



English-Arabic Specialized Translation Master's Program Code of Conduct, Ethics, and Discipline Regulations



لائحة
مقررات

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1. Introduction

This policy aims to foster a culture of respect for university regulations and policies, promote values, ethics, and generally accepted conduct, and maintain discipline among students on campus. It also seeks to address the behavior of students who violate regulations or commit offenses. This policy is based on the following principles:

- Honesty and integrity
- Objectivity and accuracy
- Accountability and prudence
- Responsibility and transparency
- Respect for life and public good

2. Code of conduct and ethics:

In a thriving Department of Translation, our academic community makes every effort to foster a culture of commitment to the values we cherish and create a positive, safe, and inclusive atmosphere that enriches the overall educational experience of every member of our community. Therefore, everyone in our department expected to:

- 1) Respect and comply with the Islamic values and teachings.
- 2) Maintain professional relationships with others grounded on mutual trust, respect, and civility.
- 3) Devote the necessary time and effort to fulfilling their responsibilities and duties.
- 4) Undertake their responsibilities and duties in accordance with professional standards.
- 5) Maintain academic integrity and comply with all ethical standards.
- 6) Be honest in every aspect of their academic or non-academic life. This includes teaching, learning, doing assignments, taking exams, or doing research.
- 7) Avoid all forms of academic misconduct.
- 8) Comply with all PNU regulations and policies.
- 9) Refrain from violating applicable regulations, ethical standards, or disciplinary/academic norms and conventions.
- 10) Refrain from violating others' rights or causing them any verbal or physical harm.
- 11) Refrain from damaging, tampering with, or disrupting the university's property and facilities, and avoid participating in such actions.

3. Discipline regulations:

3.1 Faculty-related disciplinary actions:

Faculty members are always expected to uphold ethical and professional standards and refrain from any action that violates any applicable regulations or policies or is not consistent with Islamic values. However, if a member is accused of violating well-established

regulations, policies, or the commonly accepted norms of professional conduct, they may be subjected to disciplinary actions if the accusations are found to be true.

Examples of misconduct include neglect of duty, refusal to comply with administrative instructions, immoral or indecent conduct, abusive or threatening treatment of others, and intentional destruction or misuse of university facilities, equipment, property, or resources.

These issues are reported to the Human Resources Director who forwards any related case to the Institutional Disciplinary Committee who conducts careful investigation and documentation of facts. The Committee investigates the matter and calls for a hearing session with the concerned member(s), and when necessary, with witnesses. The Committee then discusses the result of the investigation and reaches a conclusion based on voting. Their report and recommendation of the applicable penalties are sent to the University President to make the final decision. According to the Unified Saudi University Regulations, Article 89, a penalty may be: (i) an official warning, (ii) a written reprimand, (iii) deducting no more than 30% of the member's salary, (iv) merit increment elimination for one year, (v) one-year promotion delay or (vi) dismissal from the University.

The faculty member reserves the right to appeal against the Disciplinary Committee's decision by initiating a formal request to the President. If the committee upholds its decision as final, the complete case is forwarded to the University Council for a final unappealable decision.

3.2 Student-related disciplinary actions:

Students are always expected to uphold ethical and professional standards and refrain from any action that violates any applicable regulations or policies or is not consistent with Islamic values. However, if a student is accused of violating regulations, policies, or the commonly accepted norms of professional conduct, they may be subjected to disciplinary actions if the accusations are found to be true.

PNU has published a policy that clarifies the offenses, violations, and forms of misconduct that may be subject to disciplinary action. In the following sections, we provide examples of all these violations, outline their penalties and the procedures to be followed when cheating in exams or plagiarism is suspected.

3.2.1 Violations and offenses

Any act that violates Islamic teachings, Saudi laws, PNU regulations, policies, and code of practice, or ethical standards and generally accepted conduct is considered an offense that requires disciplinary actions. Examples of such acts are:

- 1) Making any statement or doing any action that undermines religion and Islamic established principles or clashes with the common code of practice or PNU regulations and policies.

- 2) Doing any action that may jeopardize national unity and integrity, encouraging involvement in anti-national organizations, or promoting political ideas that conflict with national laws and policies.
- 3) Undermining PNU's reputation nationally or internationally or representing PNU without being officially authorized.
- 4) Breaching PNU regulations, laws, and policies, provoking others to violate them, and inciting disorder and chaos on campus or in internship providers' locations.
- 5) Attempting to disrupt academic processes or procedures required by the laws, or inciting others to disrupt them during lectures, exams, forums, or any activities organized at PNU.
- 6) Fund raising or collecting donations on campus without authorization from the university.
- 7) Obtaining illegal access to, disseminating, tampering with, damaging, or destroying confidential information related to the university or any of its employees.
- 8) Misusing, damaging, vandalizing or transferring without permission PNU property or facilities illegally.
- 9) Organizing or participating in any unauthorized activities or events inside the university.
- 10) Publishing and disseminating any brochures newsletter, or posters inside the university without prior permission.
- 11) Using technology to inflict damage on the university or any of its employees. This includes taking photos or video recording events that take place inside the university and disseminating that in any way.
- 12) Wearing indecent clothes and violating generally accepted conduct.
- 13) Verbal and physical aggression on any individual on campus.
- 14) Carrying or using guns, even if they are licensed, or any kind of weapons, or possessing any flammable or explosive substances, or bringing in any substances that could be used for illegal purposes inside the university.
- 15) Developing abnormal or deviant relationships that contradict good normal and natural disposition (fitrah), or engaging in any unacceptable behavior.
- 16) Possessing, using, or promoting drugs or any illegal substances on campus. Smoking and vaping are also considered violations.
- 17) Robbing, stealing, attempting to rob or steal anything, or encouraging others to commit such actions on campus.
- 18) Infringing on others' intellectual property rights by illegitimate copying or plagiarizing or by any other means.
- 19) Forging files, certificates, official documents or non-academic records obtained through fraud or deceit, or requesting such action, as long as they are related to the student's relationship with the university or its academic procedures.
- 20) Facilitating the entry of visitors or any individuals into the university without authorization.
- 21) Accommodating unauthorized persons in the university housing, sleeping in a room not assigned to the student, or leaving the university housing without prior permission.



- 22) Impersonating others, whether to benefit the impersonator or someone else, including assuming an official title without authorization from the relevant authority.
- 23) Cheating or attempting to cheat in exams by any means, or obtaining information about an examination not yet administered.
- 24) Abstaining from presenting ID cards to any individual on campus who needs to verify a student's identity.

3.2.2 Penalties:

Any of the following penalties may be imposed on a student who breaches laws and regulations:

- 1) Documented notification.
- 2) Written reprimand.
- 3) Community service assignments
- 4) Failing one or more courses.
- 5) Temporary suspension for no more than one year and the suspension of monthly allowance.
- 6) Access denial to university housing.
- 7) Expulsion

In addition to these penalties, the Discipline Committee may impose additional consequences including:

- 1) Requiring the student to attend a rehabilitation program.
- 2) Requiring students to cover the cost of any stolen or damaged university property, including repair or replacement expenses
- 3) Revocating the student's ID card, if she is temporarily suspended, and consequently she is denied access to all university services.
- 4) Repaying the fees for the courses she failed as a penalty.

Procedures for imposing fines or financial penalties:

- 1) An executive decision with the stipulated/prescribed fine.
- 2) The student is notified of the penalty and given 30 days to appeal.
- 3) If the student appeals, her request is sent to the Discipline Committee for consideration, and their decision is final.

More information on disciplinary actions can be found [here](#) and [here](#).

3.2.3 Procedures for dealing with cheating incidents

When a student is caught cheating or attempting to cheat while taking midterm or final exams, the invigilator or exam committee supervisor should:

- 1) Take the suspected student outside the exam room.
- 2) Draft detailed documentation of the incident immediately, attaching all the supporting documents and confiscated evidence, and forward the report to the College Dean.

- 3) The College Dean or her designee from the Discipline sub-committee shall immediately start an investigation with the suspected student. If she is found to be guilty of cheating, the Dean recommends imposing any of the following penalties:
The assignment of a failing grade (a zero) for the midterm exam in which the student was caught cheating.
In final exams,
The assignment of a failing grade (a zero) for the course in question,
The assignment of a failing grade (a zero) for the course in question and for one or more other courses,
The assignment of a failing grade (a zero) for the course in question and for all the other courses in the same semester.
The severity of the penalty depends on whether the cheating incident is combined with another offense such as verbal or physical aggression on invigilators, inciting disorder in the exam room, or insisting on not following instructions. The midterm exam should be entered in her grade record until an executive decision is issued regarding her case.
- 4) If a student is found guilty of academic dishonesty or cheating in an assignment or research, she shall receive a zero for this work.
- 5) If a student is suspected of any academic misconduct in the graduation project or during her internship, her supervisors shall write a detailed report on the incident and submit it to the College Dean who forwards it to the Disciplinary subcommittee to investigate the matter. if the student is found guilty, the committee recommends any of the penalties above.
- 6) Violating academic integrity policy in writing the thesis, the regulations of postgraduate studies apply.

3.2.4 Procedures for dealing with plagiarism:

- 1) If plagiarism is suspected in an assignment, report, or course research project, the instructor of the course in question discusses the matter with the student to make sure it is willful plagiarism.
- 2) The instructor then reports the incident to the program director, who assigns a committee of three faculty members to examine the evidence provided by the instructor.
- 3) The committee determines that the evidence presented is either not sufficient to be considered as an act of plagiarism, or sufficient enough to be considered an act of plagiarism, and they confirm the applicability of Article 12 of the PNU Code of Conduct and Student Discipline: the student receives a zero (0) for the plagiarized work.