gulf University to ensure proper functioning and accomplish fair, transparent, and systematic students' conduct and discipline at the University.

2. Scope

The document applies to all students, including visiting students (if any), at Gulf University.

3. Acronyms

BQA	Education and Training Quality Authority
DA	Discipline Authority
GU	Gulf University
HEC	Higher Education Council
HOD	Head of Department
IA	Investigation Authority
SSU	Students Services Unit

4. Definitions

Appeal: A formal request made by a staff member for reconsideration of a disciplinary decision or action taken against him/her.

Code of Conduct: The guidelines for the professional conduct and responsible behavior of students at the University when interacting with colleagues, staff members, visitors, or the public.

Complaint: A formal statement of dissatisfaction with a particular situation, made by a student arising from an action of other students, academic and administrative staff members, that adversely affects the status or rights of the student.

Disciplinary Action: A process of dealing with student's behavior that does not meet or violate performance standards set in the Code of Conduct. It involves some kind of punishment imposed on the students who have committed a breach of the code of conduct.

Grievance: A formal statement of dissatisfaction relating to problems or concerns that the staff member encounters at the workplace or with management.

Line Manager or Management: The direct supervisor or supervisors of an academic or administrative staff member at the University.

Misconduct: Misconduct is any conduct by the student that violates the Gulf University Student's' Code of Conduct.

Student: A student is an individual who has completed the formal procedures necessary to register in a program offered by Gulf University.

University Executive Officers: These are the academic and administrative management of the University, including President of University, Vice President for Academic Affairs, Chief Operating Officer, and Deans of Colleges.

Visiting Student: A visiting student is an individual, who is registered as a regular student at another higher education institution but enrolled for some courses at GU for a semester. At the end of the semester, GU shall not be obligated to admit or transfer the visiting student to any of its academic programs.

5. Students' Code of Conduct:

5.1 Preamble

- 5.1.1 Students' Code of Conduct requires all students at the University to show dignity, honesty, integrity, and respect while interacting with other students, staff members, visitors, and members of the public.
- 5.1.2 The Code also requires all students at the University to respect academic and administrative staff members and show proper courtesy to their colleagues, within the framework of GU policies, procedures, and regulations.
- 5.1.3 The Code also requires all students to observe University values and maintain a proper image of the University while fulfilling their responsibilities and duties.

5.2 Principles

- 5.2.1 Each student at Gulf University is responsible for full compliance with the Students' Code of Conduct.
- 5.2.2 Students must observe and respect the culture and traditions of the Kingdom of Bahrain.
- 5.2.3 Students must avoid any bribe, influence, or attempt to improperly influence any staff member at the University, who is in a decision-making position regarding students' matters.
- 5.2.4 Students must comply with GU policies, procedures, regulations, and professional practice. Also, students must comply with the following:
 - confidentiality of information.
 - protection of "University's intellectual property" in teaching and research.
 - conduct of research.
 - efficient utilization of university resources.
 - Recognition of diversity contribution to creativity and enrichment of life at the University.

- 5.2.5 Students must not give or accept gifts or cash under any circumstances, which directly or indirectly influence them in their study at the University. They must decline any gift courteously and firmly and must report such cases immediately to their relevant Head of Department.
- 5.2.6 Students must not harass or discriminate against their colleagues, staff members, visitors to the University, or members of the public.
- 5.2.7 Students must observe the IT guidelines on the use of university email and internet services. Students must avoid sending abusive or offensive emails, including the use of another person's email, using GU computer resources to download inappropriate (immoral) material of any nature from the internet, or in any other way to transmit or retrieve material of this kind.
- 5.2.8 Students must avoid using University resources for personnel interests, religious or political purposes, or for activities that are considered illegal at the Kingdom of Bahrain.
- 5.2.9 Any student, who is charged or convicted of an indictable criminal offence, must report that fact to relevant Dean, who shall treat such information in confidence with Vice President for Academic Affairs and President of University.
- 5.2.10 GU respects individual student choices in terms of their dress and appearance. However, this must be appropriate in terms of the professional image, respecting culture of the Kingdom of Bahrain, always comply with safety requirement at the study-place within the university and when representing or acting on behalf of the university. The university's management will be the sole judge of what is and is not appropriate for this purpose. Students must observe and comply with dress regulations.
- 5.2.11 Students must comply with "No Smoking" rules inside all University buildings.
- 5.2.12 Students must not possess and display unlawfully weapons, including any object which can be considered as weapon that threaten or harm or injure others; must not possess, use, sale, distribute drugs and alcohol or being under the influence of the same at the University Campus.
- 5.2.13 Students must avoid any behavior in the classroom that interferes with or disrupt the teaching process and impede learning of self and other students.
- 5.2.14 Students must avoid violent, rude, disorderly, threatening, or offensive behavior and language whilst on the University campus or engaged in any University activity outside the campus (including internship and work site-visits).
- 5.2.15 Students must avoid any act that intimidates the rights and privacy of any staff member or students.
- 5.2.16 Students must avoid baseless and malicious complaints brought against another student or a staff member at the University.

6. Breach of Code of Conduct

Breach of Code of Conduct includes any act by the student that violates Gulf University Students' Code of Conduct stated in Article (5) of this document, and hence is categorized as "Misconduct".

6.1 **Misconduct:**

Misconduct includes the following:

- 6.1.1 Repeated action of misconduct, or failure to sufficiently improve conduct after receiving formal disciplinary action.
- 6.1.2 Committing further action of serious misconduct
- 6.1.3 Offending any GU students, whether verbally or physically.
- 6.1.4 Committing any action that shows disrespect or insult, whether verbally or physically, for any of:
 - University's Executive Officers,
 - academic or administrative staff members,
 - GU employees and visitors.
- 6.1.5 Committing any action that shows disrespect or insult, whether verbally or physically, for others whilst engaged in any University activity outside the campus, including internship and work site-visits.
- 6.1.6 Committing theft or damage to university properties.
- 6.1.7 Breaking out, or refusal to comply with, or failure to work within the requirements of university policies, procedures, and regulations.
- 6.1.8 Accessing illegal material on a university computer or any breaches of the IT policy in this regard.
- 6.1.9 Smoking inside university buildings.
- 6.1.10 Deliberate absence from attending lectures, interference with, or disruption of the teaching process.
- 6.1.11 Committing cheating, or attempting thereof, or assisting therein during any of class assessments or major assessments.
- 6.1.12 Violating order during any academic activities whilst in the University or outside the campus (including internship and work site-visits).
- 6.1.13 Distribution of, or assisting therein, any leaflets or wall journals, collection of signatures or donations, without obtaining the prior licensing from the concerned authority at the University, or any misuse of licensing granted for such activities.
- 6.1.14 Committing any act that contradicts the traditions and ethics of the Bahraini society.
- 6.1.15 Committing any act that is considered a crime according to the Laws of the Kingdom of Bahrain.
- 6.1.16 Committing or involved in or assisting therein any act of degrading the University reputation on or out the University campus.
- 6.1.17 Involvement in, or assisting therein, any strike at the University, or participation in protest marches without prior licensing from the concerned authority at the University.
- 6.1.18 Causing, involvement or assisting therein, any disorder at the University.
- 6.1.19 Violating Bahrain's National Unity values.
- 6.1.20 Committing or involved in any improper relations with other students or staff members whilst on or outside the University campus.

7. Procedure Details

7.1 Reporting on Breach of Conduct

- 7.1.1 Students shall report, within a period of (3) days from the date of the incident, any noticed or suspected breach of “Students’ Code of Conduct” committed by another student(s), to relevant Dean or to Unit of Students Services, where it shall be referred to the relevant “Investigation Authority (IA)”.
- 7.1.2 GU staff members shall report, within a period of (3) days from the date of the incident, any noticed or suspected breach of “Students’ Code of Conduct” committed by a student, to their line managers, who shall forward it to relevant Dean, or to Unit of Students Services, where it shall be referred to the relevant IA.

7.2 Disciplinary Penalties

- 7.2.1 Imposing a disciplinary penalty must be proportional with the type, seriousness, and repetition of the misconduct (violation).
- 7.2.2 Imposing 2 or more of the disciplinary penalties stated in Article (7.2.4) of this document for one misconduct (violation) is not permitted.
- 7.2.3 Disciplinary penalty imposed in accordance with this document for any misconduct, which formed one of the crimes stipulated in Bahrain penal law, shall not prevent instituting a penal lawsuit.
- 7.2.4 Disciplinary Penalties that may be imposed on the student due to his/her breach of conduct are:
 - a) Verbal or written Notice of Attention.
 - b) Properly taken out of the classroom.
 - c) Prohibiting the student from utilizing the services of a university facility or more, for the period specified in the conviction decision.
 - d) Depriving the student from exercising one or more of student activities for the period specified in the conviction decision.
 - e) Expelling the student from the University buildings or denying his access therein.
 - f) Written Warning Letter (first and second).
 - g) Final Warning (third written warning).
 - h) Fine the student for not less than the value of damage caused.
 - i) Deeming the student “Fail” in an assessment or in the course.
 - j) Cancellation of the student registration (enrolment) for a course or more in the semester, during which the misconduct occurred.
 - k) Permanent termination of scholarship.
 - l) Dismissal for a semester or more, with no refund of tuition fees.
 - m) Dismissal from the University.
 - n) Cancellation the “Resolution of degree offered” for proved cases of cheating and forgery in obtaining the certificate.

7.3 Discipline Authorities (DA)

Disciplinary sanctions, as stated in Article (7.2.4) of this document shall be imposed as follows:

7.3.1 Course Instructor:

Course Instructor has the authority to execute the disciplinary penalties stated in Article (7.2.4 a and b), and this shall not prevent the student from submitting assignments/course work or sitting for in-class assessments.

7.3.2 Deans and Head of SSU:

Deans and Head of SSU have the authority to execute the disciplinary penalties stated in Article (7.2.4 a-h) taking into consideration Article (7.4.3) of this document.

7.3.3 Students' Discipline Committee:

The Discipline Committee has the authority to execute all disciplinary penalties stated in Article (7.2.4) in accordance with Article (7.4.4.2) of this document.

7.3.4 President of University:

President of University is entitled to assume the authorities of Students' Discipline Committee in the following cases:

- disturbances or violation of order and security at the University,
- threats that require prompt action.

The decision(s) taken by President of University in these cases shall not be final unless approved by University Council.

7.4 Disciplinary Action

7.4.1 Students Discipline Committee:

President of University shall compose annually the "Students Discipline Committee". The Committee shall be chaired by a faculty member and constitutes one faculty member from each College and the head of the Students Services Unit.

7.4.2 Cases of academic misconduct (committing cheating, or attempting thereof, or assisting therein during any of class assessments or major assessments) shall be dealt with according to "Plagiarism and Academic Misconduct Procedures, GU-PR06PLAM)".

7.4.3 No disciplinary penalty shall be imposed on a student for a misconduct without investigating him/her for the violation, except for the penalties shown in Article (7.2.4 a, b, c and d) of this document, unless the relevant Dean, Head of SSU are in favor of conducting an investigation prior to such penalties. In this case, the Investigation Authority (IA) shall hear the violating student(s), shall ensure written record of his/her defense, followed by referring the outcomes of investigation to the relevant DA.

7.4.4 Investigation of Misconduct:

7.4.4.1 Investigation of misconduct committed by the College's students within the building(s) of the College:

- The Dean shall, as need arises, compose a committee for investigation of such misconduct, chaired by a faculty member

and constitutes one faculty member from the College and a representative of SSU.

7.4.4.2 Investigation of misconduct committed by students within the University campus and outside Colleges' buildings, or by students from different Colleges:

The Students Discipline Committee shall investigate such misconduct.

7.4.5 Reported misconduct shall be referred to the relevant Investigation Authority (IA).

7.4.6 IA shall call the violating student in writing, within no more than one week from the date of receiving the reported misconduct, to appear for hearing at a specified time and date. If the student failed to do so without justified reason, IA shall call him/her again to appear within no more than one week after the date of issuing the first call, and if the student failed to do so again without justified reason, IA shall conduct the investigation without the student. The disciplinary penalty decision shall then be taken in absentia and notified to the student.

7.4.7 IA shall conclude investigation and refer its outcome, Form (GU-PR28SCDIS-F01), to relevant DA (Dean, Head of SSU, and Students' Discipline Committee), who shall deal with the case according to their authorities stated in Article (7.3) of this document, and shall issue the disciplinary decision, Form (GU-PR28SCDIS-F02), within no more than one month from the date of the reported misconduct.

7.4.8 Disciplinary decision shall be retained in "Disciplinary Decisions File" at SSU. SSU shall send copies of the decision to:

- President of University.
- Vice President for Academic Affairs.
- Relevant Dean and HOD, who shall send a copy to relevant Academic Advisor.
- Head of Unit of Admission and Registration for retaining the decision in student's file.
- Concerned Student (by hand, or through formal student's email at GU).
- Student's Sponsor (if any).
- Student Guardians (if any).
- University Security (in case of penalties stated in Article 7.2.4 c, d and e)

7.5 Appeal Process:

7.5.1 Students, who wish to appeal against the disciplinary decision for the penalties stated in Article (7.2.4 except l, m and n), must submit, (through SSU), a written appeal within (10) workdays from the date of receiving the decision to "Students Appeal Committee", who shall deal with the case in accordance with Article (5.2 Students Appeal) of "Students Complaints, Grievance, and Appeal Procedures (GU-PR27SG)".

- 7.5.2 Students, who wish to appeal against the disciplinary decision for the penalties stated in Article (7.2.4 l, m, and n), must submit, (through SSU), a written appeal within (10) workdays from the date of receiving the decision to University Council, who shall order a re-investigation; approve the decision; amend or nullify it.

7.6 General Provision

- 7.6.1 The University Council is the sole authority to interpret this document, and determine in the cases, which are not stipulated in this document.
- 7.6.2 No student claims that s/he is unaware of University's policies, procedures, regulations, rules, and instructions, as such are published in University's Handbooks, uploaded in university website, and displayed on notice boards at the University.

8. Responsibilities

Students are responsible for:

- following this document appropriately.

Faculty members are responsible for:

- appropriate implementation of this document.

Unit of Admission and Registration is responsible for:

- appropriate implementation of this document.

Unit of Students Services is responsible for:

- ensuring that all students are fully informed of this document.
- appropriate implementation of this document.

Heads of Departments are responsible for:

- ensuring that all faculty members and students are fully informed of this document.
- appropriate implementation of this document.

Students Discipline and Students Appeal Committees are responsible for:

- appropriate implementation of this document.

Deans are responsible for:

- appropriate implementation of this document.

The Vice President for Academic Affairs is responsible for:

- appropriate implementation of this document.

University Policy Development and Review Committee is responsible for:

- systematic review of the effectiveness of this document.

9. Related Policies

- Students Conduct Policy
- Students Complaints and Grievance Policy

10. Related Procedures

- Students Complaints, Grievance, and Appeal Procedures

11. Related References

HEC	Academic Regulations
BQA	Institutional Review Handbook
BQA	Programs-within-College Reviews Handbook