University President's Decision No. (2) of 2024
On the Issuance of the Bylaws for Student Discipline and Combating Cheating and Violation of Examination System at the University of Sharjah

We, Sultan bin Ahmed Al Qasimi, Deputy Ruler of Sharjah and President of the University of Sharjah:

- Pursuant to the Federal Decree by Law No. (33) of 2023 Concerning Combating Cheating and Violation of Examination System;
- Law No. (3) of 2019 regarding the reorganization of the University of Sharjah and its Executive Bylaws;
- Emiri Decree No. (1) of 1997 regarding the establishment of the University of Sharjah;
- And the University President's Decision No. (9) of 2019 on the Issuance of the Student Discipline Bylaw at the University of Sharjah;
- Based on the approval of the Board of Trustees; and

In the best interest of the public, Hereby issue the following decision:

Decision Name

Article (1)

This decision shall be called " Bylaws for Student Discipline and Combating Cheating and Violation of Examination System at the University of Sharjah ".

Scope of Application

Article (2)

The provisions of this decision shall apply to all students enrolled at and attending the University of Sharjah.

Definitions

Article (3)

In applying the provisions of this decision, the following terms and expressions shall have the meanings set against them unless otherwise indicated by the context:

The Country: United Arab Emirates.

The University: University of Sharjah.

The Chancellor: Chancellor of the University.

The Deans Council: The University Deans Council.

The Dean: Dean of Student Affairs, men's or women's as appropriate.

The Student: A male or female student, as appropriate, registered in one of the University's programs for the purpose of obtaining a certificate or degree, and includes anyone who has been subjected to an assessment or level determination test in one of the University's programs.

The Examination: Includes an exam or any tool or mechanism that the University uses to assess and measure the skills and knowledge that the student has acquired and his/her ability to achieve the targeted learning outcomes, or for the purpose of verifying that the conditions for admission to one of the University's programs have been met. Whether the exam is in-person or carried out remotely.

Cheating: Obtaining or attempting to obtain, giving or leaking information related to exam questions, answers, or content by illegal means, including hacking electronic exam systems, falsifying exam results, or the student's possession and use of any means of information technology or other means not authorized in exam halls and centers.

Attempting to Cheat: Catching the student in possession of one or more means or methods that are illegal or prohibited from being used in written or oral exams.

Examination Supervisors: Those working on examination committees, supervisors and workers in examination centers, those responsible for proctoring and observation in examination halls, setters of examination questions and their model answers, and those responsible for printing examinations and monitoring and grading.

Basic Provisions

Article (4)

1. The provisions of this decision shall be read and interpreted in a manner that does not conflict with the provisions of the Federal Decree by Law No. (33) of 2023 Concerning Combating Cheating and Violation of Examination System.
2. Without prejudice to the disciplinary procedures in accordance with the University's regulations and policies, the provisions of the Federal Decree by Law No. (33) of 2023 Concerning Combating Cheating and Violation of Examination System shall apply to members of the academic staff and employees who participate in cheating and violation of the examination system.

3. The provisions of the Federal Decree by Law No. (33) of 2023 Concerning Combating Cheating and Violation of Examination System shall apply to any person other than students who are proven to have participated in the examination system at the University.

Examination Policy, Guidelines, and Instructions

Article (5)

1. The University has the right to use all equipment and technical systems that detect or prevent the use of smart electronic devices for cheating in exams.
2. A comprehensive policy that includes guidelines, regulations and instructions for organizing exams shall be issued by a decision of the Chancellor after the approval of the Deans Council. This policy shall clarify all procedures from the beginning of the exams to the end. It applies to students and supervisors whether they are academic staff or employees. This policy is complementary to this decision and is read and interpreted with it. The Deans Council may review and update it annually in a way that ensures combating emerging cheating methods.
3. In the event that a student violates the examination regulations, disobeys the instructions of the supervisor in an exam hall, or persistently disrupts the peace and quiet of the exam hall, s/he will be asked to turn in his/her exam paper and leave the exam hall. The invigilator or supervisor in the exam hall shall write a detailed report on the incident immediately at the end of the exam session, have the report approved by the lead invigilator, and submit it to the Dean of the concerned college for the appropriate action.

Exam Dates and Regulations

Article (6)

Exams will be held on the dates specified for them, and the following are not allowed:

1. Changing the exam dates except by a decision of the concerned party.
2. Entering the exam hall after the actual start of the exam.
3. Leaving the exam hall until at least half an hour has passed since the actual start of the exam.
4. Leaving the exam hall and returning to it, except for health reasons, and the policy referred to in Article (5) of this decision shall determine the procedures to be followed in this regard.

Violations

Article (7)

The following acts are considered violations, which if committed by students will subject them to the penalties indicated in this decision:

1. Violating the laws, bylaws or regulations of the Country or the regulations in effect at the University.
2. Not attending lectures nor participating in other activities required by the University and/or inciting any such behavior.
3. Disrupting order in the classrooms, laboratories, libraries or other University facilities.
4. Committing any act that violates the codes of honor, dignity, morality or good conduct and behavior or an act that might negatively affect the reputation of the University or its employees (on or off campus or during any activity or event in which the University is participating).
5. Forming or participating in any group or organization on campus without prior permission from the concerned authorities in the University or the Country or participating in any collective activity that might violate the regulations of the University.
6. Using University buildings, facilities or property for purposes other than that for which they are intended without prior permission from the concerned party or misusing any permission/licensure granted.
7. Distributing publications or bulletins, issuing newspapaers, posting announcements or collecting signatures and donations without prior permission from the concerned University authorities or misusing the permissions granted to carry out any of the aforementioned activities.
8. Directing any insult or abuse towards a faculty member, employee, student or visitor at the University including any behavior that constitutes a violation of the University's approved policies to prevent bullying or sexual harassment.
9. Damaging, vandalizing or disabling any fixed or movable University property.
10. Falsifying University documents and/or using falsified documents for any purpose whatsoever.
11. Committing any act of falsification or misrepresentation in applying for admissions to the University or falsifying any documents submitted during the admissions process.
12. Committing or attempting to commit cheating during exams.

13. Committing plagiarism by appropriating the works of others without citing or referencing them in master's theses or PhD dissertations, graduation projects, research papers, assignments, reports, etc., including any information from learning resources and the Internet, which is in violation to University regulations.
14. A person or student impersonating another student to enter the examination hall and take the exam on their behalf.
15. Conspiracy to hide another student's effort or allowing others to copy his/her answers.
16. Fabricating or falsifying data or changing and deleting results without scientific or statistical explanation.
17. Violating the codes of modesty practiced in the Emirate of Sharjah when at the University.
18. Smoking, in any form or by any means, in the University buildings or anywhere on campus.

Penalties

Article (8)

Without prejudice to the provisions of the Federal Decree by Law No. (33) of 2023 Concerning Combating Cheating and Violation of Examination System, the penalties that a student may be subject to will be determined as follows:

1. A letter of caution.
2. Dismissing the student from the classroom where s/he is taking the exam.
3. Prohibiting the student from attending some of the lectures for the course that s/he disrupted, provided the dismissal from lectures exceeds no more than 20% of the total number of lectures for the course.
4. Prohibiting the student for a specific period from the services provided by one or more of the University facilities where the violation occurred.
5. Prohibiting the student for a specific period from participating in one or more of the student activities in which the violation occurred.
6. A warning in its three degrees: first, second and final.
7. Imposing a fine in an amount equal to the value of the damaged item/items.
8. Cancelling the registration of the student for one or more courses in the semester in which a violation occurred.
9. Cancelling the exam of the student for one or more courses and giving the student a grade of 'F' in the course/s for which the exam was cancelled.

10. Suspending the student from the University temporarily for one semester or more.
11. Final dismissal from the University, while granting the student the right to transfer to another university.
12. Final dismissal from the University and prohibiting the student to benefit from his/her transcripts.
13. Rescinding the decision to grant the student a degree if it becomes apparent that there was an act of forgery or fraud in the process leading up to the conferral of the degree.

Attempting to Cheat

Article (9)

In the event that a student attempts to cheat during an exam, s/he shall be subject to the following penalties combined:

1. Receiving a grade of 'F' for the course in which s/he attempted to cheat on the exam.
2. Cancellation of his/her registration for the courses in which s/he enrolled for the semester during which the attempted cheating occurred.
3. Any other penalty as stipulated in Article (8) of this decision that is proportionate to the act of attempting to cheat, which shall be determined by the Chancellor based on the recommendation of the competent committee.

Being Caught Cheating

Article (10)

1. In the event that a student is caught cheating during an exam or a quiz, s/he shall be subject to the following penalties combined:
   a. Receiving a grade of 'F' for the course for which the exam was taken.
   b. Cancellation of the courses in which s/he is enrolled for the semester during which s/he was caught cheating.
   c. Suspension from the University for the academic semester following the semester during which the cheating was detected; the summer session shall be not counted as an academic semester for this purpose. Additionally, s/he shall be given no credit for any course(s) taken at another university during the suspension period.
2. The student shall not be pardoned if the act of cheating is detected at a later time, and the case shall be referred to the concerned committee for investigation and to recommend what it views appropriate.

3. The student shall be dismissed from the University if s/he commits any act of plagiarism as outlined in item (13) of Article (7) in this decision relating to his/her PhD dissertation or master's thesis. In other cases, s/he shall receive a grade of 'F' for the course in which the plagiarism occurred and be required to repeat the same course without the option of taking an alternative course.
4. If plagiarism in master's thesis or PhD dissertation is detected, as outlined in item (13) of Article (8) in this decision, the decision to grant the student his/her degree shall be rescinded.

Students of Colleges with Annual Credit System

Article (11)

Exempted from the penalties stated in Article (9) and item (1) of Article (10) in this decision are students in colleges with an annual credit system. The following provisions shall apply to them:

1. If a student is detected attempting to cheat, s/he shall be sent the penalty of a final warning. If such is repeated, s/he shall fail the academic year in which the repeated attempt to cheat occurred.
2. If the student is caught cheating, s/he shall be considered to have failed the academic year in which the cheating occurred.
3. Any other penalty as stipulated in Article (8) of this decision that is proportionate to the act of attempting to cheat, which shall be determined by the Chancellor based on the recommendation of the competent committee.

Combination of Penalties

Article (12)

1. Two or more of the penalties prescribed in these regulations may be combined.
2. If a student repeats the same violation or commits another violation/s throughout the period of study, s/he shall be subject to the stricter penalty.

Investigation

Article (13)

1. No penalties prescribed in Article (8) of this decision may be decided upon until completing an investigation with the student and hearing his/her testimony and the testimonies of witnesses (recorded in writing). The student shall be notified in writing

of the times and dates of the hearings. If the student refrains from attending or fails to attend the hearing/s on the designated date/s (with an excuse deemed unacceptable by the investigating committee), s/he shall forfeit the right to a hearing and his/her case shall be decided upon in absentia.

2. The individual conducting the student investigation is not permitted to be a member of the Student Disciplinary Committee.

Investigation and Disciplinary Committees

Article (14)

1. During the first month of each academic year, the College Council shall form an investigative committee for a term of one renewable year, consisting of three faculty members from the concerned college, to investigate violations committed by students within the college's facilities. The Dean of the concerned college shall refer any violations committed in the college buildings, classrooms or laboratories, (where its courses are taught) to the committee. The committee shall decide on the appropriate penalty and submit its decision to the Dean.
2. During the first month of each academic year, after consultation with the concerned College Dean, the Dean shall form an investigative committee for a term of one renewable year, consisting of three University faculty members to investigate violations committed by students on the University campus, outside the buildings of his/her college. The Dean of the concerned college shall nominate a rapporteur for the committee and refer violations to the committee for investigation. The committee shall decide upon the appropriate penalty and submit its decision to the Dean.
3. During the first month of each academic year, a Higher Student Disciplinary Committee (one committee for male and another for female students) shall be formed by decision of the Chancellor for a term of one renewable year to look into violations committed by students on the University campus, including within the student dormitories. The committee shall consist of the following members:
    a. The Dean.
    b. Four faculty members, one of whom shall be from the College of Law.
    c. President of the Student Council.
    d. Supervisor/Director of the student dormitories.

Continuity of Committees

Article (15)

If the term of an investigative committee expires, the committee shall continue to perform its duties until another committee is formed to replace it.

Authority to Impose Penalties

Article (16)

The authority to administer disciplinary penalties against students shall be exercised in accordance with the following procedures:

1. A faculty member, or instructor of a course, may administer the penalties prescribed in items (1), (2) and (3) of Article (8) in this decision provided the period for prohibiting a student from attending lectures exceeds no more than 20% of the total teaching hours of the said course.
2. A dean may administer the penalties stated in items (1) through (7) of Article (8) in this decision.
3. The Higher Student Disciplinary Committee may administer any of the penalties prescribed in Articles (8), (9), (10) and (11) of this decision as it deems appropriate for the violation in question.

Preservation of Penalty Decisions

Article (17)

1. Decisions regarding the imposing of penalties are kept in a student's file in the Deanship of Student Affairs and in the Admissions and Registration Departments. The concerned party shall be notified of the penalty imposed, and a copy of the decision shall be sent to the student's guardian and scholarship sponsor (if applicable)
2. The Registration Department shall keep in a student's file all of the penalties issued against him/her. Penalties shall be recorded in the student's transcripts and clearly stated in any document/s issued to him/her.

Clearing the Record

Article (18)

By decision of the Chancellor, upon a request from the student, the student's record may be cleared if the student exhibits good behavior.

General and Final Provisions

Article (19)

1. The employees of the Examination Committees who are determined by a decision of the University President in accordance with the provisions of Article (9) of the Federal Decree-Law No. (33) of 2023 shall have the capacity of judicial enforcement officers to prove the violations that occur within their jurisdiction.
2. The competent judicial authorities shall be notified, through the Chancellor or his/her delegate, of the violations that involve a criminal offense in accordance with the provisions of the Federal Decree-Law No. (33) of 2023.

Article (20)

A student shall not be penalized for the same violation from more than one disciplinary party.

Article (21)

All decisions shall be considered final except in the cases of the penalties prescribed in items (8) through (13) of Article (8) and those in articles (9), (10) and (11) of this decision. The student may appeal the decision before the Deans Council within fifteen days from the date that s/he is notified of the decision in writing. The Deans Council may subsequently confirm, modify or cancel a penalty, and the student may not appeal the decision of the Deans Council before any other party.

Article (22)

The Chancellor shall assume the powers of the University Higher Student Disciplinary Committee if a demonstration or breach of order occurs at the University, causing the disruption of classes or in case an incident threatens to disrupt classes and requires immediate action. The Chancellor shall notify the Dean Council of any decision he issues in such a case.

Article (23)

The Deans Council shall decide on matters not stated in this decision or on any issues arising from its implementation.

Article (24)

University President Decision No. (9) of 2019 in Issuance of the Student Disciplinary Bylaws at the University of Sharjah is hereby repealed.

Publication of the decision and entry into force

Article (25)

This decision shall become effective as of the date of issue, and all parties concerned shall act in its accordance. Any item in contravention to its provisions shall be rescinded to the extent required, and this decision shall be published in the Official Gazette.

Issued on:
09 Ramadan, 1445 AH
Corresponding to: March 19, 2024

Sultan bin Ahmed Al Qasimi
Deputy Ruler of Sharjah
President of the University of Sharjah