

## Academic Violation Registration Form (Responsible Entity: Discipline Committee)

Course Information		Incident Documentation Information	
Academic Semester		Day and Date of Incident	
Course Code and Number		Time of Incident	
Course Name		Location of Incident (Building code and room number)	
Exam Type:	<input type="checkbox"/> Midterm <input type="checkbox"/> Final <input type="checkbox"/> Assignment Duration: From _____ To _____	Description of Violation Tool /Method (Attach photo if any)	
Department and College		Violation reporter / recorder	
Course Instructor Name		Any Other Information	

### Notice:

- The request is sent to the Head of Department / Head of the concerned entity, then to the Assistant Dean, then to the Dean, and finally to the Office of the responsible Vice President.
- The form and all documents related to the incident/violation shall be transferred to the Office of the responsible Vice President for archiving in the student's file after following all procedures outlined in the Student Code of Conduct and the Procedures Record for Academic Violations.
- The specified timeframes for reporting, submitting, and following up on violations must be adhered to, in accordance with the approved regulations and procedures.

Type and Description of Academic Violation:	
<input type="checkbox"/> 1. Resubmitting an assignment prepared for one course in another course. * <input type="checkbox"/> 2. Attempting to cheat in assignments. * <input type="checkbox"/> 3. Cheating in assignments or assisting or participating in it. * <input type="checkbox"/> 4. A student assigned research or assignments submitting work completed by other students or other persons or using Artificial Intelligence without adhering to the ethical guidelines governing its use. * <input type="checkbox"/> 5. Intentionally disrupting the educational process or its order. * <input type="checkbox"/> 6. Failure to observe academic integrity in assignments. * <input type="checkbox"/> 7. Using or attempting to use a mobile phone or any other means that may be used for cheating during assignments without prior authorization. * <input type="checkbox"/> 8. Attempting to cheat during exams.	<input type="checkbox"/> 9. Cheating during exams or assisting or participating in it. <input type="checkbox"/> 10. Breaching the regulatory rules of exams. <input type="checkbox"/> 11. A student or any other person (impersonator) attending or performing assignments or exams on behalf of the concerned student. Both the impersonator and the concerned student shall be penalized. <input type="checkbox"/> 12. Violating the intellectual property rights of others, whether through copying, photographing, or undocumented citation from the Internet or printed sources. <input type="checkbox"/> 13. Forging any documents, information, or figures submitted to the University. <input type="checkbox"/> 14. Using or attempting to use a mobile phone or any device that may be used as a means of cheating during exams without prior authorization. <input type="checkbox"/> 15. Any other academic violation <hr/>

\* In case of repeating violations 1–7, they shall be referred to the Discipline Committee. Committing such a violation for the first time falls under the jurisdiction of the course instructor.

### Details about students who committed the violation

ID Number	Name	Email	Mobile Number

The person who is reporting the violation (Must be the person who detected the violation)

Name			
Employee ID		Job Title	
Email		Mobile Number	
Signature		Date	

Details of the Violation Committed by the Student(s):

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Cheating Tool Used: (The cheating tool must be attached if any — or a copy of it with the incident registration report)

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|---|--|
| <input type="checkbox"/> Paper scraps                           | <input type="checkbox"/> Mobile device, smart watch, earpiece, or any other electronic means                             |
| <input type="checkbox"/> Copying from another student           | <input type="checkbox"/> Copying from a book, notes, or writing on the palm of the hand or arm                           |
| <input type="checkbox"/> Attending on behalf of another student | <input type="checkbox"/> Take a picture of the exam and the exam and sending it to someone outside the examination hall. |
| <input type="checkbox"/> Other (write accurately):              |  |

Course Instructor's Comments:

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Course Instructor		Signature		Date	
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- Forward the case to the Head of the Department

Head of Department's comments:

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Head of Department:		Signature		Date	
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- Forward the case to the Assistant Dean for Student Affairs

Assistant Dean for Student Affairs' Comments:

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Assistant Dean for Student Affairs:		Assistant Dean for Student Affairs signature		Date	
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- Forward the case to the Dean of the College

**Dean of the College's Comments:**

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<b>Dean of the College:</b>			
<b>Dean of the College Signature</b>		<b>Date</b>	

Forward the case to the Vice President for Student Affairs

**Office of the Vice President for Student Affairs**

Description of the Student's Academic Record and Details of Previous Academic Violations (if any):

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<b>Responsible Employee</b>			
<b>Signature</b>		<b>Date</b>	

**Recommendations of the Vice President for Student Affairs:**

Archive the incident                       Forward the case to the Discipline Committee

<b>Vice President for Student Affairs:</b>			
<b>Vice President for Student Affairs' Signature:</b>		<b>Date</b>	

Recommendations of the Discipline Committee:

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(The minutes of meetings and the decisions of the committee should be attached to this form )

<b>Head of the Discipline Committee:</b>			
<b>Signature:</b>		<b>Date</b>	

**Decision of the Vice President for Student Affairs:**

- Archive the incident
- Warning the student not to repeat the violation.
- The student shall be required to resubmit the assignment in which the violation occurred or complete an alternative assignment.
- Requiring the student to write an essay discussing the negative impact of the violation on the university experience.
- Cancelling the result of the assignments regarding which the violation occurred.
- Verbal warning.
- Written warning.
- Cancelling the student's registration in the course in which the violation occurred.
- Cancelling the student's registration in the course in which the violation occurred and barring them from registering for the same course for one semester.
- Cancelling the student's registration in the semester in which the violation occurred.
- Assigning a failing grade in the course in which the violation occurred.
- Assigning a failing grade in the course in which the violation occurred and barring him/her from registering for the same course for one semester.
- Assigning a failing grade in the semester in which the violation occurred.
- Delaying the awarding of the academic degree for a period not exceeding one academic year.
- Suspension from the University for one semester.
- Suspension from the University for more than one semester and not exceeding two academic years.
- Permanent dismissal from the University
- Forward the incident to the President of the university.

**Recommendations of the Vice President for students affairs if the case is to be forwarded to President of the university**

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<b>Vice President for Student Affairs:</b>			
<b>Vice President for Student Affairs' Signature:</b>		<b>Date</b>	

**President of the University**

**Decision of the President of the University:**

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**Notes (Remarks) of the President of the University:**

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<b>President of the University:</b>			
<b>Signature:</b>		<b>Date</b>	