



كلية الدراسات المصرفية والمالية  
College of Banking and Financial Studies

# Student Code of Conduct



# Student Code of Conduct

## Article (1)



### Objectives of the code

In general, the student code of conduct aims at instilling good moral values, practicing positive behavior and promoting a sense of belonging. In particular, this code seeks to achieve the following:

- Building positive behavior among students on campus.
- Improving student behavior and reducing behavioral offenses by using the best possible means.
- Implementing behavioral problems and offenses handling mechanisms effectively.
- Imposing disciplinary punishments on violating students.
- Ensuring equality in dealing with students or any offenses committed by them

## Article (2)



### Definitions

- **Code:** The student code of conduct
- **College:** The College of Banking and Financial Studies – Sultanate of Oman
- **Dean:** The Dean of the College of Banking and Financial Studies
- **Assistant Dean:** The Assistant Dean for Student Affairs or his deputy.
- **Department Head:** The Head of the Student Affairs Department.
- **Student Affairs Committee:** The Committee responsible for considering all issues related to student affairs.
- **Student:** Each student enrolled at the College, with effective enrollment.
- **Student Behavior:** Every word or deed, directly or indirectly related to the College, made by the student on or off campus or via any social media channel.
- **Misconduct:** Every word, deed or reference made by the student that is considered as a violation of the applicable College regulations, laws, or rules. Misconduct include bad and immoral behavior contradicting values, norms and traditions, when dealing with students, employees, College staff or College property. The perpetrator shall take responsibility for the offense or the consequences of his misconduct, regardless of the place of its occurrence.
- **Offenses:** Any action or statement made by the student that is inconsistent with the applicable College rules and laws.
- **Punishment:** Punishments stipulated in this Code.

- **Bullying:** A form of violence and abuse conducted by an individual or group of individuals enrolled at the College against others.
- **Sexual Harassment:** Any form of unwanted words, actions or gestures of a sexual nature that violate a person's body, privacy, or feelings and make that person feel uncomfortable, threatened, and disrespected.
- **Sexual Assault:** Any sexual act that is perpetrated against someone's will.
- **Social Media:** A group of internet-based applications designed as a way to communicate and interact with others through written, audio or visual messages.
- **Case Study:** The process of collecting information on the student's case, which will be studied by the concerned College employees before processing.

## Article (3)

### Offenses

Student behavior offenses are classified into three levels according to their degree, severity, and impact on the students, and on the educational environment and community in general. The procedures of such levels shall be carried out in accordance with the provisions herein and the applicable College laws and regulations.

#### 3.1 First Degree Offenses (Low-Severity)

No.	Description
3.1.1	Student non-compliance with the instructions (relating to College laws) of faculty members or administrative staff.
3.1.2	Posting posters, advertisements or brochures in College facilities without obtaining a permission or license from the Student Affairs Unit and the College Administration.
3.1.3	Making disturbing noises or disturbing College students or employees.
3.1.4	Leaving vehicles on College campus after the end of the school day or parking in a place not designated for parking, without prior permission of the College Administration.
3.1.5	Smoking on campus and in College facilities, entrances, corridors and non-smoking areas.
3.1.6	Other similar offenses or acts leading to committing an offense as per the discretion of the Student Affairs Committee.

### 3.2 Second Degree Offenses (Medium-Severity)

No.	Description
3.2 .1	Misuse of College or student e-mail and social media.
3.2 .2	Violating traffic regulations issued by campus security or academic/administrative staff on campus.
3.2 .3	Using gifts, money, or assistance as means of persuading the academic or administrative staff to act outside College laws and regulations.
3.2 .4	Meeting with unauthorized people on College campus, parking areas or yards.
3.2 .5	Wearing clothes inconsistent with the traditions, norms and dress code.
3.2 .6	Using any filming or recording device without obtaining prior permission and harming College or others reputation.
3.2 .7	Insulting or verbally abusing other students or the academic/administrative staff.
3.2 .8	Any male/female student found in an indecent position, sitting in privacy with any other male/female student in the College's facilities.
3.2 .9	Other similar offenses or acts leading to committing an offense as per the discretion of the Student Affairs Committee.

### 3.3 Third Degree Offenses (High-Severity)

No.	Description
3.3 .1	Any deed or word intended to disrespect religious beliefs or harm Oman's reputation/image.
3.3 .2	Committing an obscene or indecent act that may harm the reputation of the College, its employees and its students.
3.3 .3	Fomenting tribal prejudices and discrimination, based on sex, race, religion or nationality, against faculty members, administrative staff, or students.
3.3 .4	Breaching the rules for using College electronic network or tampering with College systems, programs or electronic data, including the spread of viruses and the misuse of the network, thus violating the rules set in this regard.
3.3 .5	Intentional damage or destruction of College, student or employee properties.
3.3 .6	Driving Carelessly and recklessly on or around campus and violating traffic, safety and security rules.
3.3 .7	Infringing College/student/employee money or property rights, whether by embezzlement, theft, fraud, scam or any other criminal act.
3.3 .8	Physical abuse or violence, and threatening to do so on campus.
3.3 .9	Sexual harassment on campus.
3.3 .10	Possession, use, distribution and promotion of prohibited substances (i.e. drugs, cannabis, alcoholic beverages, etc.) or any other mind-altering substances on campus.
3.3 .11	Carrying or possessing of any weapons or explosive materials on campus.
3.3 .12	Illegal possession of College documents or seals.
3.3 .13	Other similar or related offenses punishable by law as per the discretion of the Student Affairs Committee

## Article (4)

### Mechanism of Dealing with Offenses

The below sequential actions shall be taken as per the discretion of the Student Affairs Committee:

Degree of offense	Repetitiveness	Actions	Responsibilities and powers
First degree (Low-severity)	When committed for the first time	- A written warning signed by the student and kept in his file. - Writing an undertaken not to repeat the offense committed again.	Student Advisor
	When repeated More than twice (2)*	- Carry-out some service tasks in the College (1)* - Written warning (Form 2). - Writing an undertaken not to repeat the offense committed again	Student Affairs Committee
Second degree (Medium-severity)	When committed for the first time	- Written warning (Form 2). - Temporary deprivation of the use of some privileges and services in the College (3)*. - Writing an undertaken not to repeat the offense committed again.	Student Affairs Committee
	When repeated More than twice (2)*	- Carry-out some service tasks in the College. - Deprivation of privileges and services (3)*. - Issuance of a final warning to the student. - Writing an undertaken not to repeat the offense committed again.	Student Affairs Committee
Third degree (High-severity)	When committed for the first time	- Notifying the Dean and the Student Affairs Department. - Suspending the student for a minimum period of 3 working days, extendable until the investigation is complete. - The Student Affairs Committee shall meet on an urgent basis to refer the matter, through the submission of a memorandum containing evidence of the committed offenses, to the Dean or his deputy who shall make the decision to refer the case to the competent authorities (4)*. - Seizing the tools used to commit the offense once it occurred, in order to hand them over to the security authorities. - The incident will be reported to the nearest police station, and the victim will be instructed to submit his complaint to the competent authority. - Suspension for one semester, dismissal or suspension for the period specified by the Dean (Form 4). - The student has the right to raise a grievance (Form 3).	Student Advisor  Student Affairs Committee  The Dean

\* (1): Service tasks include identifying College departments' tasks that need volunteers, or assigning some other tasks according to the academic schedule.

\* (2): When repeating the offence for more than twice, the offence shall be considered as a third-degree offence and the actions for dealing with third-degree offenses shall apply.

\* (3): Deprivation of privileges and services such as: preventing the student from borrowing books, parking on College campus as well as using Wi-Fi, printing/copying services, computers or learning resources.

\* (4): The College of Banking and Financial Studies shall have the right to refer to the provisions of the Oman Penal Code or other relevant laws to deal with student conduct.

## Article (5)

### Table of authorities responsible for dealing with offenses and determining punishment

The offenses listed under Article (4) shall be handled according to the following administrative powers and shall be referred to the competent authorities if considered as crimes.

Authority	Punishment
The Dean	Temporary suspension or dismissal from the College.
Assistant Dean	Written warning.
Student Affairs Committee	- Propose service tasks to be performed by the student. - Recommend the appropriate punishment
Student Advisor	- Verbal warning. - Refer the case to the Student Affairs Committee.

## Article (6)

### Investigating offenses against College laws and regulations

The Punishment shall not be confirmed or enforced on the student without conducting a verbal/written investigation and before giving the student a chance to defend himself. There are two types of investigations:

**- Verbal Investigation:** applies to minor offenses, which do not require creating an investigation record or holding a meeting. This investigation is conducted verbally by asking the student to describe the offense and the relevant events. The student shall write an undertaken not to repeat the offense committed again.

**- Written Investigation:** Requires creating a record for the offense and its details or holding a meeting (by the Head of the Student Affairs Unit, the Student Adviser, the Student Affairs Committee, or all parties together) to consider the offense or misconduct. Written investigation applies to offenses listed in Article (3) above.

The Student Affairs Committee will investigate the facts and offenses committed by the student within a period not exceeding 10 working days from the date of committing the offense.

This Committee consists of:

- Head of the Student Affairs Committee

- Student Advisor

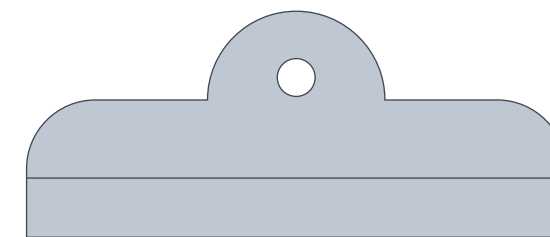
- Other members (3-7), as per the desecration of the Student Affairs Committee.

**Article (7)**General Rules

The Student Affairs Committee is responsible for taking the appropriate disciplinary actions against students who have committed an offense according to Article (3) above.

These actions shall be as follows:

- Develop the offense report, which shall contain evidence of committing the offence.
- The Student Affairs Committee will hold a meeting to discuss the offense case.
- The Student Affairs Committee will propose the appropriate disciplinary action to be taken.
- The Student Affairs Committee will issue its unanimous decision.
- Submit a final report on the decision to the Dean for approval.
- Upon approval of the Dean, all relevant College departments will be notified to take the necessary actions.
- Invite the student to a meeting and notify him of the decision of the Administration or the Student Affairs Committee.
- Notify the guardian of the student if required.
- Criminal offenses will be referred to the competent authorities, in accordance with the laws applicable in the Sultanate. The victim will be notified of the importance of filing a complaint with the competent authorities for crimes that require filing a claim



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**Offense Description Form (1)**

Date:  
Offense Description Form (1)

Student name: -----

College ID: -----

E-mail: -----

Specialty: -----

Phone No.: -----

Offense type: -----

Offense description:

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Actions to be taken after committing the above offense:

- Add the offense to the student's profile and follow-up his case.

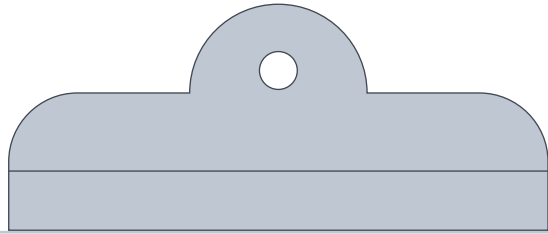
- When repeated for the first time, a written warning will be issued, the offense will be documented and the guardian of the student will be informed.

- When repeated for a second time or more, the actions that the Student Affairs Committee deems fit will be taken.

Signature of the Student Advisor: .....

Signature of the Head of the Student Affairs Committee:

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كلية الدراسات المصرفية والمالية  
College of Banking and Financial Studies

**Warning Form (2)**

Date:  
Warning Form (2)

Student name: ----- Specialty: -----  
College ID: ----- Phone No.: -----  
E-mail: -----  
Warning type:

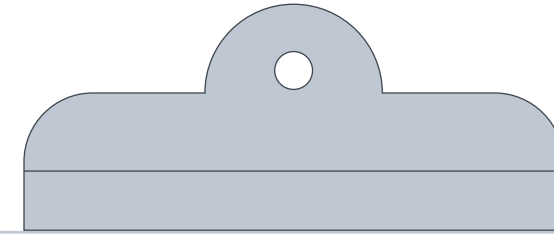
- First warning     Second warning     Final warning

Offense description: -----  
I, the undersigned, -----, enrolled at the College of Banking and Financial Studies for the academic year (-----) hereby undertake:

to adhere to all laws and regulations of the College; to respect all academic and administrative staff members and students; not to verbally or physically abuse anyone in the College, not to repeat my misconduct, to control my actions; and to follow-up the advice and instructions given to me. I am fully aware that I will be subject to harder punishment in case of repetition.  
I acknowledge that, in case of repeating the above misconduct, I accept all legal procedures arising thereon, in accordance with the laws and regulations of the College of Banking and Finance Studies.

Signature of the student:  
.....

Signature of the Head of the Student Affairs Committee signature:  
.....



كلية الدراسات المصرفية والمالية  
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**Student Grievance Form (3)**

Date:  
Student Grievance Form (3)

Student name: ----- Specialty: -----  
College ID: ----- Phone No.: -----  
E-mail: -----  
Subject of the grievance: -----

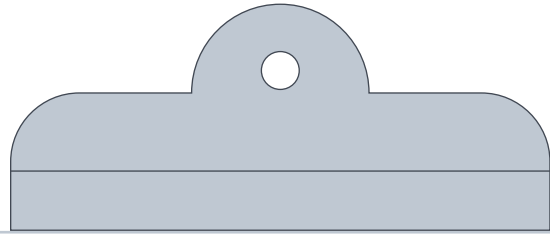
Dear/Dr. -----  
Dean of the College of Banking and Financial Studies

I, -----, hereby raise a grievance about the following subject:  
-----  
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Yours Sincerely,

Signature of the student: .....

**Note:** This form is subject to the laws and regulations mentioned in the Student Grievance Policy of CBFS.



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### Student Suspension/Dismissal Form

Date: \_\_\_\_\_

Student name: \_\_\_\_\_

Student ID: \_\_\_\_\_

E-mail: \_\_\_\_\_

Specialty: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Suspension/Dismissal type:

Temporary suspension    Suspension for one semester    Dismissal

Given the student's misconduct that is inconsistent with College laws, rules, and regulations, and which consists of:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

And according to the decision taking by the Student Affairs Committee after studying all the evidence and details, it has been decided:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dean of the College ..... Head of the Student Affairs Committee .....

### Sources and References

**Student code of conduct in General Education Institutions - United Arab Emirates**  
<https://government.ae/ar-AE/information-and-services/education/student-code-of-conducthttps://www.moe.gov.ae/Ar/Legislation/Documents/851.pdf>

**Student code of conduct - University of Nizwa**  
<https://www.unizwa.edu.om/?contentid=1068>  
[https://www.unizwa.edu.om/content\\_files/01888-1414.pdf?comingfrom=1154](https://www.unizwa.edu.om/content_files/01888-1414.pdf?comingfrom=1154)

**Student code of conduct (discipline) - University of Dammam**  
[https://www.iau.edu.sa/sites/default/files/resources/lyh\\_dbt\\_slwk\\_ltlb\\_2.pdf](https://www.iau.edu.sa/sites/default/files/resources/lyh_dbt_slwk_ltlb_2.pdf)

**Student code of conduct - King Saud University**  
<https://sa.ksu.edu.sa/ar/Rules-regulations/disciplining-list>  
[https://sa.ksu.edu.sa/sites/sa.ksu.edu.sa/files/attach/lyh\\_tdyb\\_ltlb\\_ljdyd0001.pdf](https://sa.ksu.edu.sa/sites/sa.ksu.edu.sa/files/attach/lyh_tdyb_ltlb_ljdyd0001.pdf)

