

## 6.m. Student Discipline

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| <b>Subject</b>             | Students                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Effective From</b>  | Sep - 2011 |
| <b>Policy #</b>            | 6.m.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Latest Revision</b> | Dec - 2025 |
| <b>Title of the policy</b> | Student Discipline                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Next Review</b>     | Dec - 2026 |
| <b>Responsible Entity</b>  | Students Disciplinary Standing Committee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Policy Pages</b>    | 3          |
|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                        |            |
| <b>Definitions</b>         | <b>AAU:</b> Al Ain University                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                        |            |
| <b>Purpose</b>             | The purpose of this policy is to ensure that all registered students at AAU are following the AAU regulations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                        |            |
| <b>Scope</b>               | This policy applies to all AAU students.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                        |            |
| <b>Statement</b>           | AAU is committed to professional honesty and integrity, and it also recognizes the need for fair and adequate investigation of alleged violations of rules and policies relating to the conduct of AAU students. Any student who is found to have committed such violations is subject to sanctions set forth by the University.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                        |            |
| <b>Procedures</b>          | <ul style="list-style-type: none"> <li>• If a student (male or female) is charged or caught by a faculty member or an administrative staff member for committing behavioral misconduct, the student's data is recorded to be quoted in the incident report. If the student rejects/refuses to hand in the required information, the university security is to be called, and the student is taken to the Student Affairs Dean's office.</li> <li>• The faculty member or the administration staff who seized the incident is obliged to file a report using the designated form prepared for this purpose (Form No S 11) entitled "Behavioral Misconduct Report", and to submit it to his/her (line manager, Dean, Deputy Dean (AD), Director... etc.) within 48 hours of encountering the incident.</li> <li>• The manager submits the incident report to the Presidency Office / Vice President within 24 hours of receiving it.</li> <li>• The University President / Vice President forwards the incident report to the Students Disciplinary Committee Chairman to take the necessary action.</li> <li>• The Student Disciplinary Committee Chairman sends a copy of all received reports to the Admission and Registration Unit, in order to block grades access of the concerned student; until a decision is taken.</li> <li>• The Student Disciplinary Committee Chairman calls for a meeting to investigate the incident(s).</li> <li>• The Student Disciplinary Committee Chairman summons the concerned student to appear before the Committee to give his/her testimony as to what is attributed against him/her. The student has the right to submit any desired information to the Committee; including calling witnesses to decline the filed offence.</li> </ul> <p>A minute is made of the student's statements and all testimonies given during the hearing, as well as the statements of any witnesses and any evidence or documents submitted by the student. The minute is read aloud to the student and witnesses to verify its accuracy, then signed by the student, the witnesses (if any), and the committee members. It is then filed in the disciplinary proceedings file to ensure the</p> |                        |            |

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|                       | <p>integrity and fairness of the procedures and to allow for its review in case of an appeal.</p> <ul style="list-style-type: none"> <li>• The Chair of the Student Disciplinary Committee summons the faculty member or the administration staff member who seized the incident to testify and provide details of the incident attributed to the student. The faculty/staff member has the right to submit any information he wishes to include as well as to request to summon witnesses who attended the incident.</li> </ul> <p>A minute is made of the faculty/staff member's statements and all testimonies given during the hearing, as well as the statements of any witnesses and any evidence or documents submitted. The minute is read aloud to the faculty/staff member and witnesses to verify its accuracy, then signed by the faculty/staff member, the witnesses (if any), and the committee members. It is then filed in the disciplinary proceedings file to ensure the integrity and fairness of the procedures and to allow for its review in case of an appeal.</p> <ul style="list-style-type: none"> <li>• The Student Disciplinary Committee has the right to call for any person that is seen relevant to the investigation of the incident.</li> <li>• Upon completion of the investigation of the incident attributed to the concerned student; the Student Disciplinary Committee considers all details of the incident. The Committee then reaches a decision, taken by a majority vote. A report is then written stating the decision and signed by all members of the Committee.</li> <li>• The Student Disciplinary Committee applies the provisions of the Student Discipline Regulations relating to the definition of the behavioral violations and the penalties imposed thereon.</li> <li>• The Chair of the Student Discipline Committee submits the decision of the Committee to the University President along with all related documents adopted by the Committee in its decisions.</li> <li>• The University President decides whether to approve or not to approve the decision of the Student Disciplinary Committee.</li> <li>• Via the Presidency Office, the President's decision is forwarded to the relevant entities for appropriate actions to be taken.</li> <li>• The Student Affairs Deanship notifies the student concerned with the final decision as well as the student's College Deanship; in order to record it in the student's file.</li> </ul> |
| <b>Recent Changes</b> | <p><b>June 2024:</b> This policy has been revised and updated as per the CAA ERT requirements (Renewal – B.Sc. in Computer Engineering and B.Sc. in Networks and Communication Engineering).</p> <p><b>December 2024:</b> Two procedural steps revised (In line with the QAA recommendation):</p> <ul style="list-style-type: none"> <li>• The sentence recording the student's testimony has been replaced with a comprehensive minute-taking provision that requires: (a) recording all statements, evidence, and documents submitted during the hearing; (b) reading the minute back to the student and witnesses for verification; (c) signature by the student, witnesses (if any), and all committee members; and (d) filing in the disciplinary proceedings file for appeal purposes.</li> <li>• The same revision has been applied to the parallel step recording the faculty/staff member's testimony, ensuring procedural consistency and fairness across both sides of the hearing.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |



**Form No S11**  
**Behavioral Misconduct Report**

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| <b>Student Name (first, Middle, surname):</b>                                                                                                    | <b>Date of Reported Incident:</b>                                                             |
| <b>Student ID:</b>                                                                                                                               | <b>Place of Reported Incident:</b>                                                            |
| <b>College/ Major:</b>                                                                                                                           | <b>Time of Incident:</b>                                                                      |
| <b>Details of the Reported Incident:</b><br><br>.....<br><br>.....<br><br>.....<br><br>.....<br><br>.....<br><br>.....<br><br>.....<br><br>..... |                                                                                               |
| <b>Name of the person reporting the incident:</b><br>.....<br><br><i>Signature</i> ..... <i>Date</i> :.....                                      | <b>Name of the witness (if any)</b><br>.....<br><br><i>Signature</i> ..... <i>Date</i> :..... |
| <b>Dean/ Deputy Dean {Abu Dhabi} Line Manager Comments:</b><br>.....<br><br><i>Signature</i> ..... <i>Date</i> :.....                            |                                                                                               |
| <b>University President/ Vice President Comments:</b><br>.....<br><br><i>Signature</i> ..... <i>Date</i> .....                                   |                                                                                               |