



## Applied Science Private University Code of Student Conduct

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## First: Introduction

As the University seeks to provide the right environment for the acquisition of science as well as the development of ethics, and to achieve the slogan of "Habitat for Science and Virtue", it has designed a code of general conduct within its campus to reflect everyone's commitment to creating an educational environment that leads to an outstanding educational performance. The Applied Science Private University takes pride in its students for their distinction at the academic, educational and behavioral levels, and considers them as partners in elevating the status of the University and continuing its path towards excellence, development and giving.

## Second: General Rules

- The University is an academic educational institution whose students or employees may not use the University name and its educational policies or programs for purposes beyond the academic or educational goals set out in the University vision and mission.
- The Code of Conduct adopted by the Applied Science Private University includes the rules to be adhered to, as well as the penalties in case of violation of these rules.
- This Code contains regulations that govern the relationship between the student and the University in the areas it covers and is put into force since its adoption by the Board of Deans.

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- This Code contains regulations that govern the relationship between the student and the University in the areas it covers and is put into force since its adoption by the Board of Deans.
- The penalties stipulated in this Code are based on student discipline system at the Applied Science Private University issued under Article 9 (m) of the Jordanian Private Universities Law No. 43 of 2001.
- Students enrolled in the University must abide by the rules specified in this Code, and are not exempt due to lack of knowledge, or objection to any of the rules it contains. The application to study at the University implicitly means the acceptance of and commitment to the Code.
- The University is committed to publishing this Code on its website permanently.
- The University has the right to amend the regulations in accordance with the latest developments in the laws and instructions related to the nature of the University work and to inform the Student Council accordingly.
- The University has the right to impose a penalty for any violations that are not stipulated in this Code based on the University norms.

### Third: Scope of Application of the Code of Conduct

This Code applies to students within the University campus and to any activity under the supervision or permission of the University conducted outside the campus such as scientific and recreational trips, field visits, out- of-University practical exercises, sports activities and means of University transportation, as well as studying at any foreign university under an agreement signed between the Applied Science Private University and other universities.

### Fourth: Commitments of the Educational Process Parties

#### A. University Commitments:

The Applied Science Private University is committed to its students to:

- 1 Providing the right atmosphere to ensure an excellent educational performance for the students.
- 2 Implementing the provisions set out in this Code without any distinction between the students.
- 3- Conducting investigations into any complaint while adhering to the legal methods, integrity, confidentiality and speed required.
4. Taking the necessary actions towards any acts that involve criminal or illegal conducts.

5. Providing the necessary protection to ensure the security and safety of students and therefore the University reserves the right to take all the necessary actions within the law to fulfill that commitment.
6. Providing valuable educational programs that improve the students' capabilities and enrich their personalities.
7. Involving students in decision and policy making at the University.

## **B. Student Commitments:**

### **All University students are committed to:**

1. Respecting faculty members and staff at the University.
2. Respecting the regulations and instructions adopted by the University in all student matters.
3. Preserving students' physical and moral rights.
4. Exercising the right of freedom of expression and thinking of legal methods that do not violate the regulations, instructions and rights of others.
5. Using the University available means and methods to express complaints and demands.
6. Adhering to the University norms and traditions that preserve its prestige and integrity.
7. Achieving the vision, mission and objectives of the University effectively.

## Fifth: Student Conduct

The good student conduct is an evidence of the educational and moral levels achieved by the students. It is one of the essential pillars of the progress of the educational process and the achievement of its objectives. It is also a reflection of the student cooperation and interaction with the fundamentals of the educational process in the University. As deviation from the right student conduct violates the rights of other educational process parties, it is the responsibility of the University to impose penalties that prevent the repetition of misconduct in order to preserve the safety and integrity of the educational process with its various elements. Accordingly, if a student is required to be investigated, he/she must appear before an investigation committee on time. If he/she does not appear without an acceptable excuse for one time only, the investigation will be conducted in absentia and he/she will be penalized as if present.

### A. University Identification Card

The University identification card is an important document that preserves the rights of the students and the security and safety of the University. Therefore, students must:

- Keep and assume personal responsibility of their ID. They must not use it for irrelevant purposes, or lend it to any other person inside or outside the University.
- Have their ID all the time and present it upon request without any objection.

## B. Lectures, laboratories, ateliers, and workshops

Attending lectures, laboratory sessions, ateliers, and workshops at the University is an integral part of the educational process system. Therefore, all students must attend their lectures and laboratory sessions at the times specified in the study schedule.

### Rules Governing the Attendance of lectures

- The student attendance is checked at any time from the beginning of the lecture or the laboratory session till the end.
- Calculating the percentage of attendance is the responsibility of the student, and the University is not responsible for informing the student of the number of his/her absences. Lists of deprived students in any course who will be denied entrance to the final examination are to be announced at the right time.
- Preserving the hall and property against damage and misuse, and the student shall assume the responsibility and consequences of these practices.
- University students must regularly attend all lectures, discussions and practical classes that fall within the credit hours for each course in the study plan. The course instructor shall take attendance on special lists and upload absences weekly to the electronic system adopted in the University and submit a copy to the Head of the

Department of the course along with the results of the examinations (first, second, and the final). The final report shall be retained till the end of the next semester.

- A student is not allowed to miss more than 15% of the course hours.
- The course instructor shall submit the names of the students whose absences exceed 15% of the total hours of the course to the Head of the Department to take the appropriate decision.
- If the student misses more than 15% of the total number of the course hours without a medical or compelling excuse accepted by the Dean of the Faculty, he/she shall be denied entrance to the final examination. He/she shall be given the minimum mark which is (35) in this course and will need to take it again if it is a compulsory course. In all cases, the result shall be calculated in the student's semester and cumulative averages for the purposes of warning and dismissal from the major as well as being calculated in the general average
- If the student misses more than 15% of the total number of the course hours without a medical or compelling excuse accepted by the Dean of the Faculty, he/she shall be considered as having withdrawn from that course. The withdrawal provisions shall be applied accordingly and the Dean shall notify the Director of the Admission and Registration Unit of his decision to include (withdrawn) note for this course in the student's academic record. Students who represent the Kingdom or the University in official activities are allowed to be absent for a period not exceeding 20% of the total number of the course hours.
- The medical excuse must be obtained by a report issued by the doctor of the University Students' Clinic or by the hospital approved by the University. The report must be submitted to the Dean of the Faculty within a period not

exceeding two weeks from the date of the student's absence. In cases of compelling reasons, the student shall prove his compelling excuse within one week from the date on which the reasons of absence have come to end.

- Deans of the Faculties, Heads of Departments, faculty members, lecturers, and the Director of Admission and Registration Unit are responsible for implementing the provisions of regular attendance.
- Late attendance to lectures is a disruption of the system which results in halting or interrupting the lecture, and reflects misconduct towards the lecturer, and therefore punctuality in showing up must be maintained.
- It is strictly forbidden to consume food or beverages or use the mobile phone in the classrooms and laboratories.
- All students must keep quiet and adhere to the general morals of the lecture or laboratory session, and side conversations between students is strictly prohibited without the permission of the lecturer. It is also forbidden to act in any way that prevents the continuity of the lecture, or causes disruption or underestimation thereon.

In case of violation of the previous rules, the lecturer may not allow the student to enter to the classroom or send him/her out. He/she may also report the violation to the Head of the Department to decide the appropriate disciplinary action.

### C. Computer Laboratories and Internet Halls

All University students use computer laboratories and internet halls and must abide by the rules of these services to protect them from damage or misuse. There are internal instructions for these facilities and are clearly displayed for all. The student conduct in these halls is governed by the following rules:

- It is strictly forbidden to consume food or beverages or use the mobile phone in the halls.
- Students must remain quiet and not disturb others by talking or laughing loudly.
- Students must sit where appropriate and not sit on the desks or computers.
- The computers in the university must be maintained and should not be misused.
- The student is responsible for the work he/she performed on the computer. The laboratory supervisor does not assume any responsibility in case of loss of any information from the computer.
- Playing on the computers or running on any entertainment programs is prohibited.
- The student must delete any personal data after finishing his work on the computer.
- Every student registered in the University has a user name and a password to access the University website and an e-mail to receive all the University's correspondence. Therefore, it is forbidden to exchange or give the password of any student to any other person inside or outside the University.

- It is strictly forbidden to use the computers of the faculty members or to attempt to use the user name or password of another student.
- It is prohibited to use the computer to hack the mail of any student or another person, or use it for any other purpose not assigned to it.
- It is prohibited to copy any software program from the computer.
- The computer must not be used to send abusive or immoral information.
- It is prohibited to hack the University's electronic network from inside or outside the University.

In case of violating these instructions, the student shall be subject to the appropriate penalty.

#### D. Using the University Bus System

In order not to violate the internal bus regulations, all students must:

- Stick to the bus time schedule and planned stop points in the morning.
- Keep the bus clean
- Adhere to presenting the transportation card before getting on board. Any student not enrolled in the bus services shall not be allowed into the bus.
- Comply with good conduct inside the bus and remain quiet.
- Adhere to using the seats allocated to students and not to use the seats reserved for faculty members and employees.
- Refrain from talking to the drivers or sitting next to them.

## E. Examinations

The first, second and final examinations are the most important methods of assessing the performance of students in the educational system. The student shall comply with the regulations and rules that govern these examinations.

### General Rules for Examinations

The first, second, and final examinations at the University are subject to the following rules:

- Coming on the time set for starting the examination so as not to disrupt or disturb other students during the examination.
- Students are allowed to take the examination if half of the allotted time has not elapsed and no student has left. They are also prohibited from leaving unless half of the examination time has elapsed.
- Students must always have their own University identification card when they enter the examination venue and present it upon request to confirm their identity.
- Attending the final examination is a requirement to pass the course. In case of an unexcused absence, the student is considered to have failed that course regardless of his/her total marks obtained in the first and second examinations.
- All students must remain quiet and abide by the general system of examinations. They must not disturb or provoke riots inside or outside the examination venue, which would disrupt the examination system.

- Violation of the general instructions of examinations is prohibited, including but not limited to: entering an examination that he/she is not allowed to take, intentional damage of the answer sheets, writing the name in places other than the ones assigned to this purpose, or writing things that are irrelevant to the examination.
- It is strictly forbidden for any student to assume the identity and take the examination instead of another.
- Any student who misses the announced final examination without an excuse accepted by the Dean of the Faculty is given a (zero) mark in that examination.
- Sick leave of a maximum five days is given for students without hospital admission and is approved within two working days after it happened. Hospital admission is approved within four working days after it happened.
- If the student misses the announced final examination due to an excuse accepted by the Dean of the Faculty, the latter reports his/her decision of accepting the excuse to the Head of the Department who informs the course instructor to hold a makeup examination for the student in a date set by the Department within a maximum period of the end of the semester following the one that the student took the course in. The Dean of the Faculty informs the Director of Admission and Registration Unit of his decision.
- A student who misses the final examination of any course with an approved excuse may be considered withdrawn if he passed the first and second

examinations and does not sit for the incomplete examination during the specified period provided that he/she does not miss the incomplete examination time set by the Department without an excuse approved by the Dean of the Faculty.

If the result of the investigation proves that the student attempted to cheat, participated or initiated it during the examination in one of the courses, he/she shall be subject to the following penalties wholly or partially:

1. Considered to have failed that course.
2. Cancelling his/her highest two registered courses in that semester.
- A student who made another student take the examination or test instead of

him/her shall be subject to one of the following penalties:

- 1- Considered to have failed in that examination or test.
- 2 - Cancelling his/her registered courses in that semester.
- 3- Dismissal from the University for at least two semesters starting from the semester following the one in which he/she was caught. One of these penalties shall be implemented only after an investigation has been conducted by the Committee which submits recommendations of the penalty to the Discipline Board.

The student who took the examination or the test instead of another student shall be subject to one of the following penalties:

- 1 - Cancelling his/her registered courses in that semester.
- 2 - Dismissal from the University for at least two semesters starting from the semester following the one in which he/she was caught.

- If the person who sat the examination is a non-university student, he is referred to the judicial authorities.

## F. Other Conducts

The following acts are considered disciplinary offenses and a student who commits any will be subject to one of the disciplinary penalties stipulated in this Code:

1. Abstaining from attending lectures, lessons or other acts that require regular attendance, and any incitement to such abstinence.
2. Cheating in the examination, and violating the examination system or the necessary quietness.
3. Any act of honor, dignity, morals, or misconduct that may harm the reputation of the University or its employees, including any such act committed by the student outside the University during an event or activity in which the University participates.
4. Participating in any organization inside the University without prior permission from the relevant authorities at the University, or participating in or inciting any group activity that violates the regulations in force at the University.
5. Using the University premises for purposes other than the ones they were designed to without prior permission.
6. Distributing leaflets, issuing wall papers at the faculties, or collecting signatures or donations that would violate the security and University system or harm national unity.

7. Violating discipline during lectures, seminars or activities held within the University.
8. Insulting or abusing any faculty members or any of the University staff or students.
9. Damaging any property that belongs to the University, its employees, students, or visitors.
10. Violating the University by-laws, regulations, instructions or decisions.
11. Counterfeiting University documents or using false papers for any University purpose.
12. Giving University documents and IDs to others for using them illegally.
13. Theft of any University property.
14. Inciting or agreeing with students or other persons to commit acts of violence or get into fights against students or other persons within the University.
15. Possessing firearms, sharp objects, or illegal materials to be used for unlawful purposes.
16. Possessing or promoting alcoholic beverages or narcotic drugs within the University or attending the University under the influence of spirits or narcotic substances.
17. Smoking inside the University premises.

The penalties for student disciplinary offenses mentioned above shall be determined as follows:

1. Written warning.
2. Sending the student outside the classroom and calling the University security when necessary to get him/her out.
3. Depriving the student for a specific period of time of benefitting from the services provided by one or more of the University facilities in which the offense was committed.
4. Depriving the student for a specific period of time of one or more of the student activities during which the offense was committed.
5. Warning in its three degrees: the first, the double and the final.
6. Fining the student for at least the same value of the object or objects that he/she has damaged
7. Giving the student a University zero or cancelling his registration in one or more of the courses in the semester in which the violation occurs, with no refund of fees.
8. Temporary dismissal from the University for one semester or more.
9. Final dismissal from the University.
10. Cancelling the decision of granting the certificate if it turns out that there is a fraud in the requirements for obtaining it.
11. Suspending granting the degree for no more than two semesters.
12. Depriving the student of attending some or all of the lectures of the courses where he/she disrupts the teaching process.

## (G) General provisions

- It is allowed to combine two or more of the penalties stipulated in this Code.
- In case the student is temporarily dismissed from the University, the identification card shall be withdrawn and he/she shall be denied entry to the campus during the dismissal period without prior permission from the Dean of Student Affairs.
- A student who has been finally dismissed from the University as a disciplinary procedure is deprived of obtaining a certificate of good conduct. The name of the student who is finally dismissed is also sent to other public and private universities.
- A student who has been temporarily dismissed from the University as a disciplinary procedure is not allowed to register for the summer semester following the semester in which he/she was dismissed.
- Any courses that the student takes in another university during the period of temporary dismissal are not taken into account.
- The student referred to investigation is not allowed to withdraw from the courses before the investigation is completed.
- The student's graduation procedures are suspended until a decision is taken regarding the offense he/she committed.