



Arab Academy for Science, Technology and  
Maritime Transport

# Student Conduct Regulations



## A Statement of the Content of Student Conduct Regulations

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## Preface

The Arab Academy for Science, Technology and Maritime Transport (AASTMT) – one of the organizations of the Arab League — has been a pioneering Arab organization, specialized in the fields of education, scientific research, training and consultation since its foundation in 1972, upon the Arab League’s decree no. 3254, on 26/4/1975. This was followed by the presidential decree no. 532 in 1975, which approved its establishment and which was published in the Official Newspaper, issue no. 18 on 5/5/1975. The decree was later amended by the Arab League’s decree no. 5984, on 28/3/2000. Also, President of the Arab Republic of Egypt’s decree no 63 for the year 2004 regarding its amendment was published in the Official Newspaper of in the 48<sup>th</sup> year by no. 45 on 10/11/2005.

In line with AASTMT’s policy of maintaining transparency in dealing with its students, Student Conduct Rules and Regulations were laid down to indicate students’ rights and obligations. Breaching any of these rules and regulations is considered a direct violation of Conduct that would result in disciplinary action against the violator, in accordance with the Student Conduct Regulations.

# Chapter One

## Definitions, Objectives and Application

### Article One: Definitions

The list is titled “Student Conduct Regulations” and states the principles and rules that students should abide by as well as the penalties enforced in the case of student’s committing any conduct violations.

The following words and phrases are defined according to their meaning as intended in the Regulations, unless indicated otherwise.

**The Academy:** The Arab Academy for Science, Technology and Maritime Transport

**The Student:** The student who is enrolled in any of the Academy’s educational, training, and preparatory or affiliate programs.

**Violation:** Any verbal or behavioral misconduct that violates the rules and regulations of the Academy, which disrupts its system, its general conduct, the educational process, the examination process or what would by any means negatively affect or jeopardize the well-fare of others, whether students, employees or academic staff, by any means, is considered a violation of the rules imposed by the Academy.

**The Penalty:** This includes all the disciplinary penalties exclusively stated in these Student Conduct Regulations.

**Student Affairs Committee:** It is the committee formed to look into students’ violations of the Academy rules of conduct and consequently issue appropriate disciplinary action.

**The investigator:** The person responsible for interrogating the student in case of committing any conduct violation stated in the Student Conduct Regulations.

**Head of the Student Affairs Committee:** He is the person responsible for preparing the Student Affairs Committee agenda as well as notifying the violating students and their guardians of the penalties sentenced by Student Affairs Committee.

## **Article Two: The Regulations Objectives**

These Regulations aim at:

1. Ensuring an appropriate student conduct to and guarantee the continuation of building personalities.
2. Disciplining the behavior of violating students following appropriate educational methods.
3. Controlling students' behavior while studying at the Academy so that they get ready to take a leading role in developing their societies.
4. Guaranteeing the quality of the educational process and the related extracurricular activities.
5. Disciplining students' conduct who are violating the rules and regulations of the Academy, as well as those breaching generally agreed upon conduct, traditions and customs.
6. Controlling students' violations through issuing and enforcing appropriate disciplinary actions.
7. Preserving the Academy's physical and qualitative value as one an educational institution.
8. Protecting the reputation and status of the Academy as one of the specialized organizations affiliated to the Arab League.
9. Stating students' rights and obligations.

### **Article Three: Scope of Regulations Application**

These regulations apply to all students who are registered at the Academy in both under-graduate and post-graduate studies, in addition to those who join any of the Academy's academic, training, preparatory or affiliate programs. Throughout their enrollment period, students are subject to the provisions shown in these regulations, taking into consideration applying the discipline regulations to the students of the College of Maritime Transport and Technology to meet its nature of study.

### **Article Four: Publishing Student Regulations**

Student Regulations shall be published on the Academy's official page. It shall also be announced to students via various media authorized and recognized by the Academy. Students shall not claim ignorance of these regulations or any other Academy's abiding rules and regulations or any instructions issued by the Academy, based on the exhaustive legal basis, "ignorance of the law does not excuse one from liability".

### **Article Five: Procedures**

In case of student's violation of regulations, a report of the incident and the offender is issued and submitted to the Dean of Student Affairs who refers the case to the Students Investigation Department to investigate the incident. A time is set for the investigation and the student to be interrogated is informed by the College Vice Dean of Student Affairs or the Deanery of Student Affairs with a maximum number of two interrogation sessions. Not showing up for interrogation is regarded as the student's acknowledgment of the validity of the violations attributed to them and shall consequently be referred to the Student Affairs Committee to impose the appropriate disciplinary action. A student referred for interrogation may be suspended, pending an investigation. If interrogation time clashes with exams, it shall be postponed after the student is done with their exams.

## **Article Six: Forming Student Affairs Committee**

The Student Affairs Committee is formed by decision of the President of the Academy and chaired by Vice President for Education and Student Affairs. Members of the committee include: Dean of Student Affairs, Assistant Deans for Student Affairs, Different colleges Vice-Dean for Student Affairs, Dean of Admission and Registration, a representative of the Legal Affairs Department acting as a consultant, Head of Student Investigation Department, Head of Student Affairs Committee who is invited to attend, in addition to those whose attendance are deemed necessary by the committee. The committee examines the violations committed by the student after the investigation process during which the student is given the full opportunity to express his/her defense, ends. By stating that an offence has been found, the committee issues its decision to impose disciplinary penalties appropriate for the committed offence in accordance with the penalties enlisted hereby in Student Conduct Regulations exclusively. The committee's decisions shall be by majority of present votes and are only deemed final after the approval of the Academy's President.

## **Article Seven: Student Appeals**

A student has the right to appeal against the penalty imposed on them or in case new substantive facts and updates are unraveled, a student may submit an appeal within 30 days after being notified of the penalty to the Dean of Student Affairs who presents it to the Committee to come up with a decision, which is only final after it is approved by the Academy's President.

## **Article Eight: Status of Students in Violation of Conduct Regulations**

According to these regulations, a student who has committed a conduct violation cannot withdraw or fill in student clearance forms before investigations end. All graduation procedures and student clearance forms are suspended until a final decision is issued regarding the violation attributed to the student, provided that the Deanery of Admission



and Registration and the College are informed of the student's status. Besides, students are not allowed to drop out unless they refer back to the Deanery of Student Affairs.

### **Article Nine: Student Responsibilities while Studying at the Academy**

1. Students are responsible for knowing and following the study system at the Academy and its regulations, in addition to being responsible for any deficiencies or wrongdoings that take place as a result of lack of knowledge or ignorance of instructions.
2. Students shall abide by the instructions and rules of ethics, public morals, decent look, customs and traditions on/away from campus.
3. Students should work to preserve college property and adhere to an exemplary code of conduct in dealing with colleagues, staff members, other employees at the Academy and other institutions and companies representatives who are assigned work at the Academy.
4. Students are obliged to have their student IDs when they are on campus. They have to show their students' ID or personal IDs whenever people in charge ask for it.
5. Students are committed to an appropriate dress code, while avoiding shorts and ripped jeans, etc.





# Chapter Two

## Conduct Violations

### Article Ten:

Every word, act or behavior committed by the student and considered a violation of the Academy's rules, regulations and instructions; breaches order and public morals, the well-functioning of the education or training process, examination procedures and everything that jeopardize the welfare and safety of students, employees, and staff members. Generally, any violation of student duties, including:

1. Any course of action that violates the well-functioning of the educational process.
2. Any course of action that negatively involves religion, honor, dignity, a threat to modesty, disrupts good conduct, public morals at the Academy and its facilities. It can also be an act that discriminates against people based on their religion, race, color, etc. in addition to all attempts of influencing workers by intimidating or encouraging them.
3. Compromising the reputation and status of the Academy and those who belong to it in any way through an action or verbatim in or out of the Academy in any possible way.
4. Any course of action that is verbally or physically offensive to Academy members, like employees, staff members and students and representatives of companies or organizations who are assigned work at the Academy.
5. Disabling any programs or activities on or off campus, or any of the Academy's facilities directly or indirectly.

6. Damaging, destroying, defacement or misusing of the Academy's property, facilities or student hostels including all movable and fixed property such as buildings and furniture, as well as the equipment inside scientific centers, classrooms, and laboratories. This includes educational resources, maps, content of the central library and peripheral ones, playgrounds, gardens, showrooms and annexes. In addition to this, the means of transportation and whatever falls under the same categorization and this includes any action or attempt that affect the property of others inside the Academy.
7. Possession or acquisition of weapons including firearms, white weapons or sonic weapons, etc. even if the owner presents necessary license. In addition to any other tool that may be used for attacking others, owning any explosive or inflammable substances, or carrying out any action that threatens the safety and security of the Academy.
8. Possession or consumption of any narcotics, prohibited drugs or similar substances as well as any type of alcoholic beverages or any similar drinks and possessing or distributing counterfeit local or foreign currency by any means.
9. Student's refusal to take a drug test whether its random for all students or one of the requirements of admission or to comply with the standards of the College of Maritime Transport and Technology. The refusal to take the test is an equal legal presumption of the positive result of the sample.
10. Possession, distribution or sharing of any obscene materials that violate community standards in any form whether visual or audible or any similar material.
11. Organizing or taking part in organizing any meetings, conferences, associations or demonstrations in all forms or issuing releases, newspapers, magazines or

distributing, selling or buying them as well as collecting donations, individual or group signatures or distributing or sharing any piece of news that shall harm the Academy, its students, its employees, its member states or the Arab league via the different media channels (audible-readable- visual) or via social media or through creating websites on the internet for related purposes without maintaining an official written authorization from the competent authority at the Academy or from staff members.

12. Participating in any political activities or adhering to a party that affects the objectivity and independency of the Academy.
13. Stealing or the attempt to steal inside the Academy whether stealing things such as money - equipment - tools - devices, etc. or scientific or intellectual property theft (researches - books - graduation projects - assignments - plagiarism, etc.)
14. Forgery of official and customary documents and any documents issued by the Academy or that circulates inside it or relevant to it as well as forging stamps or attaining documents by illegal means.
15. Bringing an outsider to the Academy to impersonate a student in a lecture, quiz or exam or in front of any of the authorities of the Academy or his actual impersonation of a student in an exam, lecture, or quiz or in front of any of the competent authority of the Academy.
16. Violating the code of conduct or instructions during lectures, sections, meetings, conferences or seminars or any similar event or attempting to disrupt by any means.
17. Smoking inside the Academy's buildings and facilities, this includes all types of smoking (cigarettes - electronic smoking vibes - shisha, etc.)



- 18.** Wearing any inappropriate clothes that violates the Academy's dress code and the standards of community and do not comply with ethics and traditions, in accordance with the Academy's vision and regulations.
- 19.** Any violation of the regulations of the Deanery of Student Affairs, such as benefiting from the Academy's offered services without paying the due fees (students' hostel - restaurant - gymnasium - transportation, etc.)
- 20.** Recording or attempting to record lectures (audio or video recording) using traditional devices or high-tech devices without the consent of the lecturer.
- 21.** Any hacking attempt on the Academy's website or the websites or social media pages of colleges, deaneries, institutes, scientific centers, or the accounts of the Academy's staff members, employees and students.
- 22.** Triggering violence and fueling conflicts by any means and any action that shall threaten the safety of the Academy.
- 23.** Modifying, changing or transferring any of the equipment and resources in any of the Academy's facilities without maintaining an official approval from the competent authority.
- 24.** Traffic violations, reckless driving and any violation to the security rules and regulations inside the Academy's premises.
- 25.** Sentenced to criminal ultimate arbiter or imprisonment for crimes involving immorality or dishonesty.



**26.** Performing any action that shall negatively affect the reputation and the status of the Academy as one of the specialized Arab organizations affiliated with the Arab League.

# Chapter 3

## Disciplinary Actions

### Article Eleven:

1. Verbal or written notification.
2. Warning the student of final expulsion from the Academy along with a written undertaking letter.
3. Deprivation of participation in students' activities for one semester or more.
4. Deprivation of attendance and examinations of all registered courses in the semester at which the violation took place and receiving a 'W' in all subjects with no right to refund the tuition fees or the fees of the student hostel, if applicable.
5. Deprivation of registration for the summer academic semester.
6. Deprivation of registration for one academic semester.
7. Deprivation of registration for two academic semesters.
8. Deprivation of registration for two academic semesters and the summer academic semester.
9. Final expulsion from the Academy.

### Article Twelve:

In case of damaging, destroying or defacement of the Academy's properties, writing on its walls or carrying out any similar unacceptable action, the student shall pay the cost of the damaged facility in addition to the cost of restoring it and any fine estimated by the Academy for this damage and its possible consequences without submitting the case to the Student Affairs Committee unless there is a need.

### Article Thirteen:

Smoking (cigarettes, electronic vape cigarettes, etc.) and dressing inappropriately are strictly prohibited on campus. In the case of a student violating this rule, 25\$ will be deducted from the insurance money for the first-time offence, 50\$ for the second, and 100\$ for the third. In case violation occurs for the fourth time, the student is to be investigated by the Student Affairs Committee to enforce suitable disciplinary action.

#### **Article Fourteen:**

No disciplinary action can be enforced unless mentioned in the first three articles in Chapter Three.

#### **Article Fifteen:**

In case a student obtains their graduation certificate through fraud, forgery or cheating, the Academy has the right to withdraw the decision to grant the certificate. In case of criminal offence or forgery, the Academy may also file a complaint to concerned authorities.

#### **Article Sixteen:**

The student's legal guardian, the scholarship organization, or the delegating body are to be informed of the disciplinary action decided by the Committee. This is the responsibility of the Head of the Committee and to be done within three days of the Committee decision, of which the student is to be notified in writing. The disciplinary action is also to be added to the student's record on the student portal.

#### **Article Seventeen:**

In case a student committed a series of related offences, the most severe disciplinary action is to be enforced. In case a student committed a series of unrelated offences, each is to be assigned a separate disciplinary action.

#### **Article Eighteen:**

Decisions taken by the Student Affairs Committee cannot be altered or modified after their approval by the President of the Academy, unless in case of student appeals.



### **Article Nineteen:**

The Head of the Student Affairs Committee is to send a copy of the Committee agenda to its members, 48 hours prior to their meeting.

### **Article Twenty:**

Disciplinary action decided upon by the committee is to be enforced after the approval of the President of the Academy.

### **Article Twenty-One:**

Record of Disciplinary decisions taken by the Committee is kept by the Deanery of Student Affairs.

### **Article Twenty-Two:**

Any issue that was not regulated by an article is to be subject to the Education Regulations.

### **Article Twenty-Three:**

These current regulations may not be amended unless upon the request of the Deanery of Student Affairs and after the approval of the President of the Academy.

### **Article Twenty-Four:**

These Regulations go into effect, upon its approval by the President of the Academy.