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Quality Assurance Document
Student Disciplinary Procedure



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Document Summary

Document Title	Student disciplinary Procedure		
Description	This document outlines NU's process and available support for addressing nonacademic misconduct, and all students and staff at NU must be familiar with this process.		
Document Code			
Owner	DVCP		
Approval date	Effective Date	Revision Date	Date of Next Revision
		Not Applicable	September 2026

Revision History if any

Rev no.	Date of revision	Statement changed
00	Not Applicable	Disciplinary systems were governed by individual colleges. However, the current system entails a centralized approach that optimizes the non-academic misconduct process while ensuring consistency among all colleges.



1. Abbreviations and Definitions

Table 1: Table of Definitions/ Abbreviations

Abbreviation	Explanation
Assault	Force on another person without their consent, whether by striking, touching, or moving.
Bullying	Repeated behavior, whether intentional or not, endangers an individual or group's health and safety.
DC	Disciplinary Committee
DCH	Disciplinary Committee Hearing
DVCP	Deputy Vice-Chancellor and Provost for Academics and Research
Harassment	Causing harm, whether physical or emotional.
Misconduct	Inappropriate behavior that contravenes university rules and regulations
SAO	Student Affairs Office
University/NU	National University of Science & Technology

2. Introduction

The National University of Science and Technology (NU) is committed to providing students with a safe and secure learning environment. The purpose of disciplinary action is to maintain discipline, educate students about the consequences of their actions, and help them learn from their mistakes. Therefore, the disciplinary process presents an opportunity for students to learn through counseling and penalties if they are found to have engaged in misconduct.

Non-academic misconduct is inappropriate behavior that contravenes university regulations. The various categories of misbehavior that fall under this definition are listed below:

Breaching NU Regulations includes violating the code of conduct, dress code, non-smoking policy, etc.

Harassment refers to causing physical or emotional harm to a student or staff member including instances of moral misconduct, such as physical abuse, altercations, and hazing, etc

Bullying includes repeated misbehavior that endangers people's health and safety, intentionally or unintentionally, directed at a person or group.

Defamation is any behavior that harms the university's reputation, either on or off campus.

Property/function Damage destroying/disturbing university property, Class or functions.

3. Purpose

The purpose of this document is to specify the guidelines to be followed in case of any reported misconduct and the disciplinary action to be taken after that. This guideline ensures that the disciplinary process is fair and evenly applied.

4. Scope

This procedure applies to all NU students in undergraduate, postgraduate, and General Foundation programs. It guides the staff members involved in reviewing cases of student misconduct and sets out the processes and procedures driving the conduct of the Disciplinary Committee DC. It also shows the determination and application of penalties, which is influenced partially by the evidences, discretion, experience, and wisdom of the DC members reviewing each case.

5. Guidelines

- 5.1 Procedure for dealing with student misconduct should be documented in the Student Handbook.
- 5.2 Students are responsible for reading, understanding, and following the misconduct procedure and seeking clarifications, if any. Unfamiliarity with the rules related to misconduct will not be considered an excuse for committing a breach of any university rules and regulations.
- 5.3 The Student Affairs Office (SAO) must instruct and make students aware of the misconduct process and the consequences and the consequences that the student might face in case of misconduct.
- 5.4 SAO should conduct awareness workshops and campaigns on misconduct procedures.
- 5.5 DC is formed on the instruction of the Dean with a mandate to hear cases brought against individual students who have allegedly been involved in inappropriate behavior (misconduct).
- 5.6 A DC hearing (DCH), guided by the committee's wisdom and informed by the table of penalties (Appendix 1), is required to decide on the misconduct allegations.

6. Procedure

6.1 Reporting Instances of Student Misconduct to the DC

- 6.1.1 Concerns regarding student conduct will be referred to the SAO at each college or handled by respective faculty/staff as per the table of penalties (Appendix 1).
- 6.1.2 Minor incidents with no corroborating evidence are dealt with at the department/unit level from 1st to 3rd degree; other misconduct cases are referred to the Dean.
- 6.1.3 The Dean initiates a comprehensive investigation involving the relevant department/units connected to the alleged misconduct
- 6.1.4 The investigation results are summarized in a report to the Dean and referred to the DC.
- 6.1.5 DC may take action to implement all penalties except those where dismissal from the university is indicated. In this instance, the DC is formed by the DVCP and responsible for making a recommendation in the form of a report to the DVCP, which makes the final decision.

6.2 Student Support Mechanisms

- 6.2.1 All aspects of the DCH are conducted in English.
- 6.2.2 Students called for a hearing in front of the DC may bring one friend or a family member who may give moral support.
- 6.2.3 Only in exceptional circumstances (e.g., where the student suffers from extreme stress or has minimal language ability) can questions be directed to this supporter.

6.3 Decisions in Absentia and Failure to Attend a DC Hearing

- 6.3.1 If students fail to inform the DC that they cannot attend a DCH on the appointed date, they forfeit the right to a replacement date unless they provide evidence for any appeal.

6.4 Communicating Outcomes & Penalty Implementation

- 6.4.1 A report is submitted to the Dean by the Chair detailing the outcome of a DCH, including the penalty.
- 6.4.2 In each case, the Registry & Records Office at each college, is notified of the penalty decision, and the student is informed through a formal letter signed by the DC Chair.
- 6.4.3 Depending on the severity of the penalty, a copy of the notification letter to the offending students is kept on the student's file and copied to parents or sponsors.

6.5 Grounds for Appeal and Process

There are only two grounds for appeal of a DC decision:

- 6.5.1 Student fails to attend the DCH without giving a reason in advance of the hearing but subsequently provides evidence that this was as a result of circumstances beyond their control
- 6.5.2 Student acquires significant new information relevant to the case that was unavailable at the time of DCH.

6.6 Appeal Process

- 6.6.1 The student must write to the Dean's Office within 10 working days of receiving the DC decision.
- 6.6.2 The Dean will review the appeal, and the DC and the student will be notified of the outcome.

7. Roles & Responsibilities

7.1 The DC is composed of at least four staff members comprising the following:

- a) Chairperson
- b) Representative from the Student Affairs Office (SAO)
- c) One senior representative from the Administration office responsible for college security.
- d) One other senior member from non-faculty.

7.2 The DC is supported by the Committee Secretary, who is responsible for the overall administration of the DC proceedings.

7.3 The responsibilities of the DC Chair are as follows:

- a) Forms the DC meetings as required through the instructions of the Dean.
- b) Initiates the proceedings, ensures there is a case to answer through a preliminary assessment of evidence, and requests any further evidence required
- c) Ensures the DC reaches a fair decision regarding misconduct that has taken place.
- d) Guides deliberation of a fair penalty if the case is proven.
- e) Communicates the results by letter to the subject of the hearing.
- f) Guides any recommendations to the DVCP (for example, in the case of dismissal from the university).
- g) Communicates the results (where dismissal from the university is indicated) to the DVCP by submitting a final report.

7.4 The responsibilities of DC members are as follows:

- a) Actively participates in the DCH
- b) Gives fair and objective consideration of the evidence presented and concludes misconduct has taken place.
- c) Deliberate and recommend a fair penalty if the case is proven. Reads and affirms or amends any final report sent by the Chair

7.5 The responsibilities of the DC secretary are as follows:

- a) Convenes the DC on instruction from the Chair.
- b) Arrange the time, date, and venue of DCH.
- c) Coordinates evidence for DC scrutiny.
- d) Communicate with the students involved in the DC.
- e) Writes the first draft of letters for the Chair's signature.
- f) Writes the first draft of the Chair's report.
- g) Communicates the final result to the subject of the DCH.

8. Documentation

- 1. Tables of Penalty
- 2. Disciplinary Procedure Flowchart
- 3. Misconduct Report Form

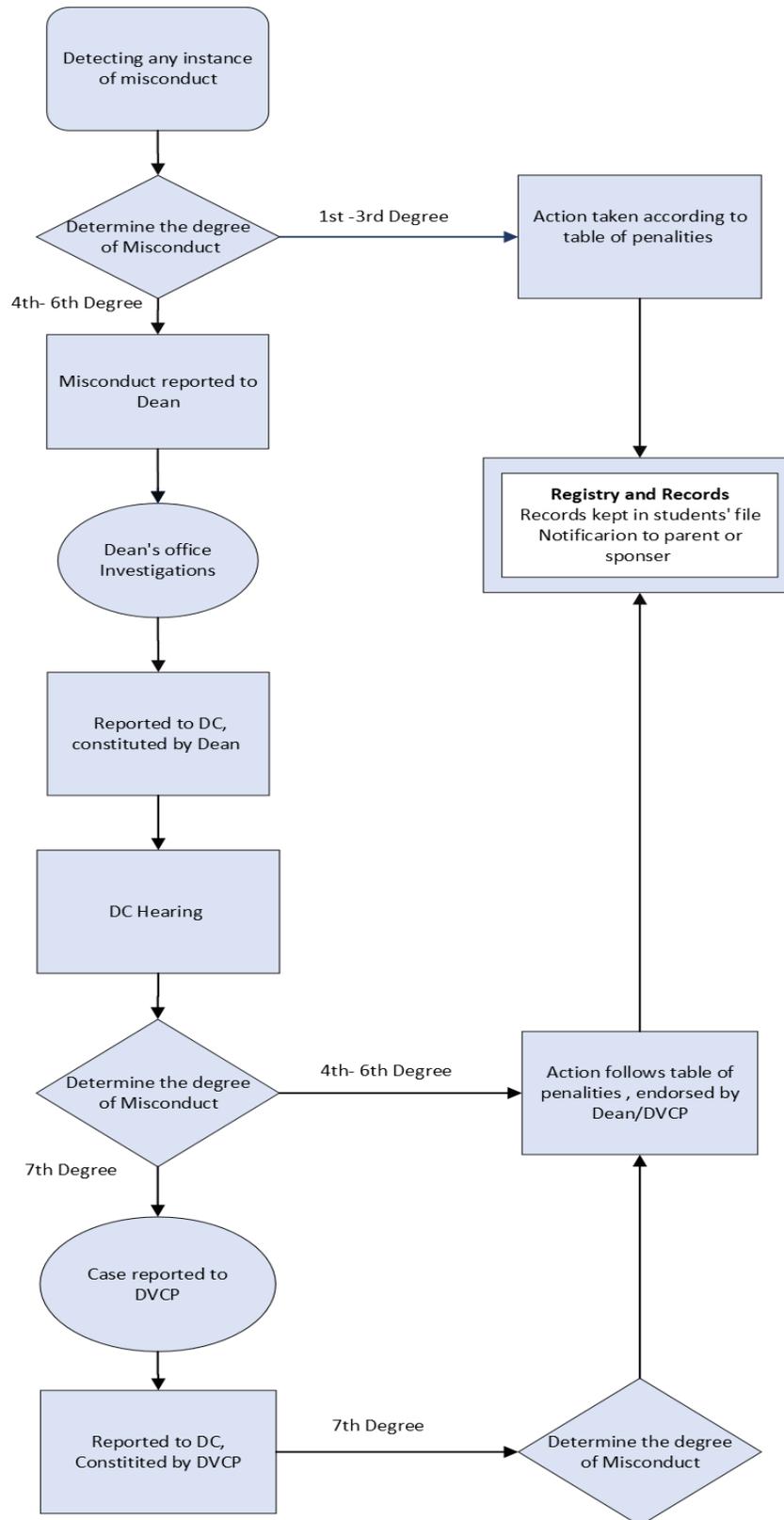


Appendix 1: Table of Penalty

STANDARD PENALTIES IN INSTANCES OF NON-ACADEMIC MISCONDUCT			
Severity	Responsibility for Action and Applicability	Examples of Misconduct	Penalty
1 st Degree	Any Staff Member /SAO <ul style="list-style-type: none"> The first instance of 1st Degree 	<ul style="list-style-type: none"> Rude or lewd behavior towards staff or students Failure to follow the dress code Parking violation Gum chewing and littering Use of mobile telephone in class Talking in silent areas of the library 	Oral Warning <ul style="list-style-type: none"> A record kept with the SAO /department /unit
2 nd Degree	Head of Department / Manager <ul style="list-style-type: none"> The second instance of 1st Degree The first instance of 2nd Degree 	<ul style="list-style-type: none"> Smoking on campus Parking without permission in an accessible parking space Disregard for student or staff environment (e.g., overstaying in the coffee shop, damaging plants) 	Written Warning <ul style="list-style-type: none"> A record kept on the student file Parent or sponsor notified
3 rd Degree	Head of Department / Manager <ul style="list-style-type: none"> The second instance of 2nd Degree The first instance of 3rd Degree 	<ul style="list-style-type: none"> Admittance of guests to campus without informing security Misuse of college facilities or equipment Writing on college tables 	Suspension for One Day <ul style="list-style-type: none"> Parents or sponsors notified Fine if damage to property is involved A record kept on the student file
4 th Degree	Disciplinary Committee (constituted by Dean) <ul style="list-style-type: none"> The second instance of 3rd Degree The first instance of 4th Degree 	<ul style="list-style-type: none"> A deliberate and sustained distraction of other students from studying on campus Leaving graffiti on college property, including trees Willful damage to student or staff cars 	Suspension for One Week <ul style="list-style-type: none"> Parents or sponsors notified Fine if damage to property is involved A record kept on the student file
5 th Degree	Disciplinary Committee (constituted by Dean) <ul style="list-style-type: none"> The second instance of 4th Degree The first instance of the 5th Degree 	<ul style="list-style-type: none"> Tampering with the fire alarm or other safety equipment Inappropriate liaison with opposite or same-sex Severe and willful damage to college property (e.g., non-accidental breaking of windows) Incitation to other students towards 1st-4th Degree misconduct 	Suspension from the Current Semester <ul style="list-style-type: none"> Parents or sponsors notified. Fine if damage to property is involved Failure of all modules in the current semester Reregister modules at the next available opportunity A record kept on the student file
6 th Degree	Disciplinary Committee (constituted by Dean) <ul style="list-style-type: none"> The second instance of 5th Degree The first instance of 6th Degree 	<ul style="list-style-type: none"> Aggressive, threatening behavior towards another individual Verbal bullying, or psychological assault, of another individual Harassment of another individual (e.g., taking photos of females against their will, taunting, etc.) 	Suspension for One Semester <ul style="list-style-type: none"> Parents or sponsors notified. <u>Fine</u> if damage to property is involved <u>Failure</u> of all modules in the current semester Reregister modules at the next available opportunity after the suspension period A record kept on the student file
7 th Degree	Disciplinary Committee (constituted by DVCP) <ul style="list-style-type: none"> The first instance of 7th Degree Applicable to any student on referral from Disciplinary Committee 	<ul style="list-style-type: none"> Any activity that breaks the laws of Oman Physical assault of an individual or fighting that results in bodily harm Physical or psychological harassment or aggression towards a member of staff Use of drugs on campus Incitation to another individual to 5th-7th Degree misconduct 	Instant dismissal from the University <ul style="list-style-type: none"> Parent or sponsor notified Failure of current semester modules



Appendix 2: Procedure Flowchart



Appendix 3: Misconduct Report Form

This form is intended for reporting incidents of non-academic misconduct.

Student Name				
Student Number		Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>
College		Program		
Contact Number		Email		
Nationality				
Reporter Name			Alert Date: DD- MM-YYYY	

Type of Misconduct:	<input type="checkbox"/> Breaching University Regulations	<input type="checkbox"/> Inappropriate behavior
	<input type="checkbox"/> Campus Disruption	<input type="checkbox"/> Altercation with another student
	<input type="checkbox"/> Class Disruption	<input type="checkbox"/> Altercation with staff or faculty
	<input type="checkbox"/> Harassment	<input type="checkbox"/> Bullying
	<input type="checkbox"/> Defamation	<input type="checkbox"/> Other

Detailed Description of Incident & Evidence (attach separate sheet if more space is required):



Actions Taken in Response to Incident:

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Attach your evidence, if applicable, to this sheet and hand it in to Student Affairs Office (SAO). Both you and the student(s) will be notified of the outcome of this report.

Administrative Use Only:

Database:

	1 st Offence
	2 nd Offence
	3 rd Offence
	Information entered in the database
	Relevant parties notified of alert results

Communication Log with Student:

Date: DD- MM-YYYY	<input type="checkbox"/> Notification to student of Misconduct
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SAO's Officer Notes:

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SAO's Officer Signature:

Date: DD- MM-YYYY

