

CASPP004-Student Non-Academic Conduct Policy Procedures

1. Purpose

The aim of these procedures is to set regulations to deal with any students' non-academic conduct that violates the effective laws, rules and regulations adopted by the Colleges.

2. Abbreviations/ Definitions

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

None.

3. Procedures

In case of a proven student's non-academic conduct for the first time, the concerned department/center shall adopt the following procedures:

1. The student or students who has/have committed the non-academic conduct shall be summoned, their personal information and statements therein shall be recorded according to the form made for this purpose, and, consequently, the case shall be investigated.
2. The student shall sign an undertaking of refraining to repeat the conduct if she/he acknowledges committing the non-academic conduct, whereupon the concerned department/center may decide to handle the procedure at this point.
3. The warning letters and undertakings shall be kept in the file of the concerned department/center. No one is allowed to review the kept documents of the incident except for the authorities that are concerned with the conduct.
4. The violation shall be referred to the Dean if the situation calls for imposing a penalty on the student/s that coincides with the magnitude of the non-academic conduct committed by the student/s.
5. The Dean shall study the issue and the possibility of sorting it out or refer it to the Investigation Committee as per the applicable procedures.
6. The Investigation Committee shall provide the Dean with the result of the investigation supported by legal opinion.
7. The Dean shall take over the investigation, or refer the student/s to the Student Accountability Committee, or enforce any of the penalties in Item (2), Article (55) of the Colleges Executive Bylaw.

8. If the Dean decides to refer the student to the Student Accountability Committee, the effective procedures, warranties and rules, which are listed in the Administrative Accountability System shall be applied as stated in Article (59) of the Colleges Executive Bylaw.
9. The Student Accountability Committee shall execute the decisions it makes on the date they are issued except for the penalties stated in the Items (9, 10, and 11) of Article (52) of the Colleges Executive Bylaw, which shall only come into effect if the grievance term, which is stipulated in the Article (61) of the Bylaw, elapses.

4. Supporting Materials

4.1-The Colleges of Applied Sciences Executive Bylaw.

4.2-The Students' Non-Academic Conduct Policy.

4.3-Violation Detection Form.

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 General Director of the Colleges of Applied Sciences.

8. Contact person

The Assistant Dean of Academic Supporting Affairs.

The Assistant Dean of Academic and Scientific Research Affairs.

Head of the Student Services Centre.