

**Applied Science Private University Students’
Discipline By-Laws issued in accordance with Article (9)
paragraph (M) of the Jordanian Private Universities bylaws
number (43) of the year 2001**

Article (1):

These by-laws shall be known as (the Applied Science Private University Students’

Discipline By-Laws for the year 2002) and shall be effective as of the date of approval by the Ministry of Higher Education.

Article (2):

The following terms and expressions shall have the meanings assigned to them unless the context otherwise requires:

University: Applied Science Private University

President: The University President

Council: The Student Disciplinary Council

Committee: Inquiry committee

Article (3):

The by-Laws apply to all students and they are all subject to disciplinary procedure and rules stated below.

Article (4):

The following acts shall constitute violations by students which shall be deemed to be subject to the penalties set out in these by-laws:

- A. Willful absence or inciting others to miss classes and other day-to-day conduct of the business of the University that requires attendance.
- B. Cheating, participating in or attempting to cheat in an exam or disrupting the exam taking process or the peace required during an exam.
- C. Committing any act of misconduct which may encroach upon honor, dignity, public morals, or good conduct and behavior, or is likely to damage the good name of the University or discredit its employees whether inside or outside the University, or in any activity or occasion in which the University is engaged.
- D. Establishing or participating in any group without prior authorization from the appropriate competent authorities whether on campus or off

campus, or participating in any group activity in violation of University regulations.

- E. Unauthorized use of University premises, facilities or property for any purpose whatsoever without obtaining approval in advance from the appropriate authority, or abuse of granted authorizations to practice the above activities.
- F. Distributing brochures, or publishing newspapers, or posting advertisements, or collecting signatures without obtaining approval in advance from the appropriate competent authorities of the University, or using granted authorizations to conduct the above activities.
- G. Disruption of rules and conduct required in lectures, seminars, or activities held on campus.
- H. Any insult or verbal abuse by the student directed toward any University faculty member, employee, fellow student, or visitor.
- I. Any damaging, tampering, or disruption of the Universities', employees', students', or visitors' movable and immovable properties.
- J. The violation of the University's laws, rules, instructions or decisions.
- K. Any forgery of University documents or use of forged documents for any purpose whatsoever.
- L. Providing University documents or identification card for illegal use.
- M. The theft of any University property.
- N. Incite or participate with students or others to commit acts of violence or fighting with students or anyone else inside the university campus or facilities.
- O. The carrying or bringing any firearms, sharp objects or any illegal substances or bringing of any substance for illegal use.
- P. Possession, use or advertising of alcoholic drinks or illegal drugs or entrance to campus while under the influence of alcohol or illegal drugs.
- Q. Smoking in University buildings.

Article (5):

The following penalties may be imposed against students who commit any of the violations listed in Article (4):

- A. Written warning (a reprimand).
- B. Dismissal from the classroom.
- C. Exclusion for a specified period of time from using the services provided by one or more facilities of the University in which the misconduct took place.
- D. The student will be subject to restricted privileges for a specified period of time from engaging in one or more of the student activities in which the misconduct took place.
- E. Warning in its three levels: first, second, and final.
- F. Levying of a fine no less than the value of the material and not more than the value of material which was destroyed by the student.
- G. Assign the grade of University zero (35%) or cancellation of the student's registration in one or more courses of the semester courses in which the violation took place.
- H. Suspension from the University for one or more semesters.
- I. Permanent dismissal.
- J. Cancellation of the decision to award a degree in case there is any falsification or fraud in the awarding procedures.
- K. Exclusion from attendance at some or all classes in the course in which the alleged misbehavior occurs.
- L. The delay of confirming a degree for a period not to exceed two semesters.

Article (6):

- A. It is possible to apply a combination of two or more of the penalties outlined in these by-laws.
- B. In the case of suspension from the University, his University ID will be confiscated and he/she will be denied entrance to the University for the duration of the suspension except by a written approval by the Dean of Student Affairs.
- C. Denial of the benefits of obtaining a certificate of good behavior and the notification of other public and private Universities of student's permanent dismissal.

Article (7):

In case a student was found through inquiry to have been caught cheating, attempted cheating or participated in cheating in a test or examination he/she shall be subject to a combination of the following penalties:

1. Considered to have failed the course for which the exam has been taken.
2. Cancellation of his/her registration in the courses in the semester in which he committed cheating.
3. Suspension/Disciplinary probation for one semester, being the semester following the one in which he/she was caught.

Article (8):

- A. A suspended student will not be allowed to register for the summer session following the academic semester in which the penalty took place.
- B. Any course(s) taken at any other university will be given credit during the period of his/her suspension.

Article (9):

Despite what was stated in paragraph five of these by-laws:

- A. Any student who sends another student or any other person to take any test or exam on his/her behalf will be subject to the following penalties:
 1. Considered to have failed the course for which the exam has been taken.
 2. Cancellation of his/her registration in the courses in the semester in which he committed cheating.
 3. Suspension/Disciplinary probation for two semesters at least starting from the semester following the one in which he/she was caught. This penalty is to be imposed by the disciplinary council upon recommendation of the inquiry committee.
- B. Any student taking a test or exam on behalf of another student will be subject to the following penalties:
 1. Considered to have failed the course for which the exam has been taken.
 2. Suspension/Disciplinary probation for two semesters at least starting from the semesters following the one in which he/she was caught.

- C. If the person taking the exam on behalf of a student is not a student he/she will be referred to the appropriate judicial authority.

Article (10):

- A. A student referred to an inquiry committee may not withdraw from the University while the inquiry is in progress.
- B. All graduation procedures are to be halted until a decision is made concerning the violation.

Article (11):

- A.
 - 1. The Faculty Council shall, in the first month of each academic year, set up an inquiry committee to look into the violations committed by students inside the faculties' premises. The Committee shall be composed of three faculty members.
 - 2. The committee will serve for one year subject to renewal.
 - 3. The Dean of the faculty shall refer the violations committed inside the college's premises, classrooms, or labs in which courses are given, to this committee for making recommendations for appropriate penalties to the Dean.
- B.
 - 1. The President shall, at the start of each academic year, set up an inquiry committee to look into the violations committed by students on University campus outside the faculties' premises. The Committee shall be composed of three faculty members at the University with a fourth member as an alternate. The president may in special circumstances appoint more than one committee.
 - 2. The committee will serve for one year subject to renewal.
 - 3. The Dean of student affairs shall refer the violations committed to this committee for making recommendations for appropriate penalties to the Dean.
- C.
 - 1. The Council of Deans shall, at the start of each academic year set up a higher Discipline Committee. The committee shall be composed of the Dean of Students' Affairs, as chair, the Dean of the faculty to which the student is registered, three faculty members, and a fourth faculty member as alternate, in order to

- look into students' violations referred by the Dean of Students' Affairs or the Dean of a faculty.
2. The committee will serve for one year subject to renewal.
 3. The Council of Deans can in special circumstance replace the Chair of the Discipline Committee for a specified period of time.
- D. The inquiry committees and Discipline committee must issue a ruling in cases referred to them in a period not to exceed fourteen days from the date of referral. The President can extend this period if needed. A student under inquiry must appear in front of inquiry committees and Discipline committee during this time if the student fails to appear after two announcements in his/her faculty a penalty will made in absentia.
- E. The inquiry committees and disciplinary committee will continue performing their functions until new committees are formed.

Article (12):

The powers to impose disciplinary penalties against students shall be determined as follows:

- A. A faculty member or course instructor is entitled to impose the penalties set out in paragraph (a), (b) and (c) of Article (5) of these by-laws.
- B. A Dean is entitled to impose the penalties set out in paragraphs from (a) to (g) of Article (5) of these by-laws.
- C. The Higher Discipline Committee reserves the right to apply any of the penalties set out in Article (5) of these by-laws, in its sole discretion that appropriately addresses the gravity of the offense presented to it.

Article (13):

The Chancellor shall have the jurisdiction of the University Higher Discipline Committee outlined in these by-laws, in the event of disorders, or disruption of the normal functioning of the University which may lead to obstruction of teaching or any threatening situation that warrants a quick decision. The Chancellor, in such a situation, shall notify the Deans' Council of his decision.

Article (14):

All decisions shall be final, except for the penalties stipulated in paragraphs (h-i) of Article (5). A student is entitled to appeal the decision, in writing, to

the Deans' Council within fifteen days following notification of the decision. The Deans' Council may approve, modify, or cancel the penalty, and its decisions may not be challenged before any other authority.

Article (15):

- A. All decisions on disciplinary penalties are kept in the student's folder in the office of student affairs. All decisions must be reported to the dean of the faculty, the registrar, and to the party responsible for the student. The dean of the faculty may post the decision on the faculty's bulletin board. A penalty of warning or higher will be posted on the student's academic record.
- B. A faculty dean must report all of his/her penalty decisions to the dean of student affairs.
- C. The penalties will expire and shall be removed from the student's academic record as follows:
 - 1. First warning, after two academic semesters.
 - 2. Second warning, after three academic semesters or upon graduation.
 - 3. Final warning after four academic semesters.
 - 4. All other decisions, two semesters after graduation from the University.

Article (16):

The President may remove any penalty from a student's record based on the recommendation of the department chair endorsed by the faculty's council or by recommendation from the dean of students.

Article (17):

These by-laws cancel instructions number (1) issued 10/4/1996 by the board of trustees in accordance to paragraph (f) of article (4) of the instructions number (2) for the 1989 and all modifications made by the board of trustees by decision number 1/99 and all previous instructions.

Article (18):

The employees of the campus security are responsible for maintaining law and order inside the University's campus, and their reports should be considered credible unless proven otherwise