

Regulations and Procedures of the Student Code of Conduct Policy

Document Information:

*This is a translation of the Official Arabic version. In case of any
Discrepancies, the Arabic version shall prevail.*

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1. Objective

In alignment with Qatar University's commitment to maintaining a safe, equitable, and academically sound campus environment that promotes both academic achievement and exemplary conduct, these regulations and procedures are issued as a complementary instrument to the approved Student Code of Conduct Policy (VPSA-PL-18). They aim to clarify the executive framework that ensures effective and consistent application across all university units. These regulations define the organizational and procedural tracks related to reporting violations, investigation and appeal mechanisms, the imposition of disciplinary sanctions, and the documentation of decisions.

2. Definitions

In the application of the provisions of these Regulations and Procedures , the following words and phrases shall have the meanings assigned to them below, unless the context requires otherwise.

Term	Definition
University	Qatar University
President	President of Qatar University
Competent Vice President	Vice President for Student Affairs
The Office	Office of the Competent Vice President
Competent Dean	Dean of one of the colleges in the university where the violation occurred

Term	Definition
Student	Any student, whether registered or regular at the university, including visiting students or those registered from another university, as the case may be.
Competent Authority	The President, Vice President, Competent Dean, or course instructor, as the circumstances require.
Concerned Entity	Any department, section, unit, office, or individual at the university, as the case may be.
Disciplinary Committee	The Student Disciplinary Committee at the university
Appeal Committee	The committee responsible for examining appeals submitted by students against decisions issued to impose disciplinary sanctions.
Assignments	Academic assignments, regardless of their title or description, and short quizzes that are not considered midterm or final exams according to the approved course syllabus.
Exams	Midterm and final exams
Exam/Assignment Personnel	Personnel working in exam or assignment committees, supervisors and staff in exam or assignment centers, those responsible for proctoring and observation inside or outside exam or assignment halls, exam or assignment papers and model answer preparers, and those involved in printing exams/assignments and recording/grading marks.

Term	Definition
Campus	Lands, facilities, educational buildings, halls, laboratories, libraries, gardens, playgrounds, student housing, buses, transport vehicles, communication networks, accounts, or other services occupied or owned by the university, as well as university activities regardless of their location, and anything else subject to the university's authority.
Cheating	Obtaining, giving, or leaking information related to questions, answers, or the content of an exam or assignment by illegitimate means, including hacking electronic exam/assignment systems, falsifying results, or a student's possession and use of any information technology or other unauthorized means in exam/assignment halls and centers.
Violation	Any academic or non-academic actions or statements that violate university laws, regulations, policies, decisions, bylaws, procedures, or instructions, as well as the attempt or assistance in committing any violation.
Organized Violation	A violation committed by two or more students or by one or more students with the assistance of others, with the aim of violating the provisions of the Student Code of Conduct Policy by any means.
Disciplinary sanctions	The disciplinary sanctions stipulated in the Student Code of Conduct Policy

Term	Definition
Extracurricular Student Programs	Any program, activity, or extracurricular curriculum not linked to a course within the study plan offered by the university, whether inside or outside the university.
Program Supervisor	An employee from one of the sections of the Student Life Department or its equivalent in other colleges and departments.
Violation Report Form	The official document used to document cases of academic rule violations or behaviors affecting academic integrity, including details of the violation, the student concerned, supporting evidence (papers, photos, messages, video, etc.), and disciplinary sanctions taken to ensure transparency in handling academic violations.
Incident Record Document	Every written document, whether paper or electronic, carrying official, legal, or administrative data or information, created or used to prove a specific incident, obligation, or right issued by a university entity and having evidentiary weight or legal effect.

3. Provisions of the Regulations and Procedures

General Provisions

In alignment with Qatar University's commitment to providing a safe educational and academic environment that stimulates excellence, and its keenness to consolidate a culture of respect,



integrity, and discipline, these Regulations and Procedures for the Student Code of Conduct Policy have been prepared to clarify the administrative and organizational paths that ensure the effective and fair application of the policy approved by the Board of Regents No. (VPSA-PL-18), which entered into force as of the Spring 2026 semester.

Article (1)

These regulations and procedures are based on the Student Code of Conduct Policy and constitute an organizational and implementation framework aimed at enhancing discipline and regulating academic and non-academic interaction among students. These regulations seek to establish clear mechanisms for dealing with violations and defining investigation procedures and the imposition of disciplinary sanctions, ensuring the preservation of rights and obligations for all parties involved.

Article (2)

These regulations and procedures aim to:

1. Ensure effective workflow.
2. Ensure the fair and systematic application of the Student Code of Conduct Policy to all students at the university.
3. Provide clear and specific procedures for dealing with academic and non-academic violations.
4. Define the responsibilities of the parties involved.
5. Ensure transparency and confidentiality in procedures to protect the interests of students and the university community.
6. Organize appeal procedures to enhance student confidence in the fairness of the Conduct system.

Entities Concerned with Academic and Non-academic Violations

Article (3)

The process of reporting a violation is the first step in the Conduct proceedings, entailing systemic consequences that require accuracy and objectivity in documentation. The entities concerned with considering violations are determined according to the nature of the violation and the place of its occurrence, ensuring institutional responsibility and the integrity of the procedures followed. The following is a statement of the powers and responsibilities of the concerned entities in the context of dealing with the violation and taking appropriate action:

Entity	Scope of Jurisdiction	Powers
Exam/Assignment Personnel	Articles from paragraph (1) to (14) of Article (1) of the Student Code of Conduct Policy.	1. Incident Record Document. 2. Referral of the violation to the course instructor.
Course Instructor	Articles from paragraph (1) to (7) of Article (1) of the Student Code of Conduct Policy.	1. Incident Record Document. 2. Drafting the violation in the designated form. 3. Imposing any of the disciplinary sanctions stipulated from (1) to (4) of Article (3) of the Student Code of Conduct Policy.

Entity	Scope of Jurisdiction	Powers
	Articles from paragraph (8) to (14) of Article (1) of the Student Code of Conduct Policy.	1. Incident Record Document. 2. Drafting the violation in the designated form. 3. Submit the form and documents to the Head of Department
Head of Department	Occurring and repeated violations from Article (1) paragraph (1) to (7) of the Student Code of Conduct Policy.	Refers the form and documents to the Associate Dean for Student Affairs.
	Violations occurring from Article (1) paragraph (8) to (14) of the Student Code of Conduct Policy.	
Associate Dean for Student Affairs	Occurring and repeated violations from Article (1) paragraph (1) to (7) of the Student Code of Conduct Policy.	Refers the form and documents to the College Dean and the competent Dean if the student is from a different college.
	Violations occurring from Article (1) paragraph (8) to (14) of the Student Code of Conduct Policy	

Entity	Scope of Jurisdiction	Powers
College Dean	Occurring and repeated violations from Article (1) paragraph (1) to (7) of the Student Code of Conduct Policy.	Refers the form and documents to the Competent Vice President.
	Violations occurring from Article (1) paragraph (8) to (14) of the Student Code of Conduct Policy	
Program Supervisor	Excluding any student disrupting order during a lecture or program.	Drafting the Incident Record Document for non-academic violations. Formally notifying the relevant department in the Student Life Sector, which prepares the violation form and submit it to the Competent Vice President.
Campus Security	Non-academic violations within security jurisdiction.	Drafting the Incident Record Document for non-academic violations and submit it to the Security Manager who submits it to the Competent Vice President.
Competent Employee	Non-academic violations within employee jurisdiction	Drafting the Incident Record Document for non-academic violations and submit it to the Competent Manager who submits

Entity	Scope of Jurisdiction	Powers
		it to the Competent Vice President.
Conduct Committee	Considering student violations referred by the Competent Vice President	Recommending the imposition of Conduct disciplinary sanctions prescribed according to the Student Code of Conduct Policy to the Competent Vice President.
Appeal Committee	Considering student appeals regarding decisions issued by the Competent Vice President against them.	1. Upholding, amending, or canceling decisions and cannot recommend a harsher disciplinary sanctions. 2. Submitting a final recommendation to the Competent Vice President for decision approval. 3. Decisions are not final until approved by the Competent Vice President.
Competent Vice President	Considering recommendations from both the Disciplinary Committee and the Appeal Committee.	Filing the investigation or referring the student to the Discipline Committee.

Entity	Scope of Jurisdiction	Powers
President	The President, upon recommendation of the Competent Vice President, may reconsider the dismissal disciplinary sanctions from the university stipulated in paragraphs 15 and 16 of Articles 3 and 4; and paragraphs 13 and 14 of Article 5 of this policy.	

Specified Timeframes

Article (4)

To ensure procedural justice and prompt resolution of violations, timeframes for drafting, reporting, and following up on them have been defined as follows:

Procedure	Prescribed Period
Reporting the violation	(1) One working day from its occurrence
Reporting it to the Dean or competent authority	(1) One working day from its reporting
Student appeal against the course instructor's decision to the Dean or designee	(3) Three working days from notification; no response counts as rejection.
Decision on the appeal by the Dean or designee	(5) Five working days; no response counts as rejection
Reporting the violation to the Competent Vice President by the Dean or Competent Authority	(2) Two working days
Referral to the Disciplinary Committee or filing	(3) Three working days from reporting
Disciplinary Committee and Appeal	(10) Ten working days

Procedure	Prescribed Period
Committee investigation	
Summoning the student before the investigation	(2) At least two working days
Notifying the Vice President of conflict of interest between the Disciplinary Committee and the student	(2) Two working days
Notifying the student of the disciplinary sanctions decision	(2) Two working days
Student appeal against the Vice President's decision	(3) Three working days

Competencies of the Office of the Competent Vice President

The Office serves as the reference entity for managing the Student Code of Conduct including referral, investigation, appeals, documentation, and record keeping, while ensuring confidentiality and fair procedures.

Article (5)

The Office shall consider referred violations, prepare the investigation file, audit it, and prepare it for the Competent Vice President. The Vice President has the authority to file the investigation, reconsider any action taken, or refer the student to the Disciplinary Committee within three working days from the date of referral.



Article (6)

The Competent Vice President may seek the opinion of the Office of the General Counsel to respond appropriately to achieve full compliance and improve the Student Code of Conduct Policy and its regulations.

Article (7)

If the violation attributed to the student constitutes a criminal offense, the competent Vice President shall immediately report the matter to the President. The President may, at his or her discretion, refer the matter to the Public Prosecution. Such referral shall not prejudice the University's right to impose disciplinary sanctions, unless the determination of disciplinary liability is contingent upon the issuance of a final judgment in the criminal case. Thereafter, the Disciplinary Committee shall resume the investigation procedures in accordance with the applicable regulations.

Article (8)

The Office shall organize orientation programs to raise awareness among new students and university affiliates regarding the Student Code of Conduct, its regulations, and procedures, as part of the official orientation sessions.

Article (9)

The Competent VP shall organize regular training sessions for those authorized to document violations (faculty members, supervisors, security staff), in collaboration with the relevant entities, to ensure consistency of practices and a clear understanding of the forms, documentation process, and reporting.



Article (10)

All violation reports are kept in confidential records within the students' files throughout their study period and for six years after graduation or cessation of study at the Office. Copying or circulating the report is prohibited except through official channels and with written authorization. If the investigation results in the involvement of more than one student in the violation, the original copies of the investigation documents shall be kept in the file of the first violating student, and identical copies shall be kept in the files of the other violating students.

Student Disciplinary Committee

Article (11)

In the event of an impediment or a conflict of interest involving the chairperson of the committee or any of its members, the committee shall notify the competent Vice President within two working days. The alternate member shall then assume the role, and the session shall be chaired by whomever the Vice President recommends, while observing the provisions of Article (11) of the Student Code of Conduct Policy.

Article (12)

The Committee is responsible—with the exception of the violations stipulated in items (1) to (7) of Article (1)—for considering academic and non-academic violations and recommending the imposition of the penalties provided for in Articles (3), (4), and (5) of the Policy.

Article (13)

The Committee may refer, when necessary, the student to the Counseling Center or Inclusion and Special Needs Support Center to or to any other relevant entity within the University to provide the necessary support in accordance with the policies and bylaws of the university.

Article (14)

If it is proven that a person from outside the University participated in the violation, the Committee may recommend reporting the matter to the Public Prosecution or the competent authorities in the State.

Article (15)

The Committee may investigate another incident or another student not mentioned in the violation report. A violation form is not required for students before being referred to the Student Discipline Committee whenever there is a link between them and the violation under investigation, taking into account Articles (24) and (43) of these Regulations and Procedures.

Article (16)

The Investigation sessions at the Student Discipline Committee shall be confidential and attended in person; violation of this may subject committee members to accountability. However, the Student Discipline Committee may hold its sessions remotely via an approved University platform in exceptional cases only, after obtaining the approval of the Vice President for Student Affairs.

Article (17)

If the violation occurs during final exams, the Committee shall recommend imposing disciplinary sanctions—as far as possible—before the beginning of the following semester and before the last day of the Add/Drop period. The Competent Vice President may extend these periods for similar durations if necessary.



Article (18)

In the event that more than one student commits an organized violation, whether it is a single violation or more, their files may be merged into a single joint investigation for the proper conduct of procedures, after the approval of the Competent Vice President.

Article (19)

The Committee shall question the student and has the right to review all documents it deems in the interest of the investigation to review, even if they are confidential.

Article (20)

The Committee's decisions are issued by majority vote. In the event of a tie, the side for which the Committee Chairperson voted shall prevail.

Article (21)

Committee recommendations shall be reasoned and signed by the Chairperson and members and submitted to the Competent Vice President for necessary action. Committee decisions are not considered final until approved by the Competent Vice President.

Article (22)

The Committee shall prepare an internal evaluation report of its procedural performance and submit it to the Office of the Competent Vice President at the end of each academic year.

Student Rights and Investigation Integrity Guarantees

These articles aim to regulate the investigation and disciplinary accountability procedures for the student. They are based on clear prior notification, enabling the right of defense, confidentiality



of sessions, neutrality of the Student Discipline Committee members, and adherence to the prescribed timelines. These regulations serve as a reference framework that ensures consistent application across the University and protects the rights of all parties until a final decision is issued in accordance with the approved policy.

Article (23)

The student shall be summoned via their university email or the mobile phone number registered with the University. University graduates shall be summoned via their registered email or any appropriate means at least two days prior to the investigation. The student bears the responsibility of updating their phone number registered with the University.

Article (24)

Before starting the investigation, the student's summons must include the following data:

1. Student's full name.
2. Enrollment number or Personal ID (QID).
3. Name of the College where the student is enrolled.
4. Description of the alleged violation.
5. Referring entity and the date of its decision.
6. Date and location of the investigation.

Article (25)

The Office shall explain to the student their rights, obligations, the Committee's powers, and the investigation process, while noting the prohibition of using smartphones or recording inside the session without prior written permission; otherwise, it shall be considered a violation requiring disciplinary action.



Article (26)

The student has the right to object in writing to the Competent Vice President regarding the participation of any member if they prove a conflict of interest between them and a Committee member. The Competent Vice President shall decide on the objection within 24 hours.

Article (27)

No penalty may be imposed on the student except after a written investigation, hearing their statements, and verifying their defense and evidence. If the student fails to attend without an acceptable excuse at the specified time, their right to be heard shall be forfeited, while the investigation continues and the appropriate disciplinary sanction is imposed.

Article (28)

The student is committed to attending the investigation and disciplinary interrogation sessions. If the student fails to attend twice without an acceptable excuse, with one working day in between, their right to be heard shall be forfeited. The Student Discipline Committee may hold them accountable and decide on the case in absentia while continuing procedures and imposing the appropriate disciplinary sanctions. The student shall be notified of the above in writing via university email or registered mobile phone.

Article (29)

The investigation period starts from the date the student is referred from the Office to the Student Discipline Committee and ends with the preparation of a final report including its recommendation. It shall be completed within ten working days, and may be extended for similar periods with the approval of the Competent Vice President.

Article (30)

A student referred for investigation may not withdraw from the University, process a clearance (leave the university), or withdraw from the course in which the violation occurred until the final decision is issued. The Office must notify the relevant entities to suspend graduation, clearance, or withdrawal procedures until the matter is resolved. If the student is in their final year, the graduation certificate shall not be handed over, and graduation procedures shall not be completed until the final adjudication of the attributed violation.

Article (31)

The student shall bear the cost of what they damaged, in addition to the costs of repair and installation and the resulting consequences. The Committee shall recommend the amount and communicate with the relevant entity.

Article (32)

After the disciplinary sanction decision is issued, the Competent Vice President notifies the relevant entities for implementation. The student shall also be notified of the disciplinary sanction decision in writing within a maximum of two working days from the date of its issuance.

Article (33)

With the approval of the Competent Vice President, the College, the complaining entity, and the student's guardian may be notified of the violation and the disciplinary sanctions.

Article (34)

All University entities are committed to maintaining the confidentiality of investigations and accountability procedures.

Article (35)

The student does not have the right to know the names of witnesses except with permission from the Student Discipline Committee.

Article (36)

If cheating is discovered after taking the exam or after the result is approved, the perpetrator shall not be exempt from disciplinary accountability according to the Student Discipline Policy.

Article (37)

The right to initiate disciplinary proceedings lapses after one year from the date of the violation. This period is interrupted by the commencement of an investigation or referral, and a new period begins from the date of the last action taken. If multiple students are involved, the interruption applies only to those directly investigated. If the act constitutes a criminal offense, the disciplinary right lapses only upon the expiration of the criminal case. Disciplinary measures expire with the death of the student.

Article (38)

The Disciplinary Committee shall take all necessary measures to safeguard the integrity of the investigation, including:

1. Requesting access to records and documents, recording such access in the minutes, marking each document reviewed, and noting the date of review.



2. Requesting copies of documents when the originals are not necessary to be attached to the investigation file or due to public interest considerations.

Article (39)

Investigations must be conducted in Arabic in written form. The Committee may seek the assistance of a translator from the University whenever the need arises. The investigation shall be documented in minutes with serial numbers specifying the date and time of attendance, the venue, the investigator's name, the referral decision and referring authority, the student's name, age residence and his college. Also, a summary of the matter under investigation, statements of witnesses for and against, the evidence and documents reviewed, and the closing time and date of the report. The investigator and any individual who provided testimony must sign each page.

Article (40)

Anyone summoned to give testimony in the investigation who refuses to attend or to provide the information they have without an acceptable excuse shall be subject to disciplinary action. Witnesses may not be relatives of the student accused of the violation up to the fourth degree, and the witness shall not be sworn in. The testimony is heard by the members of the Committee, its content is recorded in the investigation report, and each witness signs their testimony. Each witness is heard separately, unless the Committee deems it necessary to have the witnesses confront each other. The Committee may be satisfied with a written testimony if it deems it necessary. The Disciplinary Committee may resort to a technical expert from within or outside the University if the violation or its evidence requires that.

Article (41)

Any decision imposing a disciplinary sanction on a student must be reasoned and justified.



Article (42)

The student has the right to appeal the decision to the Disciplinary Committee within the prescribed period from the date of notification. The Committee's recommendations shall not be final until the end of the appeal date and been approved by the competent Vice President.

Article (43)

When an academic violation occurs during examinations or assignments, or when a non-academic violation occurs under the supervision of an academic program coordinator, a university security officer, or any designated university employee, an *Incident Registration Document* must be completed, including the following details:

1. Student information: full name, university ID number or personal number, and college name.
2. Type of violation: according to the approved classification (academic/non-academic).
3. Details; date, time, location of the violation, a precise description of the violation, and witnesses if any.
4. Detailed description of the tool(s) or means involved in the violation, if applicable.
5. Evidence: photographs, documents, screenshots, samples of writing, witness statements, or other supporting materials, if available.
6. Name and signature of the reporting officer, along with the date of issuance, to ensure document validity.
7. Student's signature, if possible.
8. Any other relevant information.



Approved Forms

Article (44)

Qatar University adopts a centralized electronic system for managing violations of the Student Code of Conduct. Through this system, violations are submitted electronically, investigation records and reports are filed, and decisions by the relevant authorities are documented and approved. The system also enables authorized entities to track the status of each case file.

Article (45)

The authority responsible for documenting and processing student violations shall use a set of standardized forms to ensure consistency, proper documentation, and ease of review and follow up. These forms constitute an essential part of these regulations and procedures, as they are applied according to the type of violation and the responsible authority. Below are the most important of these approved forms:

1. *Incident Registration Document* (academic and non-academic).
2. Academic violation form under the responsibility of the course instructor.
3. Academic/non-academic violation minute under the responsibility of the Disciplinary Committee.

Article (46)

These forms are disseminated electronically by the Office of the Vice President for Student Affairs and must be used exclusively in all related procedures.

Approval & Publication

Article (47)

The provisions of these controls and procedures shall be effective from their date of approval, and anything that contradicts them is repealed. They shall be published on the official platform for the publication of the University's legislative instruments.