

الهيئة الملكية
للجبال وينبع
Royal Commission for Jubail & Yanbu



Code of Student Conduct



Article 1

Definitions

The following words and phrases, wherever they appear in this Code, shall have the meanings indicated opposite each of them unless otherwise stated.

General Directorate of Education (GDE)	The body supervising colleges and institutes at the Royal Commission.
College/Institute	One of the colleges or institutes of the Royal Commission for Jubail and Yanbu (RCJY)
Student	Every male or female student enrolled in the college/institute for study, regardless of their educational level.
Deputy Managing Director (DMD)	Deputy Managing Director for Students Affairs (DMD-SA)
Conduct Violation	Any act or omission committed by a student that violates applicable regulations, policies, instructions, or public order, as stipulated in Article (10) of this Code.
Disciplinary action	The penalty stipulated in this code.
Tests	All tests, assessments and projects that the student takes during his studies.
Conduct Committee	A committee that is formed and authorized to impose any of the disciplinary penalties stipulated in this code.
General Manager (GM)	General manager (GM) of the General Directorate of Education (GDE).

Article 2

This Code shall apply to all students enrolled in a college/institute, as well as students permitted to take exams abroad as visiting students in accordance with Educational and Academic Affairs Regulations, and to those enrolled in training programs and courses of any type or level. This does not affect the obligations of an employee sent for training by their employer, or the requirements of the system or disciplinary rules applicable to them.

Article 3

This code aims to:

- 1- Ensure the quality of the educational process and its supporting activities at the college/institute.



- 2- Regulate student conduct to become active members of their communities.
- 3- To correct the behavior of students who violate the Code by imposing penalties commensurate with the severity of their violations, intending to address their conduct educationally and academically.

Article 4

A student cannot claim ignorance or lack of knowledge of the regulations, codes, or issued instructions to avoid the disciplinary penalties prescribed in this Code. The Managing Directorate for Students Affairs shall publish and announce this Code to students through all official communication channels available in the College/Institute.

Article 5

In the event of a disciplinary violation, the person responsible for recording the incident shall prepare a detailed report documenting the facts and circumstances of the violation, and shall attach supporting documents and witness statements from employees or students, if any. The report and supporting documents shall be forwarded through the Deputy Managing Director for Students Affairs to the Conduct Committee.

Article 6

If one of the parties involved in the incident is an RCJY staff member, an employee of the companies operating at the college/institute, or otherwise, the Conduct Committee, as deemed, may recommend reporting the matter to the appropriate authority, depending on the nature of the case.

Article 7

If it is proven that the violation attributed to the student involves a criminal incident, the Conduct Committee may recommend that all documents related to the violation be referred to the competent authorities at RCJY for examination of the incident. The Committee may also suspend its disciplinary procedures until a final ruling is issued regarding the matter.

Article 8

If one of incident parties files a complaint with the relevant authorities outside the General Directorate of Education, and then submits a complaint on the same matter to the Conduct Committee, the Committee may suspend its



disciplinary procedures until the competent authority issues a final decision or ruling against one or all of the parties involved.

Article 9

A student referred to the Conduct Committee under this Code must not withdraw from the college/institute or complete clearance procedures before concluding their statement hearing. Furthermore, when the Committee refers any student for investigation, the Committee shall notify the Admissions and Registration Department to suspend the student's graduation or release procedures from college/institute until a decision is made on their attributed violation.

Article 10

Any act committed by a student that violates public morals, public order, regulations, rules, instructions, or decisions issued by the General Directorate of Education shall be considered a disciplinary violation subjecting the offender to the disciplinary penalties specified in this code. Such acts include the following:

1. Disruption of study or inciting such.
2. Refusing to attend lectures or other academic activities required by the regulations, or inciting others to refrain from attending them.
3. Disrupting order, discipline, and the smooth operation of the educational process at the college/institute and all its facilities, as well as applicable rules during lectures, tests, seminars, or activities held within the college/institute, or those held outside of same and in which the college/institute participates, as well as causing chaos on transportation or any other college/institute facilities.
4. Any form of cheating on an exam by any means, including attempting, participating in, or assisting in cheating, including illegally obtaining exam questions before the exam, cheating on reports, research, practical and field training, and graduation projects, as well as cheating by having another student take an exam on one's behalf or taking an exam on behalf of another.
5. Malicious or false reports and complaints.
6. Impersonating another person in any matter related to the college/institute and its affairs, giving university documents, IDs, or electronic access rights to another person for the purpose of using them illegally, or speaking on behalf of the General Directorate of Education without official status.
7. Any statement or action by a student affecting the faith, honor, or dignity of others, violating good conduct, against the good morals that a student should possess, or that would damage the reputation of the college/institute.



8. Verbal or physical abuse, bullying in any form, or breach of etiquette toward students, members of the General Directorate of Education, visitors, or employees of companies operating at the college/institute.
9. Unlawfully accessing, publishing, or guiding others on how to obtain confidential information from any student or member of the General Directorate of Education.
10. Organizing or participating in any activities or events inside or outside the college/institute, issuing, distributing, or posting publications, leaflets, or posters, or collecting funds, donations, or signatures without the approval of the relevant authorities.
11. Infringing on the Islamic and social principles and foundations of the State, or harming national unity in word or deed, or inciting sectarian or regional strife, or calling to join organizations hostile to the nation, or for any political ideas that contradict the State law, or promoting them inside or outside the college/institute.
12. Forging or using forged documents, signatures, certificates, or official documents, whether issued by the college/institute or outside it, as long as they are related to the student's relationship with the college/institute or its study procedures, or intentionally destroying all or part of their contents, or using illegal means to obtain them.
13. Any misuse, destruction, or deliberate sabotage of college/institute facilities or property, or any modification or transfer of such facilities without the approval of the competent authorities, or any conduct affecting the sanitation of the college/institute and its facilities.
14. Carrying a firearm, even if licensed, or a bladed weapon, or sharp tools, or keeping flammable or explosive materials, or bringing any materials that could be used for an illegal purpose, such as drugs, alcohol, or the like, into the college/institute or its affiliated facilities, or threatening to use any of these.
15. Using modern technology or social media to harm the college/institute or any of its members.
16. Possessing, distributing, or using devices, films, pictures, tapes, newspapers, magazines, or materials containing material that violates Islamic morals and ethics within the college/institute and its facilities.
17. Possessing, using, or distributing drugs, intoxicants, or similar substances within the college/institute and its facilities.
18. Forming groups with the aim of starting/instigating quarrels (fights) inside or outside the college/institute.
19. Failure to adhere to public decency in terms of (appearance, dress, general behavior, etc.) and in accordance with the regulations and instructions issued by the Deputy Managing Director for Students Affairs.



20. Smoking in all its forms and equivalents within the college/institute premises, except in designated areas and in accordance with the instructions issued by the Deputy Managing Director for Students Affairs.
21. Bringing visitors from outside the college/institute without official permission from the relevant authorities.
22. Refusing or delaying the submission of identification documents to the relevant authorities when requested, or providing incorrect or misleading information.
23. Disrupting order during an investigation or exceeding the bounds of morality and etiquette in their conduct in addressing members of the Conduct Committee.
24. Theft or attempted theft within the college/institute campus, whether the theft involves tangible property (money, equipment, tools, devices, etc.) or academic property (research, graduation projects, assignments, etc.), or attempting to seize it.
25. Photographing, by any means, faculty members or the like; as well as college/institute employees, students, equipment and facilities, lectures, and college/institute facilities within the college/institute without prior permission. The person affected by such an act has the right to request that the matter be referred to the official authorities for implementation of the Anti-Cybercrime Law. The General Directorate of Education may refer the matter to the official authorities to implement the law and to request such action.
26. Using a mobile phone/smart device, whether for the purpose of recording lectures or otherwise, without permission, inside classrooms, laboratories, practical lessons, or field training.
27. Bringing any mobile phone/smart device into an examination hall. This action, or attempted action, is considered cheating after the start of the examination. This excludes the use of a mobile phone to verify identity before the examination begins.
28. Any violation of intellectual property rights, whether through copying or unauthorized quotation, regardless of the means used to achieve this violation and the location where it occurs.
29. Failure to comply with the directions and instructions of college/institute security personnel.
30. Failure to adhere to the rules and regulations pertaining to student housing.
31. Sexual connotations as well as indecent calls, comments, and discussions.
32. Deliberate stalking or repeated tracking, which constitutes an invasion of privacy, or intentional unlawful seclusion.
33. Intrusive staring, gazing, or body language intended to convey sexual innuendo, repeated by the same person.



34. Inviting anyone into an illicit relationship, whether through threats, intimidation, or blackmail, even as a joke.
35. Any other violation that the General Directorate of Education deems to constitute a breach of its issued regulations, instructions, and decisions, and for which no specific provision is stated in this Code.
36. Failure to comply with the decisions of the Conduct Committee or delay in implementing them without a justification acceptable by the competent authority.
37. Violation of any regulations or instructions issued by the competent authorities.

Article 11

Disciplinary actions that may be imposed on the violating student:

1. Verbal warning.
2. Warning with a written undertaking from the violating student not to repeat the violation.
3. Assigning the student to perform service or social work or attend training courses inside or outside the college/institute for a maximum period of one month.
4. Temporary suspension (for one or two semesters) from engaging in one or more of the student activities that led to the violation.
5. Cancellation of the student's registration in one or more courses.
6. Considering the student as having failed one or more courses.
7. Seizure or confiscation of communication devices of all kinds or any other equipment.
8. Deprivation of certain college/institute benefits.
9. Temporarily suspending the student from the college/institute for a period not exceeding two semesters. Courses taken at any other university during this period will not be credited.
10. Withholding graduation certificates, academic degrees, or non-academic documents obtained through forgery, fraud, cheating, or any other violations that warrant such action.
11. Final dismissal from the college/institute.
12. Temporary or permanent suspension from housing.
13. Suspension of student's stipend for a period of one month or more.
14. Suspension of assistance in searching for training opportunities.

Article 12

The authority of the entities authorized to impose disciplinary sanctions shall be determined as follows:



- a- The Conduct Committee shall be responsible for imposing any of the actions stipulated in Article Eleven of herein.
- b- The Deputy Managing Directorate for Student Affairs may impose one of the two actions (1) or (2) stipulated in Article Eleven of this Code in cases of violations that do not involve serious misconduct. The violation shall be referred to the Conduct Committee if the student repeats it for the third time, or if it becomes evident that more severe actions should be considered.

Article 13

No more than two disciplinary actions may be imposed for a single violation committed by a student, except the actions mentioned in paragraphs (1) and (2) of Article Eleven, as either of them may be combined with any other actions according to the nature and circumstances of the violation. When imposing actions, care must be taken to ensure they are commensurate with the severity of the violation, considering the previous records, circumstances, and conditions related to the violation and its perpetrator.

Article 14

None of the disciplinary actions stipulated in Article Eleven of this Code may be imposed for violations committed more than one academic year ago, provided no action was taken at the time.

Article 15

If a student is caught cheating during an exam, or disturbing the peace and order required in the exam hall, the proctor must remove the offending student from the exam hall and write a detailed report of the incident in accordance with the procedures stipulated in Article (Five) of this Code. The student will be given a zero on the exam, and the issue may be referred to the Conduct Committee to exercise its duties in accordance with the provisions of this Code, or it may be sufficient to assign a grade of zero on that exam, or both.

Article 16

If a student commits cheating in practical or field training or graduation projects, the course instructor must prepare a report of the incident in accordance with the procedures stipulated in Article (Five) of this Code, and submit it through the college/institute to the Conduct Committee to exercise



its duties in accordance with the provisions of this Code, and the student will be given a zero in the training or project.

Article 17

If one of the cheating incidents stipulated in Clause (4) of Article (Ten) is discovered after the final result of the course has been approved, the perpetrator shall not be exempted from disciplinary responsibility, and the issue shall be referred to the Deputy Managing Director for Student Affairs to exercise their duties in accordance with the provisions of this Code.

Article 18

If one of the cheating incidents stipulated in Clause (4) of Article (Ten) is proven against a student who has received their graduation document, the college/institute may cancel the decision to grant the document or certificate, and everything related to the violation may be referred to competent government authorities to examine such.

Article 19

The Conduct Committee must consider, when imposing the disciplinary actions mentioned in Clauses (5, 6) of Article (Eleven), that such disciplinary actions should not be a reason for a student's dismissal from the college/institute. The Committee may also include in its decision that the period of the temporary suspension action shall not be counted toward the student's academic program period.

Article 20

If it is proven for the Conduct Committee that any person from outside the college/institute was involved in committing a disciplinary violation, it shall report the matter to the Deputy Managing Director for Student Affairs to take the necessary legal action to inform the relevant government authorities, if necessary. The Committee may also, if necessary, inform the employer of the person concerned of the content of the violation.

Article 21

A student proven to have committed the violation mentioned in Clause (13) of Article (Ten) shall bear the cost of damages caused, as well as those of repair or installation and any consequences thereof, in addition to any disciplinary actions imposed on him by the Conduct Committee as stated in this Code.



Article 22

Formation and responsibilities of Conduct Committees:

a- A conduct committee shall be formed by decision of the General Manager of the General Directorate of Education, for a period of two academic years, and a separate committee for the female student section shall be formed. The Committee shall consist of:

Male Section

1. DMD, Student Affairs - Chairperson
2. Head of Admission and Registration department – Vice Chairperson
3. Head of Student Services department - member
4. Representative of Counseling and Guidance Unit - member
5. Legal Department representative – member
6. Committee secretary

Female Section

1. Managing Director Assistant for Female Section - Chairperson
2. Admission and Registration Personnel, member
3. Representative of Counseling and Guidance Unit - member
4. Faculty staff, member
5. Legal Department representative – member
6. Committee secretary

b-The Committee mentioned in the previous paragraph shall be responsible for investigating the violations referred to it, and may impose any of the disciplinary actions stipulated in Article (11) of this Code.

Article 23

The Committee chairperson, if necessary, may invite anyone deemed appropriate to join the session or include a suitable substitute as a member of the Conduct Committee during the hearing of the violation. Any committee member may also request to be relieved of hearing a violation, subject to the Chairperson's approval, if they have a moral impediment preventing their participation.

Article 24

The Conduct Committee shall convene sessions when necessary, upon the call of the Chairperson, while ensuring session confidentiality. The session shall not be considered valid unless attended by a majority of members, including the



Chairperson or Vice-Chairperson. A majority of votes shall issue decisions, and in the event of a tie, the side with the Chairman shall prevail.

Article 25

The Student Conduct Committee shall review violations within no more than thirty (30) working days from the date the competent authority refers them. No sanction shall be imposed without summoning the student, hearing their statements regarding the alleged violation, and documenting the proceedings in the session record. The student has the right to defend themselves and present evidence that may refute the allegations, including the right to request witness testimony. The student forfeits the right to present their defense if they fail to attend two scheduled hearings after being duly notified, unless they provide an excuse accepted by the Committee. In such cases, the violation shall be reviewed in absentia. In all circumstances, the student must be notified of the Committee's decision.

Article 26

The Conduct Committee has the right to summon any student or employee whose testimony deems necessary. It may also contact the employee's reporting authority to request their testimony. The committee chairperson will formally summon them, and witnesses will be heard by the committee members present. The testimony shall be recorded in the investigation report, and the witness will sign it. Each witness must be heard individually unless it is necessary to confront them with another witness. The Committee may, at its discretion, suffice with written testimony.

Article 27

In the cases stipulated in this Code, students violating the Code shall be summoned or notified in person, with documentation, or by sending a message to their email or mobile phone registered in their name with the college/institute. Students shall be responsible for updating or amending the data recorded in their file or on their web page in the electronic student information system.

Article 28

The General Manager of the General Directorate of Education has the right to assume all the authorities of the Student Conduct Committees stipulated in this Code, and to impose any of the disciplinary actions stipulated in Article



(Eleven) in the event of a disturbance or serious breach of order in the college/institute, or the occurrence of a situation that threatens of such and requires a quick decision, as well as in the event that students commit disciplinary violations that require confidentiality or privacy to address.

Article 29

A student has the right to appeal the disciplinary decision issued against him. The appeal must be submitted to the General Manager of the General Directorate of Education within a period not exceeding two weeks from the date the student is notified of the decision. The General Manager may take one of the following two actions:

- a- If the appeal is against the decision of the Deputy Managing Director for Student Affairs, the appeal shall be submitted to the Conduct Committee for a decision at the earliest session, and its decision shall be final.
- b- If the appeal concerns the decision of the Conduct Committee, a special committee shall be formed to review it. If the committee reaches an opinion contrary to the decision of the Conduct Committee, the matter shall be submitted to the Academic Council of Colleges and Institutes for a decision at the earliest session, and its decision shall be final.

Article 30

Disciplinary decisions are kept in the student's file, and the Deputy Managing Director for Student Affairs may announce the decision in the official announcement media available at the college/institute, with the student's name and initials.

Article 31

After the disciplinary action decision becomes final, the Deputy Managing Director for Student Affairs shall take the necessary measures to implement it, in accordance with applicable rules and regulations.

Article 32

In the event of a temporary suspension from studies at the college/institute, the student will be prevented from attending lectures or benefiting from the college/institute's services and activities during the suspension period.

Article 33



College/Institute Managing Director, their Deputies, Head of Departments, faculty members, Department Directors, and college/institute employees are responsible for student discipline and monitoring their conduct in accordance with applicable rules and regulations. When a student commits a violation within the college/institute and its facilities, the said parties are responsible, within their respective areas of concern, for detecting and reporting such violations in accordance with the procedures stipulated in this Code.

Article 34

The college/institute's security and safety staff are responsible for maintaining security and order within the college/institute's campus. The notifications and reports submitted by those personnel shall be binding on the student unless proven otherwise.

Article 35

1. These regulations shall take effect from the date of approval and supersede all previous policies in this regard.
2. The Supreme Council reserves the right to interpret the provisions of these regulations.

Article 36

Arabic is the official language for interpreting these regulations.

Article 37

The Supreme Council reviews and updates the rules governing student discipline as necessary to ensure consistency with academic developments.