

CASPP003-Student Academic Conduct Policy Procedures

1. Purpose

The aim of these procedures is to set salient parameters of students' academic conduct and identify the consequences of violating these policies.

2. Abbreviations/ Definitions

For the purpose of these procedures, unless otherwise stated, the following abbreviations and/or definitions shall apply:

- **Students' Academic Misconduct:** Any conduct or behaviour that violates the bylaws related to the educational process including but not limited to cheating, counterfeiting, plagiarism and any other similar conduct.
- **The Investigation Committee:** a specialised committee to look into students' cases of violation in the absence of a legal counsellor, to study and recommend therein regarding the necessity of referring these cases to the Student Accountability Committee or being satisfied with the authority given to the Dean.
- **The Student Accountability Committee:** the committee that is responsible for dealing with misconduct cases and sets the deterrent penalties that coincide with the type of offence committed. It shall be formed in accordance with the Colleges of Applied Sciences' Executive Bylaw.

3. Procedures

First: procedures related to cheating:

- In case of suspected cheating, the invigilator shall alert or impose seating arrangements to ensure enough space between the student's seating.
- In case of evident student cheating, the following procedures will be followed:



1. The examination paper will be taken along with all the attached materials that were used for cheating, whether they were in paper or electronic form.
2. The invigilators shall fill in the cheating case form and hand it over to the head of the Examination Committee.
3. The Head of the Examination Committee shall refer the form to the Dean.
4. The Dean shall refer the case to the Investigation Committee.
5. The Investigation Committee shall provide the Dean with the decision it has made along with supporting legal consultation.
6. The Dean may take over the investigation or refer the student/students to the Student Accountability Committee or put into effect any of the penalties referred to in the Colleges of Applied Sciences' Executive Bylaw.
7. If the case is referred to the Student Accountability Committee, the procedures, warranties, and regulations that are acknowledged within the Administrative Accountability System shall be applied, as stated in the Colleges of Applied Sciences' Executive Bylaw.

Second: procedures related to counterfeiting:

1. The concerned department/centre which inspected the case shall prepare a report that is supported by evidence and documents of the counterfeiting case immediately, after the case has been observed.
2. The concerned department/centre shall refer the report to the Dean within two days of observing the case.



3. The Dean shall refer the case to the Investigation Committee or the legal counsellor to make a decision within two days of receiving the report.
4. The decision made by the Investigation Committee or the legal counsellor that is supported by legal advice shall be referred to the Dean.
5. The Dean may take over the investigation or refer the student/students to the Student Accountability Committee or put into effect any of the penalties referred to in the Colleges of Applied Sciences' Executive Bylaw.
6. If the case is referred to the Student Accountability Committee, the procedures, warranties, and regulations that are acknowledged within the Administrative Accountability System shall be applied, as stated in the Colleges of Applied Sciences' Executive Bylaw.

4. Supporting Materials

- 4.1-Student Accountability System of the Colleges of Applied Sciences' Executive Bylaw (the Second Part, Articles 50-62).
- 4.2-The Effective Examinations Instructions of the College.
- 4.3-The Instructions on Cheating in Examinations (the Colleges of Applied Sciences' Academic Regulations).
- 4.4-The Academic Plagiarism Policy.



5. Approval Agency

The Board of Trustees.

6. Approval Dates

In relation to the revision and development of the current policy procedures of CAS's Bylaws, and the regulations and circulars, which govern the work of CAS, the following dates shall be observed:

These procedures were originally approved on: 18/ 10/ 2018

This version takes effect from: 18/ 10/ 2018

These procedures will be reviewed by: 18/ 10/ 2020

7. Procedures Sponsor

- The Director General of the Colleges of Applied Sciences.

8. Contact person

The Assistant Dean of Academic and Scientific Research Affairs.

Admission & Registration Centre.