



**IN THE NAME GOD**

**Implementation guidelines for students' disciplinary**

Approved by the 358th meeting of the Supreme Council of the Cultural Revolution

**Approved by the ministers  
Health care and medical education  
Science, research and technology  
November 1401**



**Implementation guidelines for students' disciplinary Regulations**  
**Approved on 1374/06/14 by the Supreme Council of Cultural Revolution**

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## Introduction

The students' disciplinary committee, as the authority for dealing with students' violations, is obliged to deal with these violations by emphasizing Shari'a, ethical and legal standards. It is necessary that this approach is combined with maintaining the reputation and social dignity of the student; it starts from the first stages of warning and wrong person and the environment. and the context of avoiding violations guidance and creates the desire to correct With the necessity of directing as many disciplinary committees as possible towards legalism in order to master the rules of disciplinary committees, based on the disciplinary regulations approved by the 358th meeting of the Supreme Council of Cultural Revolution on 1374/06/14, which is briefly the present "Regulation" is called "Procedure" and has been compiled with the aim of determining and removing ambiguity from examples of student violations, and punishing and determining competent authorities to deal with student violations. Compliance with the principle of proportionality between violations.

## Definitions:

**Ministries:** Ministries of Health, Medical Education and Science, Research and Technology

**Organization:** Student Affairs Organization of the Ministry of Science, Research and Technology

**University:** any of the higher education institutions or research centers licensed by the Supreme Council of Cultural Revolution or minister's Affiliated centers, including dormitories and etc.

**Regulations:** Disciplinary regulations for disciplinary students approved by the 358th session of the Supreme Council of Cultural Revolution Dated 1374/06/14

**Code of practice:** The latest executive code of practice related to the disciplinary regulations of students approved by the 358th meeting of the Supreme Council of Cultural Revolution dated 1374/06/14

**University, Disciplinary Regulations Violation:** Any current act or omission that is punishable by the law or rules and regulations governing it. The students and the relevant executive guidelines are considered a violation Explanation of violation: declaration of violation attributed to the student in person, documented with valid reasons

**Initial decision:** a written decision issued by the first disciplinary committee

**Appeal:** Request for appeal in an inconclusive verdict

**Final decision:** written decision issued by each of the primary, appeal or central committees based on the rules of this policy. It is not objectionable or has not been objected within the prescribed period.



**Dispute resolution and student guidance committee:** a committee with the composition and criteria contained in the disciplinary executive manual Students who try to create peace and compromise between the parties of the lawsuit.

**Primary Committee:** The primary disciplinary committee of university students, which is in charge of the first stage of dealing with student disciplinary violations in the university, with the composition and criteria contained in the executive manual of the regulations and making decisions about student discipline.

**Appeals Committee:** Disciplinary appeals committee of university students with the composition and criteria stated in the executive policy the disciplinary regulations of the students will be considered.

**Central Committee:** The central disciplinary committee of students in each of the ministries with the composition and criteria stated in the policy the enforcement of the students' disciplinary regulations will be investigated.

### **Principles governing the handling of student violations Procedure**

#### **1. The principle of legality:**

The principle of legality Disciplinary committee's deal with student violations according to the rules and regulations.

#### **2. The principle of legality of violations and punishments:**

The principle of legality of violations and punishments is punishments those student behaviors that are counted as violations in the disciplinary code or the executive code and are mandatory in determining and implementing the issue. Those that are in the disciplinary code of violations, refer to the legal definitions of violations students and the calculated executive style is applicable to the student.

#### **3. The principle of acquittal and interpretation in favor of the accused:**

The principle of acquittal and interpretation in favor of the accused is a violation of the principle of acquittal of the student unless it is proven that the violation is proven and the committee pays attention to the following matters:

A: Any non-verification of the violation of the committed behavior and the attribution of the committed violation must be interpreted in favor of the student. And the finality of the disciplinary ruling, he has all the privileges of a student, except in the cases mentioned in this.

B: The student is suspended until the violation of the rules is proven.

#### **4. The principle of neutrality:**

Committees must make a decision in the process of impartial investigation and avoid issuing judgments based on personal, political, partisan considerations or any matter unrelated to the alleged violation.

#### **5. The principle of the right to defense:**

The principle of the right to defense If a violation is attributed to a student, he has the right to defend himself in writing or orally.

#### **6. The principle of confidentiality:**

Any release of information related to the process of disciplinary review, either from the officials or the student, in all stages of the filing of the case until the reports and it is forbidden to implement the final decision of the student except in the cases provided in the regulations and rules of procedure.

7. Disciplinary committees, within the limits of their authority according to the regulations and guidelines, should take into consideration the severity of the offense committed, the educational records and disciplinary decision of the student, the requirements of the student environment, the proportionality and harmony of the offense committed with the type and amount of punishment to disproportionate punishment. Or it will be inconsistent from the point of view of requesting the violation of the decision in the appeal authorities.

#### **8. The principle of equality:**

The principle of equality Disciplinary committees should follow the same procedure in dealing with similar violations. All students against the rules and regulations are equal; any discrimination based on gender, race, language, ethnicity, religion, nationality and the like is prohibited.

#### **9. The principle of documented and substantiated votes:**

The principle of documented and substantiated votes after reviewing and verifying the reports or complaints, the committees should provide the reasons for their decision based on the documents, proofs and proofs. According to the style sheet, mention in the issued ruling.

#### **10. The principle of respect for rights and freedom:**

The principle of respect for rights and freedom it is mandatory to preserve human dignity, observe Sharia, ethical standards and respect the rights and freedoms stipulated in the student rights charter.



#### **11. The principle of preserving human dignity:**

Human dignity is a deposit from God Almighty. Respecting this dignity is the duty of all people present in the society it is a university of the country and nothing has the right to spoil this honor. It is obligatory for all people to lead a pure and faithful life keep this divine blessing and provide human dignity with all-out efforts in the realization of justice.

#### **12. The principle of transparency:**

The principle of transparency the committees are obliged to inform the student about the procedures of his disciplinary case.

#### **13. The principle of non-surveillance:**

The principle of non-surveillance the committee is not allowed to investigate matters outside of the violation.

#### **14. The principle of the right to a fair:**

The principle of the right to a fair trial fair within a reasonable period as follows:

The student has the right to benefit from a fair trial

- A. The violation and manner in the shortest possible time. Attributed to the student and all its evidence should be explained to him in a clear and simple
- B. It is possible to introduce a witness
- C. The right to appeal against inconclusive decisions
- D. The right to use an interpreter in the interview and explanation of the violation, translation of defenses and personal defense for free

#### **15. The principle of priority of prevention over punishment:**

Universities should be regulated in such a way that preventive procedures are prioritized and efforts are made to prevent occurrences Committee performance And Violations are committed by students.

The rulings issued by the committee should be issued in such a way that it is possible to prevent the repetition of the violation by the wrong student and others.

#### **16. The principle of the right to environmental health and respect for privacy:**

The principle of the right to environmental health and respect for privacy and no natural or legal person has the right to investigate the privacy of students unrelated to the privacy case of respectable people and no one has discipline. Also, the right to study in a safe and healthy environment is reserved for all students Violation is not allowed to attack it.

### 17. The principle of speed in processing:

According to the principle of speed in the proceedings of the committees, it is necessary to process and issue judgments for the students in the shortest possible time do the accuracy of the action as well as the observance of the principles and materials of the code of practice along with increasing the speed of handling is a must.

## First part: Formation, composition, conditions and method of selecting members of student disciplinary committees

**Article 1:** Based on previous experiences of the performance of disciplinary committees and the necessity of distinguishing between the members of primary and secondary committees. And the center and their membership conditions are determined as follows; Revision of universities, composition of members of disciplinary committees of universities

The university is obliged to act on the restoration and completion of the members of the university's disciplinary committees within two weeks after the appointment

Chairman

Topic 1 - composition of members of student disciplinary committees

**Article 2:** the composition of the members of the primary committee of the university are:

1. The student vice president of the university as the head of the primary committee
2. The representative in charge of the office of the supreme leader in the university (and in case of absence, the representative of the head of the provincial office of the institution) Representation of the supreme leader in the universities of the province (by the choice of the head of the institution's office and the decision of the president).
3. One member of the academic staff with the decision of the university
4. Two university students (preferably of two opposite sexes) and the decision of the university president University
5. The secretary of the preliminary committee at the suggestion of the student vice president and the decision of the president The University is selected and the members of the academic board and the decision of the president without voting rights.





Note: 1. the actual members of the committee with the introduction of the cultural council of the university and the decision of the president The University is selected and the members of the academic board and the decision of the president.

The above-mentioned should preferably be selected from among the members of the academic faculty of law.

Note2: Meetings are formalized with the presence of the chairman, secretary and at least two other voting members, and its decisions are approved by three votes.

Note3: The presidents of the universities are obliged to issue the verdict at least one month before the end of the verdict of the real members of the committee.

Note 4: Starting the activity of disciplinary committees of universities, if they do not have the style sheet, it is subject to obtaining the approval of the secretariat of the Central Committee of Ministers as the case may be. Sending reports of members to the central committee it is required before starting the activity.

**Article 3:** in each university, the secretariat of the disciplinary committee as a unit consisting of the secretary of the preliminary committee as the head of the committee's secretariat.

Disciplinary and at least two disciplinary experts (preferably a legal expert, one female and one male) responsible for performing the assigned tasks. They are in the regulation and style book, and according to the increase in the number of students in the university, the composition of the experts of the secretariat is added.

**Article 4:** the guidance, with the following combination, action should be taken to form a committee with the title of the dispute resolution committee, of university presidents do.

This committee consists of the secretary of the primary committee as the head of the committee, the person in charge of the advisory office and the representative of the representative office of His Highness, one lawyer and one faculty member at the suggestion of the university's cultural council. After issuing the decision of the leadership members in the university to resolve student disputes with the aim of resolving the complaints of private plaintiffs in the absence of a public aspect, after referral from the primary committee should take action based on the determination of the primary committee; In case of satisfaction of the complainant and the judge according to the opinion of the majority of the said committee members, it will be closed.

Note: In violations with a private complainant, from the beginning to the end of handling disciplinary cases, obtaining a commitment, establishing peace and compromise or obtaining the consent of the plaintiff, as the case may be, according to the discretion of each of the committees in order to reduce or suspend the punishment or close the case without Entry in disciplinary records is allowed.



**Article 5:** the composition of the members of the university's review committee includes:

1. University as the head of the review committee Chairman
2. The person in charge of the representative office of the Supreme Leader in the university (in case of absence, the head of the provincial office of the representative of the Supreme Leader in the universities of the province)
3. The student vice president (or similar title) of the university, as the secretary of the appeal committee

Note: Meetings are formalized with the proposal of the president or official of the organization and with the presence of all three people, and its provisions are valid with two affirmative votes.

**Article 6:** the composition of the members of the Central Committee of Ministers includes:

1. The head of the student affairs organization of the Ministry of Science or the cultural and student deputy of the Ministry of Health, Treatment and Medical Education, According to the case, as the chairman of the committee.
2. The person in charge of the representative body of the Supreme Leader in one of the universities, chosen by the head of the representative body of the Supreme Leader In universities, and the ruling of the minister.
3. The person in charge of the secretariat of the Central committee without voting rights on the proposal of the head of the central committee and the decision of the minister.
4. One person, a lawyer, from among the members of the academic staff of the universities, on the proposal of the head of the central committee and the decision of the minister.
5. One member of the academic staff of the universities from among the members of the disciplinary committees and the ruling of the minister decision.
6. One student, preferably from among the members of the disciplinary committees of the universities and the minister's
7. Person from the student vice-presidents of the universities, according to the proposal of the head of the central committee and the minister's decision.

Note: 1 the central committee has been legally empowered by the selection and issuance of the decision of all members for three years, and the meetings are attended by the chairman, secretary and two voting members are recognized and the decisions of the meeting are valid with at least three votes in favor.



Note: 2. each member of the meeting who is a member of the primary or revision of his university is present in these meetings, if any the case related to their university; they do not have the right to vote in relation to that case.

## **The second issue - the conditions for selecting members of student disciplinary committees**

**Article 7:** All the members of the disciplinary committees who are chosen based on their true personality must be faithful, trustworthy and independent. They should have a good reputation, be trusted, have no bad history (by asking competent authorities) and be married.

**Article 8:** Student member conditions:

1. Married and if there are additional education courses in the university, they must be master's or doctorate students.
2. It is preferable that they have completed half of the educational units of their academic course or that they have completed one of their previous academic courses in have graduated from the same university.
3. They have not been conditioned during their studies.
4. Have no bad disciplinary record.

**Article 9:** the conditions of Secretary of the primary committee

Secretary of the primary committee of the universities from among the members working in the university, preferably the employees of the university's disciplinary affairs student area who hold a Bachelor's or higher organizational position or are selected from the university's faculty members, provided that they are married and have a good reputation in dealing with be students; In addition, it is mandatory to send the documents of individual qualifications and during the necessary training courses to start obtaining the approval of that authority to the work of the new primary teachers of the universities to the central committee and the decision of the minister.

**Article 10:** Confirmation

And it will be done for a period of two years and student guidance signed by the student vice president of the university and the university dispute resolution committee head it is impossible to re-elect them and it can be done in any of the following cases with



Note: 1. dismissing the members of the university committees is at the discretion of the head of the university appeals committee Compliance with the conditions for the selection of members should replace the elected members:

1. Three Consecutive sessions or six alternate sessions without an excused absence.
2. Not being able to attend the meetings of the disciplinary committee for half a year.
3. Disappearing the General or special conditions of membership in the committee.

Note: 2 after appointing the members of the committees, nominating a substitute person to participate in the meetings as a representative, substitute or any title otherwise, it is not possible according to the criteria and it causes the invalidity of the issued votes.

Note: 3 if any member of the committee lacks the conditions specified in this policy and the committee is forced to use the mentioned the chairman of the committee should inquire about him from the secretariat of the central committee and act according to the opinion of the central committee, it is necessary.

Note: 4 if the Student Vice-Chancellor and Cultural Vice-Chancellor of the University are formed separately, the Student Vice-Chancellor as he is the secretary of the appeals committee and the head of the preliminary committee.

**Article 11:** The members of the primary, appeals or central committees do not have the right to vote in any of the issues in which they themselves are parties to the dispute or in that issue, they have up to the third degree of inheritance from any of the classes; have voted, or one of the plaintiffs and defendants have a relative or causal relationship with him, but there is no obstacle in providing an explanation or expressing an opinion in the formal aspect of the case.

## **Second Part: Violations and punishment**

### **The first topic - Separation of punishments**

**Article 12:** for the purpose of citing and the more precise implementation of disciplinary provisions, the punishments of Article 7 of the regulations are divided as follows:

A- Punishments that can be applied to students by the decision of the university or central disciplinary committee:

1. Verbal summons and warning without inclusion in the student's disciplinary file
2. Written warning without inclusion in the student's disciplinary file
3. Written warning and inclusion in the student's disciplinary file
4. Written reprimand and inclusion in the student's disciplinary file

5. Giving a score of 0/25 in lessons, tests or assignments related to the violation
  6. Deprivation of welfare facilities of the university such as loans, dormitories, food, etc. is from one month to the remaining period of studies.
  7. Receiving damages from the student in cases where the violation leads to losses to the university or the treasury (return to the ritual where the letter has been)
  8. Temporary ban from education for one half year or from 1 to 6 months excluding years.
  9. Temporary ban from education for one half year or from 1 to 6 months including years.
  10. Temporary ban from education for two half years or from Up to 12 months without counting the years
  11. Temporary ban from education for two half years or from Up to 12 months including years.
- B- Punishments that can be applied to the student only by the decision of the Central Committee:
12. Temporary ban from education for three half years or from 13 to 18 months excluding years.
  13. Temporary ban from education for three half years or from 13 to 18 months including years.
  14. Temporary ban from education for four halves years or from 18 to 24 months without counting years.
  15. Temporary ban from studying for four semesters or from 18 to 24 months including years.
  16. Changing the student's place of study.
  17. Converting the student's academic course from daily government to tuition paying.
  18. Expulsion of the student from the university, while retaining the right to participate in the entrance exam again
  19. Expulsion of the student from the university with exclusion from studying in all universities for up to 5 years.
  - 20.<sup>1</sup> Cancellation of thesis and dissertation or academic degree.

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<sup>1</sup> . subject of clause 3, note 7 of the single article of the Law on Prevention and Combating Fraud in the Preparation of Scientific Works 14/6/96, which is only about the subject of the above-mentioned law Article 35 of this policy is applicable



Note 1: The University Chairman is allowed to enter the university until the case of the offending student is dealt with in the disciplinary committee of the university and in the case of cases that are forwarded to the university, provided that the duration of the student's case does not exceed one month, the university is allowed to refer the student to the Central Disciplinary Committee for consideration and announcement of the decision. Slow (If the days of preventing the student from entering the university with the end-of-semester exams, the student may participate in the end-of-semester exams.)

Note: 2. Items that are not included in the file are not disclosed in case of inquiries outside the university.

Note: 3. In the case of punishments in paragraphs one and two, the record is only in the secretariat of the disciplinary committee for a limited period (until graduation Retention). And will not be recorded in the student's main file.

### **The second topic general rules of punishments**

**Article 13:** Issuance of combined sentences in case of a violation, only in the form of combining the punishments of paragraphs 5 and 6 And 7 with each of paragraphs, subject to observing the range of punishments set for violations, allowed the combination of punishments in clauses 16 8 to 15

**Article 14:** Combination of suspended sentences with other punishments listed in all clauses and suspension of a part of the final clauses in compliance with Note 8 of Clause B

Article 7 of the regulation is allowed.

**Article 15:** Starting to commit a violation:

In cases where the intent to commit a violation is clear and the student begins to commit it, but the violation is if it has the permission in the code of conduct, it will not be punished with the same punishment, if the actions taken are considered as one of the violations and actions that are only violations, otherwise the minimum punishment prescribed for the violation will be applied; Single intent to commit a violation If it is the prelude to the violation and has no direct connection with the occurrence of the violation, it is not the beginning of the violation and cannot be dealt with from this point of view.

**Article 16:** Spiritual multiplicity of violation:

When a single act has multiple titles of violation, only under the title of violation that the punishment is more severe cases are being dealt with and punishments related to other violations are not allowed.

**Article 17:** Material multiplicity of violations:

If a student commits several violations with different titles, a separate sentence for each of the violations.



Note1: If before the completion of the execution of the disciplinary sentence based on exclusion from education, another sentence of exclusion from education is issued, if the Above-mentioned exclusions are of different durations, only severe punishment will be imposed, otherwise one of the punishments will be implemented.

Note2: If the total number of violations has a specific violation title in the code of practice, while clarifying this point in the issued decision, it is wrong to the punishment prescribed in that paragraph is condemned.

**Article 18: Repetition of Violation:**

Committing a violation if there is a record of conviction for committing the same violation at the same time. Education is considered a repeat offense.

Note: If the offender has a history of disciplinary violations in the university where he studies, the previous disciplinary history is proportional to the type Violation and determined punishment will be one of the factors of aggravating the punishment.

**Article 19:** in each of the convictions including academic deprivation, some semesters or months (only for Students of medical sciences universities (temporary ban from studies including years and some without counting years) provided that banning from education including years does not lead to the expulsion of the student.

**Article 20:** The relevance of the rulings issued in paragraphs 8 to 17 regarding students who have passed all their courses. Does not exist, and the punishments of paragraphs 8 to 15 are in the form of a temporary ban from awarding academic degrees with or without a passing certificate curriculum units or the prohibition of issuing educational certificates and certificates of completion of the curriculum units are issued and applied.

**Article 21:** the right of students to enter university environments and student facilities and using the services of such as loans, dormitories, meals, etc will be denied to the students who have been sentenced to one of the punishments in paragraphs 8 to 15.

**Article 22:** In the case of final decision, the student's guardian, supervisor or spouse will be informed about the situation according to the discretion of the committee.

Note: In the case of violations that are specific or evident as determined by the head of the committee, it is necessary to report within 24 hours as soon as the report is received the family will be informed and in other violations, at the discretion of the head of the committee, the parents can be informed before the verdict is issued.

**Article 23:** Disciplinary committees issuing judgments can, in case of discretion, suspend all or part of the judgments issued before the higher authority issues the judgment and before graduation, according to Note 8 of Article 7 of the Regulations (except for the exceptions).



Note: 1 If the disciplinary committees take action to suspend the execution of the student's sentence and the student during the remaining period of his education (At the current stage or subsequent stages) commits another violation that leads to the issuance of a final disciplinary sentence, the previous suspended sentence will also be enforced.

Note: 2 the use of the subject of this article is only allowed once during the student's degree.

Note: 3 Suspension of definitive disciplinary sentence including violations of heinous acts (such as adultery and lasciviousness), repeated theft, use of weapons, membership or activities in atheist, corrupt or militant groups, distribution of narcotic drugs and alcoholic beverages.

### **The third topic - separation of violations and allocation of punishments Violations**

Listed in article 6 of the regulation with appropriate punishments based on article 12 of the regulation are detailed as follows:

#### **A- Dealing with students' general violations (such as threats, bribery, insults, slander, assaults, violations computer and telecommunications, forgery, theft, bribery, embezzlement, murder, etc).**

##### **Article 24: Threats, intimidation, insults, obscenity, defamation, slander, defamation and publication of lies:**

The violator will be sentenced to one of the punishments in paragraphs 2 to 8 (except paragraph 5), and in case of repetition, the punishments can be increased up to paragraph 10.

Note: If the complainant is a faculty member, the punishment will be increased by two degrees.

##### **Article 25: Assault**

The violator is sentenced to one of the punishments of paragraphs 3 to 8 (except paragraph 5).

Note: 1 in case of a group fight (three or more people), the punishments of the violators can be increased according to paragraph 11.

Note: 2 in a fight that resulted in injury, the offender is sentenced to one of the punishments in clauses 4 to 11 (except clause 5) and in if the violation is repeated or the assault is very severe or collective, according to the case, the punishments can be increased up to paragraph 15.

Note3: If the complainant is a member of the academic staff of the university, the punishment will be increased up to two degrees (clauses).





**Article 26: Forging or presenting any forged document, stamp, signature and title or using them (either written or software)**

The violator will be sentenced to one of the punishments of paragraphs 1 to 7 (except paragraph 5) and in case of repetition, the punishments can be increased up to paragraph 8.

Note: 1 If the act of committing leads to any educational benefit, such as acceptance in university courses, a certificate of passing the units and in the case of studying at a university or studying or changing his grade, he is a violator of the punishment of paragraph 5 and if he is convicted of one of the punishments in paragraphs 1 to 9, Repetition, the punishments can be increased up to paragraph 11.

Note: 2 In case of falsifying the graduation certificate, the offender will be sentenced to one of the punishments in paragraphs 4 to 11, and in case taking advantage of the said certificate, punishments can be increased up to paragraph 17

Note 3: If the presentation of a fake document leading to the admission of a student is subject to paragraph 19, or a part of his acceptance conditions of the university in addition to reporting to the central student selection board, the punishments can be increased up to paragraph 18.

**Article 27: Theft**

can be punished by the punishment of paragraph 7 and one of the punishments of paragraphs 2 to 8 will be punished, and in case of repetition, the punishments up to paragraph 11 (except paragraph 5).

Note: 1 if the theft is with the participation of robbery gangs, the offender is subject to the punishment of paragraph 7 and one of the punishments of paragraphs 9 to 18 is condemned and in case of repetition, the punishments can be increased up to paragraph 19.

Note: 2 whoever conceals the information related to the criminal activity of the theft gang by collusion, in such a way as to facilitate the commission of the acts if it becomes criminal, he will be sentenced to one of the punishments in paragraphs 1 to 8 (except paragraph 5) and in case of repetition, the punishments up to paragraph 11 can be aggravated.

**Article 28: Accepting or giving bribes or fraud, betrayal of trust or claiming damages**

In case of receiving or giving a bribe or fraud from or to one of the academics or betraying your trust, in addition to the punishment of the offender, he will be compensated according to paragraph 7, the damage caused will be punished with one of the punishments in paragraphs 6 to 9, and in case of repetition, the punishments can be increased up to paragraph 11.



Note: 1. if the violation has resulted in the offender's passing grade in one of the university courses, the offender will be punished in paragraph 5 and one of the punishments in paragraphs 8 or 9 is condemned and in case of repetition, the punishments can be increased up to paragraph 11.

Note: 2 In case of a judicial conviction regarding the occurrence of a violation in connection with real or legal persons outside the university, the violator is sentenced to one of the punishments in paragraphs 1 to 4, and in case of repetition, the punishment can be increased up to paragraph 8 (except paragraph 5).

Note: 3. In case of a judicial conviction based on embezzlement, the offender shall be compensated in proportion to the embezzled property and the amount of participation in it, in addition to damage compensation according to paragraph 7 is punished with one of the punishments of paragraphs 1 to 12 (except paragraph 5) and in case of repetition, the punishment is up to paragraph 19. It can be escalated.

Note: 4. In case of activity in pyramid companies and the like, the offender will be subject to one of the punishments in clauses 6 to 11 while compensating for damages convicted and in case of repetition, the punishment can be increased up to paragraph 19.

#### **Article 29: Betrayal of trust or claim of damages**

If there is a breach of trust or damage to public property, the perpetrator, in addition to being sentenced, must compensate for the damage according to paragraph 7 is punished with one of the punishments listed in paragraphs 1 to 9 (except paragraph 5) and if betrayal of trust or damage to private property should be located in case of a complaint by the owner of the property, in addition to being sentenced to compensation for the damage caused according to paragraph 7, to one of the punishments listed in paragraphs 1 to 4 are condemned.

#### **Article 30: Keeping, transporting, buying and selling or using weapons**

In case of keeping, transporting, buying and selling authorized or unauthorized firearms (air weapons, explosives, including Molotov cocktails, etc) or cold weapons in university environments including (knives, machete, boxing gloves, etc) depending on the case, the violator is subject to one of the punishments. Paragraphs 4 Up to 13 (except paragraph 5) and in case of repetition, the punishments can be increased up to paragraph 15.

Note: 1 In case of threat, extortion, show of power with a weapon, the perpetrator will be sentenced to one of the punishments in paragraphs 8 to 15 and if the violation is repeated or if the perpetrator uses a weapon, the punishments can be increased up to paragraph 19.

Note: 2 if extortion is carried out without a weapon and the act of committing is subject to the title of fraud or acquiring property through illegal means it will be dealt with according to the provisions of Article 28 or related notes.

Note: 3. In case of carrying a hot weapon or using an illegal cold weapon, the student will be referred to the judicial authorities.



Note: 4 in case of keeping, transporting, buying and selling items such as sprays and shocker the violator to one of the punishments of clauses 2 to 9 except paragraph 5 and in case of repetition, included in paragraphs 6 to 13 in case of threat or use shocking with spray and shocker included in paragraph 17.

### **Article 31: Supervision (commitment) and participation in intentional homicide**

In case of judicial conviction, the punishments of paragraphs 18 or 19 are mandatory for him.

Note: 1 In case of a judicial conviction based on being an accessory to intentional homicide, he will be sentenced to one of the punishments in paragraphs 14 to 19.

Note: 2 if a student has been convicted of involuntary manslaughter, the appeals committee can propose a change of venue take the mentioned study to the central committee.

### **Article 32: Computer, telecommunication and virtual violations**

In case of committing any of the violations in cyber space such as hacking, virus, computer sabotage (change, delete, stop) and destroying computers (software or hardware) through system intrusion, spying and unauthorized access to information, recording audio or video without permission or publishing them, selling, disclosing or publishing documents, information or data related to the university, enter into Using information, images or audio and visual products of people's privacy pages in the web space or instrumental or abusive use the personal of natural or legal persons (including extortion, disclosure, publication, ... or threats to take action in these or similar cases) illegal wiretapping, preparation Insulting persons, insulting religious sanctities, infiltrating unethical and anti-national security sites and blogs, threats and government, sending malicious emails, creating unauthorized access or disrupting people's access level, uploading, downloading or publishing content Immorality and all public crimes in the web space, the violator will be sentenced to one of the punishments in paragraphs 3 to 18 according to the violation.

Note: 1 if the violation is repeated or has wide dimensions, according to the level of the violation's impact, punishments up to paragraph 19 can be imposed Escalation.

Note: 2 the formation of all virtual student groups with a population of more than 100 people requires the permission of the committee supervising student publications.

Note: 3 In case of producing, publishing and republishing content that is an example of the violations mentioned in this policy in the offending group or channel, becomes Subject to the punishments of clauses 6 to 19 in proportion to the violation.

Note: 4 In case of any unauthorized use of the title, logo and similar titles related to the university, the student is subject to the punishments of paragraph 1 to 6 (except for 5). If the violation of this paragraph becomes an example of the other violations of this policy.



Note5: Violations committed in virtual space that are covered by the titles of this policy in real space are based on the same article related to the real space should be addressed.

Note: 6 all networks, software and virtual platforms that have public access are considered public domain. Diagnosis is. The example of privacy in relation to reports is the responsibility of the university's disciplinary committee.

Note: 7 any membership for the purpose of communication and exchange in all networks, software and virtual platforms of illegal groups is included the punishments of paragraphs 4 to 9 (except 5).

## **B. Dealing with educational and administrative violations**

### **Article 33: Cheating in exams or educational activities**

Cheating is a student's deliberate use of information, equipment or facilities in a way that is not allowed, to provide the result of an obligatory educational activity; The violator will be sentenced to the punishment of paragraph 5 (in the relevant lessons or tests) and according to the type of cheating, to one of the punishments of And paragraphs 1 to 6, in case of repetition, in addition to the punishment of paragraph 5, to one of the punishments of paragraphs 8 to 11.

Note: 1. the report of cheating in the exam session is sent to the disciplinary committee with the report of the supervisors of the session or the explicit opinion of the teacher or student-based education representative and with the approval of the vice-chancellor of the school.

Note: 2 incorrect answers that are the result of the student's obvious use of cheating are also subject to the punishment of paragraph 5.

Note 3: according to carrying documents, equipment and unauthorized facilities in such a way that their use is not detected, violation of the student the above article is only punished by one of the punishments of paragraphs 1 to 5.

Note: 4 Suspension of the punishment of paragraph 5 for cheating will be equivalent to removing the lesson or related assignments with the requirement to repeat it.

Note: 5 if a student who commits fraud is sentenced to paragraph 5, the collaborator in that fraud will also be sentenced to one of the punishments of paragraphs 1 to 4 and suspension 5. If the student is in charge of the exam session and is considered to be an accomplice in cheating, it is included Paragraphs 4 to 9.

Note: 6 In case of student cheating in national comprehensive exams, the offender will face one of the punishments in clauses 4 to 8 according to the type of cheating is condemned and in case of repetition, the punishments can be increased up to paragraph 11.

Note: 7. in national exams, national exam crimes are dealt with based on the law.

#### **Article 34: Fraud in exam and research activities**

In case of committing any kind of research violation such as theft, renting or creating scientific data, lack of commitment and responsibility towards the beneficiaries in research matters, failure to observe the rights of the subjects, failure to use resources properly, unreal publication, reproduction, duplication, etc using a fake e-mail for unreal evaluation of articles by oneself introductions of unrealistic authors or referees and so on the student and similar violators are sentenced to one of the punishments in paragraphs 8 to 17, and in case of repetition or conviction in the judicial authorities, the punishment can be increased to paragraph 19.

Note1: If the violation is in the completion of the thesis in such a way as to prevent the attribution of the work to the student or in the preparation of the article, which leads to If the academic benefit is to pass university courses or change the grade, the violator, in addition to applying the punishments of the above article, will be punished under paragraph 5 It is also condemned in the relevant lessons or assignments.

Note2: in cases where student research violation if the graduation is confirmed, the opinion of the central committee will be the owner of the action.

Note 3: articles that are fraudulently used to defend the thesis and similar are used, in addition to applying the punishments of the above article the effect is also canceled.

Note: 4 The collaborator in each of the research violations is sentenced to one of the punishments in clauses 4 to 8 (except clause 5) and In case of repetition, the punishment can be increased up to paragraph 15.

#### **Article 35: Fraud in preparation of scientific works**

preparing, offering or handing over works such as treatises, dissertations, articles, research plans, books, reports or other written works or Research-scientific or artistic recording, either electronically, by a student for profit or as a profession or job, with the punishments The purpose of presenting the whole work or a part of it by another person or by a student in his own name is a crime and a violation of one of Clauses 15 to 19 And the punishment of paragraph 20 is condemned.

Note: 1. the initiation of the investigation process in the disciplinary committee depends on the investigation and notification of the violation by the research ethics working group it will be the relevant institute/university.

Note: 2 using fraudulent works is also subject to the punishments provided in this article.



### **Article 36: Sending someone else in your place in the exam**

The violator will be sentenced to the punishment of paragraph 5 in the relevant exam and one of the punishments of paragraphs 8 to 11, and in case of repetition, the punishments can be increased up to paragraph 15.

Note: 1 In case of participating in the exam instead of someone else, the violator will be sentenced to one of the punishments in paragraphs 8 to 11, and in case of repetition, the punishments can be increased up to paragraph 15.

Note: 2 All exams that are announced by the university as an official exam to students (both real and fake) Virtual (included in articles 33 to 36).

Note: 3 Violation of the regulations of the exam session, without the actual commission of the offender or the presence of other evidences that the spiritual factor in the violation is cheating don't worry, it is not subject to articles 33 and 36.

Note: 4 any disturbance in the process of holding university exams that is not included in the title of cheating depends on the severity of the student's violation Subject to the punishments of paragraphs 1 to 11 (except 5) and in case of repetition, subject to the punishments of paragraphs 6 to 15.

### **Article 37: Burglary, purchase, sale, or disclosure of questions or exam papers, in addition to being**

Sentenced to paragraph 5, will be sentenced to one of the punishments in paragraphs 8 to 13, and in case of repetition, the punishments can be intensified up to paragraph 15.

### **Article: 38 Disturbance, disruption or disruption to all affairs and programs of the university**

In case of disruption, disruption or disturbance to all university affairs and programs, violation of laws and regulations, the violator is subject to one of the punishments Paragraphs 1 to 8 and if the violation leads to the educational benefit of the student, the violator will be sentenced to paragraph 5.

Note: 1 If the disruption in university or dormitory programs repeats or leads to disturbances at the university or dormitory level, The punishment of the offender can be increased up to paragraph 10 (except paragraph 5).

Note: 2 if the disturbance in the programs of the university or dormitory leads to a disturbance with the incitement of others or the formation of a group, the punishment of the Violator can be increased up to paragraph 15.

Note: 3 if the disturbance leads to a disturbance and is accompanied by injury, the violator shall be sentenced to one of the punishments in paragraphs 7 to 15 and in case of repetition, the punishments can be increased up to paragraph 19.

Note: 4 in the event that the university or dormitory programs are disrupted by giving incorrect information to the university or concealing facts, including Verbal or written, the violator will be sentenced to one of the punishments of clauses 1 to 7 (except clause 5) and in case of repetition, the punishment can be up to clause 9.

### **Article 39: Clinical violations in educational and medical centers**

In case of committing any type of clinical violation in medical education centers, such as any disturbance and interruption in diagnostic and treatment measures, mistreatment of patients and companions, disclosure of patient's secrets, insult or humiliation, insulting behavior and threats towards employees, students and professors. Buying and selling and abandoning the guard, disobedience, delay and negligence in the execution of duties, unauthorized medical interventions, violation of the regulations contained in the Code of Conduct and Professional Conduct of Medical Students and the Law on Compliance of Administrative and Technical Affairs of Medical Institutions with the Standards of the Holy Sharia, Violator He will be sentenced to one of the punishments in paragraphs 4 to 11, and in case of repetition, the punishments can be increased up to paragraph 19.

## **C. Dealing with political violations**

### **Article 40: Giving false information or deliberately concealing facts about oneself, militant groups, corruptors or people related to them**

The violator will be sentenced to one of the punishments of paragraphs 1 to 9. If the violation is repeated or leads to the benefit of the mentioned groups, the Punishments can be increased up to paragraph 14.

### **Article 41: Support or propaganda in favor of atheistic groups and schools**

Symbols of the system of the Islamic Republic of Iran or in case of activities and propaganda (in real or virtual space) in favor of warring groups and disbanded Illegal groups that are recognized as symbols of the system of the Islamic Republic of Iran according to judicial rulings or declarations of the security authorities, Is a violator of one of the punishments? Paragraphs 6 to 19 are condemned.

Note: 1 doing acts in favor of Mohareb, corrupt, atheist groups or disbanded illegal groups that, according to Mohareb security authorities, if they are found corrupt or atheist, the offender will be sentenced to one of the punishments in paragraphs 8 to 19.

Note: 2 if the issue of this article is proven, the case will be referred to the Central Disciplinary Committee for a decision without notifying the security or judicial authorities.

### **Article 42: Membership in militant, corrupt, atheist or deviant sects**

Cooperation with foreign intelligence organizations or membership in warring, corrupt, atheistic groups that are recognized as warring, corrupt, atheistic or deviant sects by the security authorities are subject to punishment in paragraph 19.



**Article 43: Insulting Islamic or national rituals and sacred things, the official religions of the country, or committing acts against the republican system Islamic (such as obscenity and use of obscene words verbally or in writing, through slogans, broadcasting announcements and space virtual and.**

The violator is sentenced to one of the punishments in paragraphs 6 to 11.

Note: 1 if the act is committed collectively and with the intention of rioting or chaos, or if it happens repeatedly and without regard to previous punishments, the Punishments from paragraph 6 to paragraph 19 can be intensified.

Note 2: Violation of Islamic rules in a visible form such as fasting, etc, the violator is sentenced to one of the punishments in paragraphs 4 to 10 and in case of repetition of it can be escalated to paragraph 11.

#### **Article 44: Creating and participating in riots**

In the event of riots and riots being caused by a student in the university environment or outside of it, the violator is subject to one of the punishments in clauses 6 to 12 will be punished, and if the riot or riot is aimed at hitting the pillars of the system, the offender will be sentenced to one of the punishments in clauses 6 to 17, and if it is or is repeated with prior coordination and planning or with the guidance of illegal groups outside the university or the media the punishment can be aggravated from paragraph 11 to paragraph 19.

Note: In case of participating in a riot, the offending student will be sentenced to one of the punishments in paragraphs 4 to 10 (except 5).

## **D. Dealing with moral violations**

#### **Article 45: Using addictive substances (narcotics, hallucinogens, psychedelics) or using alcoholic beverages**

The violator will be sentenced to one of the punishments in clauses 3 to 11 (except clause 5) and if the violation is repeated, or if it takes place in the university or related places, or has negative Effects on the public, the punishments can be increased up to clause 15.

#### **Article 46: Convening a meeting and inviting others to use addictive substances or use alcoholic beverages (or participation).**

Cooperation in this regard the violator will be sentenced to one of the punishments in paragraphs 6 to 15, and in case of using university-affiliated places, to one of the punishments Paragraphs 6 to 17 are punishable and in case of repetition, the punishments can be increased up to paragraph 19.

Note: Participating in these meetings along with the use of addictive substances or the use of alcoholic beverages is subject to Article 45.



#### **Article 47: Addiction to addictive substances or alcoholic beverages**

The violator will be sentenced to one of the punishments in paragraphs 6 to 14, and if he does not pay attention to the previous punishments, it can be aggravated up to paragraph 19.

Note: 1 Taking drug addiction test confidentially from suspicious people, with the written permission of the student vice president of the university before filing the case it is mandatory based on addiction. The student's objection to this is tantamount to accepting addiction.

Note: 2. the continuation of an addicted student's education depends on the negative result of the mentioned test and his cooperation in the treatment of addiction and his continuous referral to it will be a counseling and psychotherapy center.

Note: 3 if the student is reformed and quits addiction, there is a possibility of returning the student and reducing the punishment.

#### **Article 48: Keeping, buying and selling, producing or distributing addictive substances or alcoholic beverages**

The violator will be sentenced to one of the punishments in clauses 6 to 15, and if the violation is repeated, he will be removed from the affiliated or related places of the university if used for this purpose, the punishments can be increased up to paragraph 19.

#### **Article 49: committing gambling and engaging in that**

gambling means playing a game with a bet of winning and losing, in which the loser is obliged to pay the bet in favor of the winner; If this act is done repeatedly, openly and boldly, it is gambling; In case the offender only commits gambling to one of punishments in paragraphs 1 to 4 and if he has an eye for gambling, he will be sentenced to one of the punishments in paragraphs 6 to 11, Repetition, the punishments can be increased up to paragraph 15.

#### **Article 50: Buying and selling or distributing gambling machines**

If buying and selling is done with the knowledge of using it for gambling, the offender will be sentenced to one of the punishments in paragraphs 6 to 12 and in case of repetition, the punishments can be increased up to paragraph 14.

#### **Article 51: Using any kind of toys or unauthorized media products**

If the offender has used the university environment or facilities for this purpose, he will be sentenced to one of the punishments in paragraphs 1 to 4 and in case of repetition, the punishments can be increased up to paragraph 9 (except paragraph 5).

Note: In the production, purchase, sale, reproduction, distribution or storage of any toy or unauthorized media products, it is a violation of an It is punishable by the punishments of paragraphs 6 to 12, and in case of repetition, the punishment can be increased up to paragraph 15.



### **Article 52: Non-observance of Islamic veiling or ministerial veiling regulations**

In case of non-observance of the Iranian-Islamic clothing or clothing regulations in all academic environments, the offender will be given one of the punishments Paragraphs 1 to 6 (except paragraph 5) are punished, and in case of violation of norms or network action or insistence and repetition, punishments up to paragraph 15 can be imposed.

### **Article 53: non-observance of student affairs**

In case of committing any behavior that violates certain values, dignity and custom, which academics consider reprehensible, the offender will be sentenced to one of the punishments In paragraphs 1 to 6, and in case of repetition, the punishment can be increased up to paragraph 9 (except paragraph 5).

Note: 1 Smoking in the university or related places is included under this article.

Note: 2 In case of committing an act that harms the dignity and affairs of academics, the offender will be punished with one of the punishments in paragraphs 6 to 9 is condemned and in case of repetition, the punishments can be increased up to paragraph 11.

Note: 3 if the student's behavior leads to the disqualification of his profession, the violator is sentenced to one of the punishments in paragraphs 6 to 12 and in case of repetition, the punishments can be increased up to paragraph 19; in dealing with this case, the opinion of the specialized group and the deputy Relevant training is essential.

### **Article 54: Failure to comply with the standards of Mahrez Shari's in connection with the non-mahram**

The violator will be sentenced to one of the punishments in paragraphs 1 to 6, and if he has a private complaint or violates public modesty or has public and visible effects, or in case of repetition, the punishments can be increased up to paragraph 11 (except paragraph 5).

Note: 1 Deviant sexual behavior is also included in this article.

Note: 2 if the student is under his control in relation to the non-mahram who is assigned according to the educational-research duties, the standards Mahrez does not comply with Sharia law, in case of a private plaintiff's complaint and a violation is confirmed, the violator will be punished with one of the punishments in paragraphs 9 to 15 Is condemned and in case of repetition, the punishment can be increased up to paragraph 19.

### **Article 55: having an illicit relationship (without an act contrary to chastity)**

Illegitimate relationship means establishing a relationship that was not Shariah (Islamic) or was made without going through the necessary Shariah or legal procedures If it is, the offender will be sentenced to one of the punishments of paragraphs 4 to 12 (except paragraph 5).



Note: 1 if the violation has a private plaintiff documented by threat, reluctance, urgency or coercion, the punishments can be from paragraph 15 to paragraph 19 to be intensified.

Note: 2 if the violation occurs in multiple cases or is repeated, the punishment of paragraph 19 will be applied.

#### **Article 56: Participating in an illegal meeting**

An illegal meeting is a gathering of a group with the intention of doing actions that are prohibited by Islamic Sharia, such as Unconventional parties (parties, etc.); the offender will be sentenced to one of the punishments in paragraphs 2 to 9 (except paragraph 5) and in case of repetition, Punishments can be increased up to paragraph 17.

Note: In case of organizing or cooperating in organizing an illegal meeting, the violator will be sentenced to one of the punishments in paragraphs 6 to 13, and in in case of repetition, the punishments from paragraphs 14 to 19 can be intensified.

#### **Article 57: committing an indecent act**

In case of proof of adultery, begging or adultery in the judicial authorities of the offender under the punishment of clause 6 and one of the punishments of clauses 14 to 19 is punished

### **The third part: the preliminary committee**

#### **The first topic - the start of proceedings**

**Article 58:** Disciplinary rulings regarding students are issued only through disciplinary committees and other institutions or University officials, except in the capacity of implementing the orders issued by the disciplinary committees, are not allowed to issue or implement the provisions of any of the punishments.

#### **Article 59: the investigation of disciplinary violations of students starts in the following cases:**

- 1: The complainant's complaint (the person who suffers losses and damages due to the occurrence of a violation and requests the handling of his complaint)
2. The written report of officials and natural or legal persons and competent authorities inside or outside the university.

**Article 60:** The complainant's complaint is submitted to the disciplinary committee along with the evidence and is registered in the secretariat of the committee under the Reporter and position of the following conditions:

1. Full details of the complainant or the reporter (containing the date, name and signature of the complainant or the Seal of the relevant department
2. The full details of the complainant or the student being reported and the date (and the details of the matter with its evidence) (including a detailed description of the matter, how the student behaved.



3. Accurate recording of the place and time (hours of the persons related to the matter and mention of possible damage and...

Note: 1. in case the testimony of witnesses is mentioned as a reason for the complaint, the written testimony with their full details should be followed the above conditions are attached to the complaint.

Note: 2 the report of natural persons about the occurrence of violation is not required to have the above conditions.

**Article 61:** The written reports of legal entities within the university are registered in the secretariat of the committee under the following conditions:

1. Using the official letterhead of the legal entity.
2. Detailed recording of the student's profile.
3. and details of the event (detailed description of the alleged violation, how the student behaved, the persons involved in the matter, and Accurate recording of the place and time (time and date) mention of the possible damage according to the case, etc.)
4. Name, the title and signature of the reporting officer, with the date and sealed with the seal of the relevant department.
5. Evidence of the report.

Note: If the testimony of witnesses is mentioned as the reason for the report, the written testimony of the witnesses will be attached with their full details.

**Article 62:** in dealing with educational, research, administrative violations, etc. (the subject of articles 33 to 43 of this code) competent authorities are essential.

Note: If there is no response within two weeks, the disciplinary committee will continue the investigation in any case.

**Article 63:** the disciplinary committee of the University of the Current Level is authorized to deal with the violations committed in the student's previous education level to be or not; in such cases, the opinion of the central committee will prevail.

Note: Suspension provisions in the previous stage can be applied in the current stage in case of violation.

**Article 64:** Complaints and reports received with the standards listed in Article 59, 60 of this policy is applied if it is absent if the conditions are mentioned, the secretary of the committee is obliged to inform the complainant of formal defects before taking any action, within the maximum period of time five days from the time of registration, appropriate action should be taken to eliminate the defects of the complaint, if within the stipulated period, if the defect is not corrected, the complaint or report will be archived.



**Article 65:** according to note 4 paragraph b and to Article 7 of the regulation is the only authorized authority to the university to reflect the violation of introduce the wrongful student to the judicial and police authorities, the disciplinary committee of the university with the coordination and advice of the legal office of the university.

## **The second topic - duties of the secretariat of the disciplinary committee**

**Article 66:** the secretary of the primary committee is responsible for doing the necessary things to prepare the case and raise the issue in the committee meetings according to the following process Disciplinary:

- a. Registration of complaint and report with date, number and presentation of receipt to the complainant
- b. Checking the compliance of received complaints and reports with the criteria listed in the first topic of the third part of this policy
- P. Formal validation of the documents provided regarding the imputed violation
- T. Inquiring from the relevant specialized authorities and responding to the inquiries made as the case may be
- Th. Conducting research on a case-by-case basis.
- J. Student invitation.
- CH. Informing students about their rights and helping them to benefit from said rights.
- H. Explaining violations in face-to-face interviews orally or in writing and obtain written defenses.
- Kh. Invite guests to attend the secretariat or committee meetings.
- d. Coordination with members of disciplinary committees for study and knowledge of the contents of the cases in the agenda of the committee.
- Z. Bringing up the issue in the meeting of the disciplinary committee after studying the reason
- R. Preparing the minutes of the disciplinary committee meeting
- Z. Preservation, filing and trustworthiness of all documents, correspondence and papers of disciplinary cases and continuous listing.
- S. After issuing to the Central Committee communicating the rulings of the disciplinary committees to the students and communicating the definitive rulings to the relevant departments of the university Essay of the case as the case may be.
- Sh. Sending a copy of definitive disciplinary orders for a maximum of one-month issued to central committee.



p. Receiving and registering students' objections to the disciplinary orders issued Necessary actions of the plan in the appeal authority.

Z. Follow up and implement the rules of students and implement the approvals of disciplinary committees

i. Erasing the effects of judgments and punishments contained in the student's file according to the rules of this policy

Z. Carrying out tasks assigned by the central committee and heads of the disciplinary committee of the university According to assigned tasks and duties.

Note: 1. the secretary of the preliminary committee can entrust the fulfillment of the mentioned duties to the experts of the disciplinary secretariat of the university; in any case the secretary of the primary committee is responsible for the actions of the secretariat and experts.

Note: 2 it is mandatory to carry out the formalities of inviting all invitees to attend the committee meeting, as well as inviting committee members.

### **The third topic - student invitation**

**Article 67:** the invitation of the student must be done after receiving the complaint or report received by the secretariat of the disciplinary committee and after going through follow the steps mentioned in this topic.

**Article 68: The invitation must include the following:**

1. Complete details of the student
2. The subject or title of the alleged offense
3. The reason for the invitation
4. Date and time of attendance and address of the secretariat of the disciplinary committee
5. The name, position and signature of the caller

Note: 1 the secretariat is obliged to handle the process of inviting students to attend the disciplinary committee secretariat in all stages (Whether explaining the accusation, defending in person, announcing the verdict, testifying or as an informant) through telephone notification and observing the minimum interval observe 24 hours. Notification of the invitation is done by calling and in case of non-response, sending an SMS. Also, in addition to the above methods, the secretariat is obliged to send the contents of the invitation through the university system or in person and in writing, in Notify the secretariat of the disciplinary committee. The document of the sent SMS will be archived in the student's file, it is obvious to be responsible Wrong information is like a student's phone number.



Note: 2 In all universities that use the telecommunications information system (such as the Golestan comprehensive system or corresponding SMS systems) are used, the invitation of the student is done by sending to the important announcements section of the student's exclusive user account The student is obliged to follow up the issue through his user account; During the student's attendance at the disciplinary committee meeting In case of refusal, it will be given to him in writing and the corresponding receipt will be obtained A copy of the attached invitation letter.

Note: 3. In the event that a student is prevented from attending the secretariat of the committee due to valid reasons (such as the death of a relative, illness) if the accusation is excused, a new time can be set before the end of the deadline and submitting a written request with the approval of the secretary of the preliminary committee.

Note: 4 In case of a student's claim that he was not notified of the reports, the committee will deal with this issue.

**Article 69:** After five working days from the notification, the head of the preliminary committee is required to continue the proceedings.

**Note:** In special circumstances and obvious violations, at the discretion of the head of the disciplinary committee, the time mentioned in this article is 48 hours decreases.

**Article 70:** A student's protest or non-cooperation from appearing in the committee's secretariat to explain the violation or to defend in person at the committee's meeting, or his refusal to sign the invitation or the minutes of the interview meeting, and its consequences, does not prevent the continuation of the proceedings, and after explaining the provisions of this article to the student , the details including the time, date and place are included and the committee can make a decision if the principles of procedure are followed. This policy is for absentee proceedings.

## **The fourth topic - explanation of the accusation and face-to-face interview and obtaining defenses**

**Article 71:** The secretary of the primary committee should generally recommend to inform the regulations and remind the cases in special cases according to his judgment.

**Article 72:** Explanation of charges must be done orally and in writing, in compliance with all legal standards, by mentioning the subject of the violation, and the explanation sheet containing written accusations, written explanation of the student, signed by the parties and registered in the secretariat (Meeting and picture by the parties) no audio recording.

**Article 73:** The student can submit a signed written statement of defense from the face-to-face interview to before the hearing Submit to the secretariat.

**Note:** The student's presence in the committee is possible upon the student's request and only to provide additional explanations or obtain more information from the committee Members.



**Article 74:** due to the necessity of the principle of confidentiality in the process of examining the disciplinary case of students, in case of non-disclosure of the reporting authority (the determining authority is the secretary of the first disciplinary committee), the student can provide the documentation that will be the source of the ruling for his case and mention it in full in the It is not possible to see the charge sheet and sign the receipt.

## **The fifth discussion - Proceedings in the preliminary committee**

**Article 75:** Meetings of the primary committee of the university, every two weeks, if there is a case, to deal with the reports and complaints received it is formed, and in emergency cases, upon the request of the head of the primary committee or two members of the committee, an emergency meeting is held within 48 the hour is held.

**Note:** The organization of preliminary committee meetings as an emergency does not negate the observance of student's rights and other criteria contained in the policy was.

**Article 76:** The secretary is obliged to invite all the members of the disciplinary committee in writing, by phone and SMS at least three administrative days before the meeting (except for emergency cases).

**Article 77:** the secretary of the first committee is obliged to process the case based on the complaint of the plaintiff or the violation report based on the style sheet, the student should prepare and provide the members with the student's defenses, including the face-to-face interview and the defense bill, 24 hours before the meeting.

**Article 78:** The secretary of the preliminary committee is obliged to inform the student of the time of the hearing in the hearing of the hearing committee according to the rules listed in the third section of the third section.

**Note:** The contents of this article do not include special conditions or obvious violations.

**Article 79:** If the student is not able to attend the meeting on the appointed date due to valid reasons (such as the death of a relative, illness), he can use the right to defend himself in Person in the appeal committee by submitting a written request to the head of the preliminary committee.

**Article 80:** If a student or any member of the committee makes a formal objection to non-compliance with the rules stated in the style sheet, if approved by the committee, the minutes of the meeting and the file will be returned to the secretariat for correction and completion.

**Article 81:** It is the responsibility of the secretary of the preliminary committee to state the reasons for assigning a violation to the student by referring to the articles of the regulations and guidelines.

**Article 82:** the student can present his/her defense plan in the preliminary committee hearing on the issue related to him/her, and after finishing his/her defense and members 'questions and answers, he/she must leave the meeting.





**Article 83:** After the end of the investigation, the minutes of the meeting will be prepared separately, with reasons, according to the protocol, and the members of the disciplinary committee those present at the meeting, stating their name and position, are required to sign the minutes of the meeting with a quorum.

**Note:** It is not allowed to hold a meeting in absentia or by telephone and to obtain the signatures of the members for the minutes of the meeting Issued in this way are invalid.

**Article 84:** If, during the proceedings in the disciplinary committee, there are other violations in addition to what is mentioned in the violation in the invitation and the file the student's case has been mentioned, it should be clear that the committee will not be authorized to deal with those violations at this stage and it is necessary to go through the preliminary investigation procedures independently.

**Article 85:** If the primary committee, after the end of the proceedings, finds the student entitled to the punishments of paragraph 13 or above, while notifying the decision to the student, the case will be sent to the university's review committee.

**Article 86:** Procedures for proceedings in the review and central committees, with the exception of the cases counted according to this policy, according to the procedures proceedings in the committee are preliminary.

## **Section IV: Appeals Committee**

### **Topic 1 - Duties and powers of the appeals committee**

**Article 87:** The duties of the university review committee are as follows:

1. Dealing with the request of the student to appeal from the preliminary rulings.
2. Dealing with the rulings of the preliminary committee, which were not objected to within the stipulated deadline, with the proposal of each member of the committee.
3. Examining the cases containing one of the paragraphs 13 to 18 referred from the primary committee and referring the violation case to the central committee in and above and the return of cases involving the re-application of punishments 8 to 11 to the primary committee for the provisions including the punishments of paragraph 13 In order to process and issue the appropriate decision



## **The second topic - Proceedings in the appeals committee**

**Article 88:** All rulings issued by the primary committee can be appealed to the university's appeals committee.

**Note:** The student's protest deadline is within 10 administrative days from the date of notification of the decision of the preliminary committee. In special circumstances and the decision of the secretary of the review committee is considered to be 48 hours.

**Article 89:** In case of protest, the student must submit a written request for reconsideration of the preliminary ruling, along with the defense bill submit the appeal documents personally to the disciplinary secretariat of the university and receive a receipt.

**Note:** If necessary, at the discretion of the head of the appeals committee, the student can appear in the meeting for personal defense.

**Article 90:** The appeals committee must process within 10 days after receiving the objection or referring the case Make a decision.

**Note: 1** the duties and formalities of presenting the case in the appeal committee meeting are the responsibility of the secretary of the primary committee.

**Note: 2** if the issuance of the appeal verdict is suspended until obtaining documents or conducting an investigation, the subject of the meeting minutes and within a maximum period of two weeks, the necessary measures should be taken by the secretariat to complete the file.

**Note: 3** if the student does not object to the rulings issued by the preliminary committee to the university's appeals committee, the student is allowed to there will be no objection to the Central Committee to New documents regarding the violation.

**Article 91:** If after issuing the initial verdict and before issuing the appeal verdict, documents, evidence if the proposal is received, the appeals committee can escalate and issue a decision.

**Article 92:** The only authorized authority in the university to send students' violation cases to the central committee is the appeals committee. In this it is necessary to have all the records and documents of the case in the form and order specified by the central committee as the operating procedure, with Save instead of sending.

**Note:** Receiving the report and initial investigation of the Central Disciplinary Committee on violations based on the diagnosis is not included in the above article.

**Article 93:** If the appeals committee decides to refer the student's case to the central committee, it is necessary to follow the instructions Information and follow-up of the student should be reported to the student in writing.

## **Fifth Section: Central Committee**

### **Topic 1 - Duties and powers of the Central Committee**

**Article 94:** The duties and powers of the Central Committee are as follows:

**a.** Planning, management, creating unity, monitoring the good performance of the disciplinary committee of universities and reviewing reports related to legal discrepancies in the process of handling disciplinary cases

**b.** Dealing with the student's objection to the disciplinary provisions of clauses 8 to 11 issued by the universities appeals committee

**P.** Dealing with the cases referred from the university appeals committee to reapply the punishments of paragraphs 8 to 11 and the issuance of including the punishments of clauses 12 to 20 of the punishments.

**T.** Dealing with the university president's request to discount the university's definitive rulings

**Th.** Dealing with the written request of the security or judicial authorities to check the eligibility or ineligibility of the student according to Article 12 Disciplinary Regulations

**J.** Preliminary handling of students' violations in the central committee according to the diagnosis

**CH.** Amendment of all rulings issued by the primary committee or revision according to the decision of the central committee

**H.** Reviewing the previous votes of the Central Committee in case of receipt of new documents, documents and reasons or if there is a problem in the previous vote, according to Recognition of the Chairman of the Central Committee

**Kh.** Examining the request for the formation of a disciplinary committee in the established serious higher education complexes, colleges affiliated to universities satellite colleges of other universities, non-governmental-non-profit higher education institutions, and medical-educational centers.

**d.** Examining and confirming the competence of the teachers of the disciplinary committee of students of universities across the country by the central committee of minister's as the case.

**Z.** The interpretation of the may be present regulation and style is done by the central committee of ministers as the case the only competent authority.



## **The second issue - Proceedings in the Central Committee**

**Article 95:** After receiving the original file from the relevant university, the secretary of the central committee, if he finds the file incomplete, forward it to the committee after fixing the defect, it should be sent to the secretariat of the Central Committee; if the case is complete, it will be reinstated to the disciplinary action of the university.

**Article 96:** The student's written request to protest the verdict issued by the appeals committee (attached to the defense bill and picture) submit the initial and appeal decisions of the university in person or a legal representative to the secretariat of the university or central disciplinary committee and receive a receipt.

**Note:** The secretariat of the university's disciplinary committee is obliged to keep the original disciplinary file of the student, keeping the copy, attached to the protest request the student and the relevant appendices must be sent to the central committee within three days in person or by mail.

**Article 97:** the student's protest deadline is within 10 days from the date of notification of the appeal committee's decision. In special circumstances and obvious violations of the decision of the secretary of the revision committee is considered three days.

**Article 98:** the Central Committee must within one month after receiving the objection or referral of the case, the hearing and Make a decision.

**Note: 1.** In the event that the issuance of the decision of the Central Committee is suspended until obtaining documents or conducting investigations, the minutes of the meeting shall be prepared and maximum within two months, the necessary measures will be taken by the secretariat to complete the file.

**Note: 2** in special circumstances, at the discretion of the head of the central committee, the judgment must be issued within a week.

**Article 99:** The secretary of the central committee from a student whose case is on the agenda of the central committee, if needed to attend secretariat, expert meetings or central committee meeting and we invite student to receive the last statements and defenses.

**Article 100:** The disciplinary committee of the university is obliged to implement the rules and orders of the central committee and must report the results of its actions in the shortest possible time is maximum one month to inform the Central Committee.



**Article 101:** In line with the application of Article 10 of the regulations, the university is obliged to monitor the good performance of the disciplinary committee, the compliance of the process Chairman the regulations and the code of conduct and accountability in the competent authorities. If the university Discipline in the secretariat will be based on the standards contained in The University is obliged to compensate Competent authorities neglect to diagnose, the student will be harmed, and the issued verdict lacks legal authority.

## **Section 6: Issuance, notification and implementation of disciplinary orders**

### **Topic 1 - Issuance and notification of disciplinary committee rulings**

**Article 102:** It is mandatory to include the following items in the text of the verdict:

- 1) Issue date and ruling number
- 2) Student details
- 3) Reasons for assigning a violation
- 4) The title of the violation attributed to the student with the mention of the legal document according to the style sheet
- 5) Punishment determined by mentioning the legal document according to the guidelines
- 6) Determining the finality or appeal ability of the issued ruling and the appeal authority and its deadline from the date of notification

**Note: 1** the rulings issued by the disciplinary committees, within ten days from the date of issuance, through the secretariat with the signature of the secretary of the committees, to the student will be notified.

**Note: 2.** Minutes of the meeting and a copy of the verdict communicated to the student must be kept in his file.

**Article 103:** If a student complains about the disciplinary committee's objectionable rulings, this is considered a notification of the ruling and based on note 3 of article 8 of the regulation, he will be deprived of the right to protest.

The head of the decision-issuing committee, the reason for the student's non-attendance at the disciplinary committee's secretariat to report the decision or if he considers the objection to be justified, he can put the case on the agenda of the appeals committee or to the committee, depending on the case central send.



## **The second issue - finalization and enforcement of rulings**

**Article 104:** The rulings issued by the disciplinary committee are final and mandatory as follows:

- A .The decisions of the primary and appeals committee that are not contested within the prescribed period.
- b. All votes of the Central Committee

**Note:** Provisions including punishments in paragraphs 1 to 4 and the preliminary rulings of the universities cannot be challenged in the central committee.

**Article 105:** The time for the implementation of the definitive rulings of the disciplinary committees will be immediately after the notification date.

**Note:** The time for the implementation of the final decisions of the Central Committee will be according to the minutes of the meeting.

**Article 106:** If a final ruling based on one of the paragraphs 8 to 17 of the punishments section of the policy is issued at the end of the semester and before the end of the academic semester exams, the execution of the ruling will be postponed to the following academic semester, which is the last academic semester not a student.

**Article 107:** In case of student's disobedience to the implementation of the final rulings or orders that the disciplinary committee may issue in accordance with the regulations or stop all educational operations.

**Note:** Student disobedience to accepting and implementing the rules and orders issued by the disciplinary committee And Article 38 makes a new violation, according to after hearing in the first committee, it causes the sentence to be aggravated considered.

**Article 108:** The Secretariat of the University Disciplinary Committee is responsible for following up on the implementation of the definitive rulings issued by each of the Disciplinary Committees.

**Article 109:** If a student is sentenced to change the place of study according to the opinion of the central committee, the destination university is obliged to and it should be done appropriately and in a way that does not harm the student's education.

## Section VII: Other matters

**Article 110:** Based on Islamic teachings and the legal principles of security and immunity of citizens and the prohibition of surveillance (Principles 22 and 25 of the Constitution) the members of the committee and the staff of the disciplinary committee's secretariat are not allowed to spy on the private lives of students in cases unrelated to the violation of students, and they are obliged to do so treat all information related to the student's violation as confidential and refrain from disclosing it (except for the student's spouse, parents, or guardian at the discretion of the committee).

**Article 111:** Agreeing to the withdrawal, party, transfer or settlement request of students whose violation case is pending in the university or central disciplinary committee or the implementation of the disciplinary orders issued against them has not been completed is subject to the approval of the relevant disciplinary committee.

**Article 112:** The secretary of the committee can, with the coordination of the head of the disciplinary committee, invite informed persons to participate in the meetings of the disciplinary committee, without having the right to vote.

**Note:** In necessary cases, the committee can use the opinions of the counseling center Provided that this does not cause a case Procrastination of the file.

**Article 113:** The copy of the rulings of the central committee, which contains the exclusion of the student from education for up to five years, must be sent to the central organization of the student body and the country's education evaluation, and the said organization is obliged to take action against the above exclusion committee.

**Article 114:** after going through the appeal process and issuing a verdict, in case of punishment and correction of the behavior of the student who violated and the satisfaction of the private plaintiff, the University Chairman can request a reduction in the issued sentence from the central committee.

**Article 115:** If a student is banned from studying or participating in exams and the disciplinary sentence issued contains a punishment less than a half-Year ban, the student's absence is declared justified and he/she will be re-examined, and in case of conviction, the imposed ban will count towards the execution of the punishment.

**Article 116:** Dealing with any of the violations or crimes committed by the student inside or outside the university or related environments in the judicial courts will not prevent the disciplinary proceedings of the university.

**Note:** In case of prosecution or final judicial conviction for non-intentional crimes that lead to temporary arrest or imprisonment, the term Arrest or imprisonment is not considered as part of the student's years and the student can continue his education after the end of the sentence and slow if the term of conviction, from the allowed period of education.



**Article 117:** All correspondence of the University Disciplinary Committee with the Central Committee and other authorities outside the University, only with the signature of the head of the committee and the rulings and correspondence of the central committee are issued with the signature of the president or an authorized person on his behalf.

**Note:** In calculating the deadlines and dates, the owner, working day and Non-holiday is official and the date of notification and action is considered part of the deadline.

**Article 118:** If, in the implementation of Note 1, Article 12 of the Disciplinary Code, the university can't president issues an order to prevent the entry of a student the implementation of this order requires informing the student with the start and end time of the ban.

**Note:** The period of suspension for the student according to the above-mentioned article will be deducted from the period of suspension of the student's disciplinary sentence, if the committee deems it appropriate.

**Article 119:** if there is a possibility of correcting the behavior and non-repetition of the violation, the disciplinary committees of the university and the Central Disciplinary Committee according to can suspend all or part of the sentence after receiving the commitment, and in case of repeating any type of violation, in addition Upon Using the subject of this article during the student's education applying the punishment for the new violation, a suspended sentence will be implemented And if it is not repeated, it is allowed only once, and the validity of the suspended sentence is provided that the violation is not repeated until the end of the student's education. The duration of his education, conviction records will be removed from his file. This article is inclusive except in cases of heinous acts, repeated theft, and use of weapons, membership or activity in atheist, corrupt groups and distribution of drugs and alcohol.

**Article 120:** Answering to competent authorities inquiring, such as judicial authorities, selection of organizations and the like regarding the disciplinary records of students and graduates in the university, is done only by the secretariat of the university or central disciplinary committee as the only competent authority, and its method is subject to an arrangement that the central committee specifies the performance procedure and higher education centers and institutions under the Ministry of Science.

**Article 121:** domestic and international students of all universities, research and technology scientific Practical and schools and the Ministry of Health, Treatment and Medical Education, including government, Islamic Azad, Payam Noor, non-profit, Also, scholarship students from non-ministerial institutions, such as other ministries, armed forces, and the fields of religious sciences studying in these universities, are subject to the present regulations and guidelines, and the said universities are required to implement its provisions.





**Note: 1.** By recognizing and delegating the authority of the Central Committee, it is possible to appeal to the rulings of the primary committees of the higher education institutions of each province, in the disciplinary committee of one of the largest universities of that province or neighboring provinces as a hearing authority; The method of doing it will be according to the instructions that have been approved by the central committee of each of the ministries and will be reported as a procedure.

**Note 2.** scholarship students in universities, colleges, and educational centers affiliated with institutions outside the ministries, such as other and, armed forces, and the fields of religious sciences, they are subject to the present regulations and rules of procedure, if there is a conflict between the regulations of the ministries internal regulations of the said universities, regulations and this regulation If there is, the issue will be referred to the central committee of each of the ministries for making the final decision as per the case and the ruling issued.

**Note: 3.** dealing with the violations of independent students studying in universities affiliated to institutions outside the ministries, like other ministries, the armed forces are also subject to the present regulations and guidelines.

**Article 122:** the Central Committee of Ministers, as the highest authority for dealing with disciplinary violations of students, while monitoring the performance and the correct implementation of regulations and guidelines in the area all orders issued by the disciplinary committee of Al-Zama University are binding.

**Note: 1** Instruction for conducting training courses for the members of the disciplinary committees of the university and the secretariat by the Disciplinary is prepared and notified.

**Note: 2** sending the report of the activities and performance of the disciplinary committee of the universities to the secretariat of the central committee in the order that it is determined and notified it is mandatory.

**Article 123:** The Central Committee is responsible for establishing special committees to supervise the implementation of And subordinate higher education institutions throughout the country, as appropriate, take practical measures in the regulations and guidelines and send them to universities to guarantee the implementation of legal standards; Disciplinary committee of universities will be obliged to fully cooperate with the mentioned boards.

**Article 124:** All regulations, approvals and internal directives of each of the ministries that have been issued before or are contrary to the regulations Approved by the 358th meeting dated 1374/06/14 of the Supreme Council of Cultural Revolution and the implementation manual, they must be present, from the degree and the rulings and decisions of the disciplinary committee are mandatory for all departments of the higher education system.

**Article 125:** referring to the resolution of the 358th Supreme Council of Cultural Revolution meeting dated 1374/06/14 in seven sections Contains 125 items and 126 notes, amendments and on 1401/09/01 approved by the Ministers of Health, Medical Education and Science, researches.