

<b>Academic Semester</b>		<b>Date of Incident</b>	
<b>Location of Incident</b>			

**Note:** This form and all the incident related documents should be forwarded to the Student Code of Conduct Office in the Student Affairs Sector to archive them after following all the procedures highlighted in the Student

**Type and Description of the Violation**

Violation			
1	Organizing an event at the University without a prior approval of the concerned authority.	14	Smoking in unauthorized places.
2	Collecting donations on campus or from University members, without a prior written approval of the concerned authorities at the University.	15	Not adhering to the policies, guidelines, procedures, and instructions for clubs, student organizations, trips, activities, events, and extra-curricular programs organized on or off campus.
3	Disrupting order on campus.	16	Disrupting or attempting to disrupt the activities or extra-curricular programs that the University organizes or participates in organizing, whether on or off campus or organized within the University by external parties.
4	Exploiting university resources, or using the University facilities without a prior approval of the responsible authority at the University or doing so for a purpose other than the authorized purpose.	17	Engaging in any activity that violate the laws, bylaws, policies, and University decisions.
5	Issuing flyers, newspapers, magazines, or posters, or distributing them on campus, without a prior written approval from the responsible authorities at the University.	18	Forming organizations, clubs, or associations that carry out activities on campus or joining similar ones without a prior written approval from the responsible authority.
6	Carrying in, holding, or making any weapons, sharp objects, explosive or flammable materials on campus.	19	Forging any of the documents or information submitted to the University or using them.
7	Possessing, using, carrying in, or distributing any intoxicating or narcotic substances on campus.	20	Violating University procedures and instructions related to student housing.
8	Stealing, destroying, or causing damage to any of the University's properties, or harming its members or visitors.	21	Dressing inappropriately or by contrast to the University traditions and customs.
9	Non-observance of traffic rules on campus.	22	Providing or declaring any incorrect data or information for any media outlet via any media outlet on any of the University affairs.
10	Non-compliance to the instructions of the security men on campus while performing their duties, or refusing to provide proof of identity whenever requested.	23	Defaming the University or any of its members on social media or by any other means.
11	Giving others access to University documents and identities in order to use them illegally.	24	Displaying pictures, video clips, or audio recordings of any of the University's members on social media or any other electronic means, without taking their consent to do so.
12	The unjustified presence of male students in the designated places for female students, or vice versa.	25	Harming the University's reputation.

13	Any abuse, humiliation, or physical, verbal or psychological abuse committed by the student against any of the University members, visitors, or others who are present on campus.	26	Every act inconsistent with honor, dignity and ethics, or violates good conduct and behavior inside or outside the University.
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**Details of the Violation**

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- You can attach additional pages for more details

**Details about students who committed the violation:**

QU ID	Name

**The person who is reporting the violation**

<b>Name</b>		<b>Position</b>	
<b>Email</b>		<b>Mobile</b>	
<b>Job ID</b>		<b>Signature</b>	

**Notes**

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**Direct Supervisor's Notes:**

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<b>Signature</b>		<b>Date</b>	
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**Vice President for Student Affairs Office – Code of Conduct Office notes**

**Description of the student record including academic status and previous academic and non academic violations if available**

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<b>Name of the Specialist</b>			
<b>Title</b>		<b>Job Number</b>	
<b>Email</b>		<b>Mobile Number</b>	
<b>Signature</b>		<b>Date</b>	

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

- Archive the incident.
- Forward the case to the Students’ Disciplinary committee.

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

**Recommendations of the Students’ Disciplinary Committee**

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

<b>Head of Students’ Disciplinary Committee</b>			
<b>Signature</b>			
<b>Date</b>			

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

- 1- Archive the incident.
- 2- Forwarding the incident to the President.

**Recommendations of the Vice President for Student Affairs if the case is to be forwarded to President:**

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

**President of the University**

**Decision of the President:**

- 1- Archive the incident.
- 2- Expulsion from the University.
- 3- Canceling or revoking of the academic degree

**Notes of the President of the university:**

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