


<b>Policy Group</b>	Student Affairs	<b>Policy Number</b>	ACA-STU-02	 جامعة زايد ZAYED UNIVERSITY
<b>Responsible Office</b>	Office of the Provost	<b>Distribution</b>	External	
<b>Date Approved</b>	15 October 2019	<b>Effective Date</b>	15 October 2019	
<b>Date Last Reviewed</b>	22 September 2019	<b>Due Date for Next Review</b>	22 September 2022	

**PROCEDURES**  
**Student Disciplinary Regulations**  
*Relevant to Code of Student Conduct Policy*

**1. Definitions**

**1.1 Regulation:** Code of conduct.

**1.2 Student:** The code of conduct applies to all university students at the undergraduate and postgraduate levels, trainees or students on exchange programs, both on and off campus, both inside and outside the country, as long as they are sponsored by or under the supervision of ZU. This includes cases of obtaining a degree in any form inconsistent with the laws and regulations enforced at the university.

**1.3 Parent/Guardian:** The father or mother, or in the case of non-existence, the legal guardian (e.g. brother, sister, uncle, aunt, etc.) shall be at least 25 years of age. For a sponsored international student or exchange student, their sponsor is considered as the guardian.

**1.4 Notification:** All means of reporting by direct interview, e-mail, telephone or other.

**2. Student Discipline**

2.1 Students are expected to adhere to the Zayed University Honor Code (Appendix A).

2.2 Students who violate the university's Code of Student Conduct will be subject to disciplinary action. Records of all disciplinary actions will be kept by the relevant office. Disciplinary measures may include any of the following sanctions:

- a) Verbal warning for low-risk violations;
- b) Written warning for medium-risk violations; or community/university service, when appropriate and with proper supervision; or a prohibition or a denial of membership from any student organization; or other non-academic privileges
- c) Administrative/Discipline suspension for one semester or more, or dismissal from the university, for high-risk violations depending on the nature of the violation.

**3. Inappropriate Conduct**

**3.1 High-Level Violations (including but not limited to):**

- a) Engaging in any form of criminal behavior as defined by the laws of the country, including the use/sell illegal substances or materials;
- b) Consuming and possessing illegal intoxicants, alcohol;

- c) Possession of firearms and explosives, and engaging in acts of arson and bombings;
- d) Engaging in inappropriate behavior on the internet by accessing, downloading or sharing data from inappropriate sites and chatrooms, including pornographic material;
- e) Engaging in any form of bullying and harassment, including online harassment;
- f) Engaging in any form of disrespectful, intolerant or aggressive behavior towards members of the ZU community or visitors to campus;
- g) Engaging in any inappropriate physical contact with another student, faculty member, or member of staff;
- h) Acquiring, bringing, displaying or carrying any material that can be used as a weapon or other items that may affect others safety on campus;
- i) Taking part in vandalism, physical fighting, and stealing;
- j) Gambling or engaging in other illegal or unauthorized games;
- k) Using social media in a way that damages the reputation of Zayed University;
- l) Falsifying documents and/or submitting falsified documents to Zayed University for any purpose;
- m) Discriminating against one or more individuals based on race, ancestry, place of origin, color, ethnic origin, sexual orientation, creed, age, marital status, family status etc. while on campus;
- n) Improper or unauthorized accessing of information or material that is confidential to a member of the University;
- o) Intentionally damaging university property and properties of others including fixtures, furniture, other assets, etc. or removing property from the university without permission or knowingly possessing stolen items;
- p) Repeating any medium risk behavior.

### **3.2 Medium-Level Violations (including but not limited to):**

- a) Misusing the university email service; including spamming or any communication that may have legal/commercial implications for ZU; bullying by spreading malicious rumors, gossip, threatening or perpetrating physical abuse with all supporting evidences.
- b) Deceiving (lying) to a university instructor or staff member;
- c) Engaging in any behavior that damages the reputation of Zayed University, whether on campus or at a university-sponsored event off campus;
- d) Giving money or gifts to influence a Zayed University employee;
- e) Excessive, gender-inappropriate or revealing clothing that falls outside societal norms and inconsistent with professional and expected university standards;
- f) Using any items that have offensive words terms or pictures and having the same circulated;
- g) Circulating photos of other students, university staff or faculty members without consent;
- h) Reckless driving in ZU areas;
- i) Misusing university smart technologies (including social media, cameras, blocking university parent communication software);
- j) Using another student's ID to gain entry to or receive permission to leave campus;
- k) Smoking in undesignated areas in the university (all forms of smoking);
- l) Repeating any low risk behavior.

### **3.3 Low-Level Violations (including but not limited to):**

- a) Engaging in disruptive/disrespectful behavior in or out of the class including leaving the class repeatedly without permission without the intent to harm (including but not limited to shouting or slamming doors, disruptive talking, interfering with teaching activities, playing loud music, abuse of mobile phones);
- b) Misusing university facilities (physical and technological);
- c) Organizing an event on campus or in the university's name without prior written permission (approvals are obtained through the colleges for academic related events, and through the Student Affairs Deanship for extracurricular events);
- d) Entering campus without a ZU ID;
- e) Disobeying or ignoring a direct order from university faculty or staff or officials including refusal to present a ZU ID when requested and whilst on university premises;
- f) Distributing leaflets or journals, posting notices or collecting signatures on the university premises without prior written consent;
- g) Parking in undesignated areas or without permission;
- h) Using unauthorized mobility devices on campus such as skateboards or rollerblades.

## **4. Process of Disciplinary Action**

All disciplinary action will go through the following process (see the Flowchart in Appendix B):

- 4.1 The faculty/staff member or student reporting the violation will fill out an Incident Referral Form and submit it to the Director of the Student Leadership Department who will then forward it to the Student Conduct Issues Committee.
- 4.2 Violations should be reviewed by the Student Conduct Issues Committee within two (2) weeks of the violation.
- 4.3 There will be members of the Student Conduct Issues Committee on each main campus (Abu Dhabi, Dubai) to deal with issues on their own campus.
  - a) The Student Conduct Issues Committee is chaired by a senior staff member from the Student Leadership Department on each campus (Appendix C).
  - b) The committee members shall be representatives from the faculty, staff members from the Student Leadership Department, and the Admissions and Registration Department, plus the Senior Campus Access Officer from the Campus Physical Development and Services Department.
  - c) The committee will look into students' conduct, and behavior-related matters in line with ZU's Code of Student Conduct.
  - d) The committee may be assisted by whom it deems appropriate for the execution of its task.
  - e) The committee shall submit reports on student cases to the Director of the Student Leadership Department who will then forward it to the Dean of Students Affairs.
- 4.4 If the Student Conduct Issues Committee recommendations do not include either suspension or dismissal, the Dean of Student Affairs endorses the recommendations and informs the Provost of the action.
- 4.5 If the Student Conduct Issues Committee recommends either suspension or

dismissal, the case will be forwarded to the Student Discipline Committee for further investigation/recommendation.

- a) The Student Discipline Committee is chaired by a faculty member (Appendix D) with members from different colleges on each campus and a staff member from the Admissions and Registration Department in addition to the Director of the Student Leadership Department.
  - b) The committee is charged with submitting recommendations of disciplinary action appropriate to a student's misconduct.
  - c) The Student Discipline Committee may seek assistance from anyone on campus for execution of its task.
  - d) The Student Discipline Committee's recommendation is submitted to the Dean of Student Affairs.
  - e) With the Dean of Student Affairs' endorsement, the recommendation will be forwarded to the Provost.
  - f) Suspension or dismissal will be in the form of a decision issued by the Provost.
- 4.6 When a student resumes his/her studies after completing the suspension period, the student is required to visit the Admissions and Registration Department to fill out a Resume Study Request Form to activate his/her registration. This form includes a pledge from the student that he/she will not engage in any further violation of the Code of Student Conduct.
- 4.7 Repeated violations may lead to more severe disciplinary action.
- 4.8 In all cases, the action will be documented in the student's behavioral file. The concerned college and parents will be informed according to the notification policy (see section 5). The Admissions and Registration Department will keep a record of this action in the student record system and the student's academic file.

## **5. Parent/Guardian/Sponsor Notification Process**

- 5.1 This is relevant to parents/guardians/sponsors of students who are below the legal age of consent in the UAE. (*Article 85 of the UAE Code of Civil Transactions, and articles 171 and 172 of the Federal Code of Personal Status set out the legal age of consent as 21 years old by the lunar calendar, which is about 20 years 4 months and 20 days by the solar calendar.*)
- 5.2 When a decision is issued, the parent/guardian/sponsor will be invited to a meeting to inform them about the penalty of medium or high-level violations committed by the student and the reason for the penalty. The parent/guardian/sponsor should be contacted by a phone text message using the telephone number registered with the university to inform them of the incident.
- 5.3 If the parent/guardian/sponsor does not respond to the text message, two phone call attempts for notification will be made in the first week of the issuance of the decision.
- 5.4 In the case of a parent's/guardian's/sponsor's failure to respond to the university notification or to attend the meeting with the university officials, this will be reported and documented in the case file.
- 5.5 If the parent/guardian/sponsor attends the meeting with the university officials to be briefed on the incident and the decisions issued, they must sign a Parent/Guardian/Sponsor Notification Form.

5.6 In all cases, the parent/guardian/sponsor must provide proof of their relationship with the student.

## 6. Appeal Process

6.1 In the cases of suspension or dismissal, the student has a chance to submit an appeal to the Office of the Vice-President within five (5) working days of the decision under condition that he/she is able to provide new evidence related to his/her case.

6.2 The Vice-President will nominate two (2) faculty/staff members to review the appeal and make recommendations to the Vice-President within five (5) working days.

6.3 The Vice-President will issue the final decision.

## 7. Revision History

Date	Revision
14 June 2020	Non-substantive change: Added External Distribution.
17 December 2019	Updated the policy number (from STU-ADM-02) and the numbering format.
15 October 2019	Approved by the Vice-President (VP Decision No.180 of 2019) Revised the procedures based on current practice and benchmarking: <ul style="list-style-type: none"> <li>• Revised title;</li> <li>• Modified terms under A. Definitions;</li> <li>• Added more examples of misconduct under each level of violation;</li> <li>• Removed Item D.2 Student Organizations: Approval of Requests from Student Organizations;</li> <li>• Under D Process of Disciplinary Action: updated 5.e, and 5.f.</li> <li>• Under E: added the legal age required for parent's/guardian's notification;</li> <li>• Added E: Parents /Guardian/ Sponsor Notification;</li> <li>• Added F: Appeal Process;</li> <li>• Updated the appendices in line with the above amendments.</li> </ul>
13 May 2018	Approved by the Vice-President (VP Decision No.79 of 2018)
13 June 2010	Responsible offices amended to reflect current organization. Revised to include male students. Approved by the Provost's Council

Attachments:

- Appendix A: Zayed University Honor Code
- Appendix B: Process of Disciplinary Action Flowchart
- Appendix C: Student Conduct Issues Committee
- Appendix D: Student Discipline Committee

## Appendix A

### Zayed University Honor Code

As a student of the University that carries the name of the beloved and revered Father of the nation, the late Sheikh Zayed Bin Sultan Al Nahyan (May his soul rest in eternal peace), I pledge to:

- + Demonstrate the virtues of honesty, respect and fairness
- + Adhere to the highest standards of personal moral conduct
- + Refrain from any and all forms of academic dishonesty
- + Present a positive image of myself by acting with maturity and honor
- + Take responsibility for my actions and do my part to maintain a community of trust
- + Dedicate myself to the achievement of the University's excellence

I promise to honor Sheikh Zayed and to preserve his legacy by following the example set by the wise father of the United Arab Emirates and his beloved son His Highness Sheikh Khalifa bin Zayed Al Nahyan, President of the United Arab Emirates and Ruler of Abu Dhabi.

### ميثاق الشرف لطلبة جامعة زايد

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ  
نتعهد نحن طلبة جامعة زايد، بالالتزام بميثاق الشرف هذا والتقيد بكل بند من بنوده التالية:

تطبيق فضائل الصدق والاحترام والعدل.

التقيد بأعلى معايير السلوك الحسن.

الامتناع والابتعاد عن جميع أشكال وأصناف خيانة الأمانة الأكاديمية.

إبراز أفضل المظاهر الإيجابية لشخصيتي، بالتعامل مع الآخرين بكل نضج.

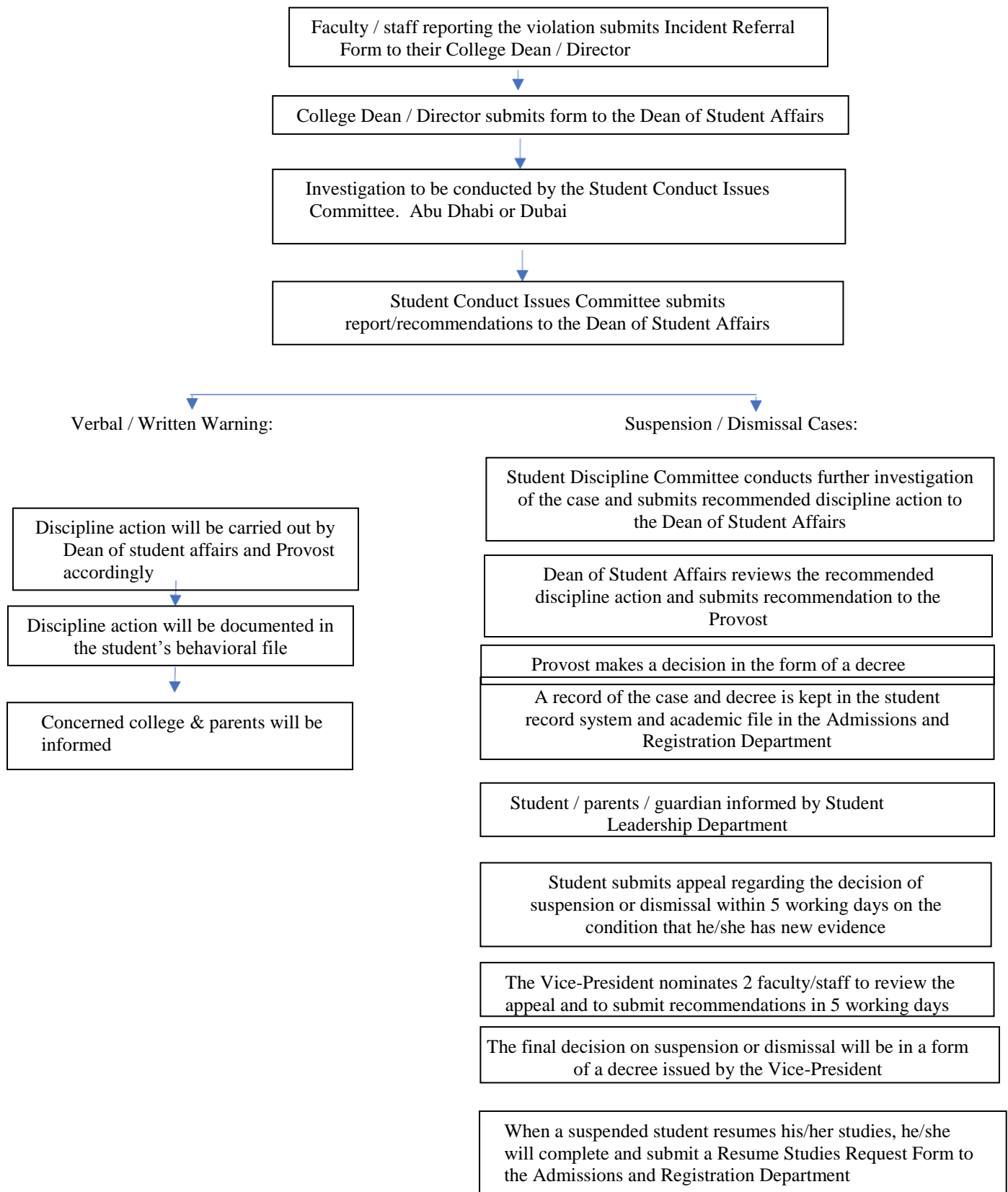
تحمل المسؤولية عن كافة أعمالي وتصرفاتي، والمساهمة شخصياً بالحفاظ على أرفع مستويات الثقة ضمن المجتمع.

بذل كل الجهد، لدعم المستوى الراقى لجامعة زايد في التفوق والامتياز.

ومن واقع تعهدي بأن ألتزم بميثاق الشرف هذا، فإنه يشرفني أن أساهم في الحفاظ على قيمنا الأصيلة التي غرسها في نفوسنا المغفور له بإذن الله تعالى مؤسس الدولة وباني نهضتها الشيخ زايد بن سلطان آل نهيان طيب الله ثراه، ويواصل السير على نهجه صاحب السمو الوالد الشيخ خليفة بن زايد آل نهيان رئيس الدولة حفظه الله.

## Appendix B

### Process of Disciplinary Action Flowchart



## Appendix C

### Student Conduct Issues Committee

The Student Conduct Issues Committee shall be formed for each campus and chaired by a senior staff member from the Student Leadership Department, with the following membership:

MEMBERS
Student Leadership Department Senior Staff (Chair)
Student Leadership Department Staff
Faculty
Faculty
Admissions and Registration Department Staff
Senior Campus Access Officer ( <i>CPDS</i> )

The committee will look into students' conduct and behavior-related matters in line with the Zayed University Code of Student Conduct. The committee may be assisted by whom it deems appropriate for the execution of its work. It shall submit reports on student cases to the Student Leadership Department Director.



## Appendix D

### Student Discipline Committee

Tasks of the committee:

- The committee shall investigate students whose misconducts were reviewed by the Student Conduct Issues Committee with the recommendations for discipline that are not limited to verbal/written warnings.
- The committee membership shall remain effective from the date of issuance of the decree confirming its membership.
- The committee shall submit recommendations to the Dean of Student Affairs who will review the recommendations. Accordingly, the Dean will make recommendations to the Provost recommending disciplinary actions appropriate to the students' misconduct.
- The committee may be assisted by whom it deems appropriate for the execution of its work.

The Student Discipline Committee will be chaired by a faculty member, with the following membership:

MEMBERS
Faculty (Chair)
Faculty
Faculty
Student Leadership Director
Admissions and Registration Department Staff