

Sharjah Maritime Academy
Academy's President

Academy President Decision No. (9) of 2024 AD

By issuing

Regulations governing student behavior of Sharjah Maritime Academy

We, Sultan bin Muhammad Al-Qasimi, Ruler of the Emirate of Sharjah, President of Sharjah Maritime Academy, after reviewing Law No. (2) of 2023 AD regarding the organization of Sharjah Maritime Academy and based on the approval of the Academy's Board of Trustees and as required by the public interest,

We issued the following decision:

Name

Article (1)

This decision is called the "Regulations controlling the behavior of students of Sharjah Maritime Academy."

Definitions

Article (2)

In applying the provisions hereof, the following words and phrases shall have the meanings indicated next to each of them, unless the context of the text requires otherwise:

Country : United Arab Emirates.

Academy : Sharjah Maritime Academy.

Chancellor : Academy's Chancellor.

Cheating:

The student deliberately relies on illegal or prohibited means to answer the written or oral examinations held at the academy.

Initiating fraud:

Catch a student trying to cheat, including possession of one or more illegal or prohibited means for use in written and oral exams.

Being caught in the act of cheating:

Arresting the student while committing any act or using any illegal or prohibited means to answer the exam.

Violations

Article (3)

The following actions are considered violations that expose the student who commits any of them to the penalties specified therein:–

1. Deviation from the laws, regulations and instructions in force in the country or the systems applied in the academy.

2. Intentional abstention from attending lectures and other academic work that regulations require attendance at, or incitement to do so.
3. Disturbance of order inside lecture halls, laboratories, libraries or other academic facilities.
4. Committing any act that violates honor, dignity, or morals, or violates good conduct, or that would harm the reputation of the Academy or its employees, whether inside or outside the Academy, or in any activity or event in which the Academy participates.
5. Establishing any organization within the Academy or participating in it without a previous license from the competent authorities in the Academy or the State, or participating in any group activity that violates the organizational rules of the Academy.
6. Using the academy's buildings, facilities or property for purposes other than those for which they were intended without prior permission from the relevant authority or misusing the licenses granted.
7. Distributing flyers, issuing gazettes, placing advertisements, or collecting signatures and donations without obtaining a license from the competent authorities in the Academy, or misusing the licenses granted to practice the aforementioned activities.

8. The student directs an insult or abuse to a faculty member, any of the employees or students at the academy, or its visitors.
9. Damaging, defacing, defacing, or rendering the Academy's movable or immovable property inoperable.
10. Forgery of academic documents and use of forged papers for any purpose.
11. Any forgery or distortion in the application to join the Academy or any documents submitted by the student during his enrollment in the Academy.
12. Attempting or being caught in the act of cheating.
13. Quoting the work of others without documenting it in doctoral and master's theses, graduation projects, research, assignments, reports, etc. Quoting includes any information found in various learning sources, including the Internet, in contravention of the regulations approved by the Academy in this regard.
14. A student entering the shoes of another student and impersonating him to take the exam in his place.
15. Copy someone else's answers during the test.

16. Obtaining a copy of the test or information about it before it is held.
17. Purchasing projects and quarterly research papers.
18. Bringing unauthorized phones, electronic watches, and electronic devices into the exam hall, or communicating with other people about the exam while it is in session.
19. Failure to comply within the academic campus with the modesty instructions in force in the Emirate of Sharjah.
20. Smoking of all kinds, forms and means inside the buildings and courtyards of the academic campus.

Article (4)

The student may not disrupt the examination system, violate the instructions and instructions given by the person in charge of the examination hall, or intentionally disturb the calm or insist on doing so. If he commits any of this, he will be ordered to hand over the answer sheet and leave the hall, and the observer or supervisor of the examination hall must write a report. A detailed account of the incident immediately after the end of the exam, and it must be approved by the head of the exam hall, then submitted to the dean of the college to take the necessary action.

Student Conduct Control Committee

Article (5)

1. A committee to control student behavior is formed in the academy by decision of the Chancellor, and it consists of:–
 - A. Dean / Director of Student Affairs (Chairman)
 - B. Dean.
 - C. A representative from the Admissions and Registration Department
 - D. A representative from facilities management
 - E. Two faculty members.
 - F. Member of Legal Affairs.

2. The Student Behavior Control Committee is responsible for the following:
 - A. Examining the behavioral violations committed by the student after the investigation process, during which the student is given the full opportunity to defend himself, by mentioning the discovery of a violation.
 - B. Issuing decisions to impose appropriate disciplinary penalties for the violation committed in accordance with the penalties stipulated in the Student Conduct Regulations.
 - C. Applying the current approved student disciplinary regulations on disciplinary cases referred by the Chancellor and deans regarding various types of behavioral violations, including examination violations.

Penalties

Article (6)

The penalties that may be imposed on the student are as follows:

1. Written warning.
2. Removing the student from the classroom, laboratory, library, or exam.
3. Depriving the student from attending some lectures of the course in which the student disrupts the discipline during his teaching, provided that this does not exceed (20%) of the number of lectures.
4. Deprivation for a specific period of time from benefiting from the services provided by one or more of the academy's facilities in which the violation was committed.
5. Deprivation for a limited period from practicing one or more of the student activities in which the violation was committed.
6. Academic warning in its three levels: first, double and final.
7. A fine whose value is equivalent to what the student destroyed.
8. Cancellation of the student's registration in one or more courses of the semester in which the violation occurred.
9. Canceling the student's exam in one or more courses, and counting him as having failed the course or courses in which his exams were cancelled.
10. Temporary dismissal from the academy for a semester or more.
11. Final dismissal from the academy, giving him the right to transfer to another academy or university.
12. Final dismissal and deprivation of benefiting from his academic record.

13. Withdrawal of the certificate and cancellation of the decision to grant it if it becomes clear that there is forgery or fraud in the procedures for granting it.

Article (7)

If the student is caught attempting to cheat, one of the following penalties or a combination of them will be applied to him:

1. He will be considered to have failed the course in which he attempted to cheat on the exam.
2. Cancellation of his registration from the courses for which he was registered in the semester in which he was caught.

Article (8)

1. If the student is caught red-handed in cheating, one or all of the following penalties will be applied to him:–
 - A. S/he is considered to have failed the course in which s/he was caught cheating on her/his exam.
 - B. Cancellation of his registration from the courses for which he was registered in the semester in which s/he was caught.
 - C. S/he will be expelled from the academy for a semester, which is the semester following the one in which s/he was caught. The summer semester is not considered a semester for this purpose, and he will not be accepted for any course or courses s/he studies at any other academy or university during the duration of her/his semester.

2. The student is not exempted from responsibility in the event that an incident of cheating is discovered or suspected of having been committed after taking the exam, and the student is referred to the competent investigation committee to investigate her/him and recommend what it deems appropriate.

Article (9)

1. It is allowed to combine two or more penalties stipulated therein.
2. The most severe penalty will be imposed if the student repeatedly commits the same or another violation throughout the period of his studies.
3. Decisions to impose sanctions are kept in the student's file with the Deanship, Admissions Department, and Registration Department. The competent authority imposing the penalty is notified, and a copy of the decision is sent to the student's guardian and the study grant authority, if any.
4. It is not allowed to impose any of the aforementioned penalties except after completing the investigation with the student, and hearing his statements and the statements of witnesses and writing them down, provided that dates are set for the student and notified to him in writing. If he abstains or fails to appear on the dates set for him with an excuse that is not accepted by the investigation committee, his right will be forfeited. In hearing her/his statements, her/his violation will be considered in absentia.

5. The Registration Department keeps in its record the student all penalties issued against him, and they are recorded in his transcript, and this is clearly stated when providing him with any document.
6. By decision of the Chancellor, based on the student's request, the penalty may be erased if he proves good behavior.

Investigation and Liability

Article (10)

1. The person who initiated the investigation into the violating student may not be a member of the Student Conduct Control Committee.
2. In the first month of each academic year, and for a renewable period of one year, the College Board shall form a committee to investigate violations committed by students inside the college buildings, from three members of the college's teaching staff, and the college dean shall refer violations committed inside college buildings or within the halls or laboratories where her/his college courses are taught, s/he will be referred to this committee to set the appropriate penalty rate and submit it to.
3. In the first month of each academic year, for a renewable period of one year, the Dean forms a committee to investigate violations committed by students on the Academy campus outside the college buildings, from three members of the Academy's teaching staff after consultation with the relevant Dean of the College. The Dean is responsible for appointing a rapporteur. The Committee, referring violations to it for investigation, setting the appropriate penalty rate, and submitting it to.

4. If the specified term for any of the investigation committees referred to in this article expires, it will continue to exercise its powers until new investigation committees are formed to replace them.

Final Provisions

Article (11)

1. The powers to impose disciplinary sanctions on students are determined in accordance with the Student Conduct Regulations.
2. The student will not be punished for a single violation by more than one disciplinary authority.
3. The Academic Board decides on cases for which there is no text therein or any problem arising from its application.

Validity & Publication

Article (12)

This decision will be effective from the date of its issuance, and the concerned authorities must implement it, each within its specialty.

Issued by us on

February 14, 2024

Sultan bin Muhammad Al-Qasimi

Ruler of the Emirate of Sharjah

Sharjah Maritime Academy's President

Signed