

## HUMS' Student Disciplinary Regulations

### Introduction

Student's conduct of discipline guidelines demand every student to maintain an acceptable standard of conduct and comply with the regulations made by the University or by regulatory authorities of any institution or organization where students may be required to work in or visit as part of their prescribed programs of study. Students shall not exhibit any behavior or engage in any activity, whether within the University premises or elsewhere as students affiliated with HUMS, which has the potential to damage HUMS' reputation or to trample the promulgated regulations. Disciplinary contraventions of any types committed either within academic, clinical, and administrative settings or throughout housing areas, may be referred to the Student Disciplinary Committee. The Committee has the power to investigate any report of misconduct and issue an equitable adjudication such as to expel, dismiss, suspend, or exclude the culprit infracting both Iran's and the University's established regulations from one's program of study and consequently from University premises. The Student Disciplinary Committee has also the authority to impose a fine or other lesser penalties upon any student found guilty of misconduct(s) or breach of the designated disciplines.

### Misconducts

Misconduct warranting disciplinary action includes any significant departure from generally accepted standards of integrity and appropriate behavior. Students are expected to comply with all disciplinary rules and shall be responsible for their conduct from matriculation until the conferring of the degree even when the conduct prior to the beginning of classes and in between semesters. Thus, the Student Disciplinary Committee may, as a result of its inquiry or investigation, take disciplinary action against a student who violates any rules or regulations of the University or commits any misconduct including, but not restricted to, the following:

#### **A: Academic and Administrative Misconducts**

- 1- Cheating during the examination including purporting to be another student to take the exam instead or including somebody to take the exam for you (*see Booklet No. 5 on HUMS' Exam Rules and Regulations*)
- 2- Dishonesty in connection with test(s) or examination(s), or violation of any rules or regulations governing the conduct of examination (*see Booklet No. 5 on HUMS' M.D., D.M.D, and Pharm.D. Academic Regulations*)
- 3- Plagiarism (*see Booklet No. 5 on HUMS' Exam Rules and Regulations*)
- 4- Fabrication or unauthorized falsification or invention of any citation in an academic exercise, thesis, or Ph.D. dissertation

- 5- The acts of stealing, buying, selling examination papers, materials, or questions, or leaking examination question(s) to other students
- 6- Collusion, falsification of data in written assignments
- 7- Asking another person to attend a course, class session(s), examination session(s), instead of the obliged student
- 8- Attending a course, class session(s), examination session(s), disguising as the obliged student
- 9- Any act of misuse, vandalism, destruction, graffiti, or defacement that causes damage to any property of the University
- 10- Any unauthorized use, tampering with or misuse of property belonging to the University including, but not limited to, fire/safety equipment, emergency exits, barriers or signs, elevators, telephones, institution keys, computer resources and facilities, library materials, laboratory instruments and materials and safety devices.
- 11- Unauthorized possession, duplication or use of keys or cards that permit access to any University premises or its related services, vehicles, and housing
- 12- Knowingly assisting another student in obtaining or using unauthorized information or materials
- 13- Falsification or misuse of University document(s) or record(s). Any forgery or unauthorized use of institution documents, forms, records, or identification cards and/or passwords
- 14- Forging the signature or stamps of HUMS' staff or faculty members
- 15- Presenting oneself under a false university/institutional title or falsification or misuse of a university title or position of governmental institutions either orally or in writing
- 16- Willful misrepresentation(s), submitting forged document(s), making false statement(s), or giving false information in connection with a student's admission, enrolment, or status in the University which may defraud a University officer in the execution of in his/her duties or other organizations whether affiliated with HUMS or not.
- 17- Allowing another person to use identity information of the acceptor or a different person
- 18- Obstruction of or interference with institutional activities of facilities or blockage of access to or from such facilities is considered as a disciplinary behavior that disturbs the scheduled and/or normal activities of the University
- 19- Failure to comply with any regulations or orders by authorized person(s) or bodies prohibiting any conduct which disrupts teaching, study, research or administration of the University. This breaching includes interference with either the instructor's ability to run the class, perform ground rounds, and conduct other instructional sessions or the ability of other students to participate in and profit instructional activities

- 20- Interfering with the right of any institution member or any other authorized person to gain access to any institution or institutionally controlled activity, program, event, or facility
- 21- Any obstruction of a campus security officer, or any institution officials in the performance of their duties
- 22- Defying security officers' orders to disperse where a violation is being committed
- 23- Assaulting, throwing objects at, or endangering security officers and employees engaged in quelling a riot or mass disturbance
- 24- False reporting or setting alarms for fire, explosion other emergencies on University premises
- 25- Interfering with fire safety officials who are engaged in discharging a safety related duty as evacuating, extinguishing fire, or rescuing the entrapped victims
- 26- Failure to evacuate a University facility when the fire alarm has been sounded or it is demanded by safety officials
- 27- Disruption or interference with the orderly conduct of a judicial proceeding or disciplinary action
- 28- Entering the University premises as well as examination sessions incognito
- 29- Making a false allegation of filing a false complaint
- 30- Providing, procuring, or seeking to procure, false testimony or adducing false or deceptive evidence in any University or administrative process or while a disciplinary action is in progress
- 31- Any attempt to influence the impartiality of a member of a disciplinary body prior to, during, and/or after the course of a disciplinary proceeding
- 32- Perjury
- 33- Compelling, threatening or corrupting a person to commit perjury
- 34- Failure to complete or comply with an imposed sanction
- 35- Failure to attend a disciplinary interview (disciplinary hearing)

**B: Moral Misconducts**

- 1- Any individual or group behavior which is abusive, obscene, lewd, vulgar, indecent, or violent
- 2- Intoxication on University-owned or controlled property, at a University-sponsored event, or at an any other events either in Iran or abroad as far as being affiliated with HUMS
- 3- Possession, manufacture, distribution or sale of intoxicating substances, addictive energizing drugs, alcoholic beverages, and addictive, narcotic, depressant, or hallucinogenic drugs or substances as amphetamines, marijuana, or any of that ilk
- 4- Facilitating, making arrangements of or cooperating in preparing a session of group-intoxication
- 5- Smoking within the University premises and in the University vehicles

- 6- Possession, public display, sale, distribution, production, or making copies of pornographies as obscene or erotic literature, films, pictures, videos or other materials which tend to serve prurient interest
- 7- Breaching Islamic laws including, but not limited to, attire, appearance or wearing make-up (*see Booklets No. 2 and No 3 on HUMS' Dress Code*)
- 8- Holding, conducting, or participating in illicit sessions or communities
- 9- Debauchery, illicit liaison, and adultery
- 10- Committing any of the following acts by opposite gendered students:
  - a) Kissing
  - b) Hugging
  - c) Smooching
  - d) Holding hands
  - e) Cuddling
  - f) Fondling any part of the partner's body
  - g) Sitting in close proximity to each other in isolation from other people in a situation or position that could raise suspicion as to the real motive of the act
- 11- Addiction to drugs
- 12- Possession or sale of gambling devices
- 13- Gambling or wagering

### **C: General Misconducts**

- 1- Intentional performance of any prohibited actions or violation of the University regulations as proclaimed in the following categories:
  - a. Violating the conducted rules on attire and appearance (*see Booklets No. 2 & 3 No on HUMS' Dress Code*)
  - b. Ignoring regulations promulgated by the Office of Housing and Residence Life (*see Booklets No 4 on HUMS' Housing Rules and Regulations*)
  - c. Failing to satisfy academic principles(*see Booklets No 5 & 6 on HUMS' Exam Rules and Regulations and HUMS' Academic Regulations, respectively*)
  - d. Infringing administrative, moral, and general rules as well as any other disciplinary regulations (*see Booklets No 1 & 7 on HUMS' General Rules of Conduct and HUMS' Student Disciplinary Regulations, respectively*)
- 2- Conduct dangerous to self or others. Any conduct which constitutes a danger to any person's mental or physical health, safety, or personal well-being and may or may not result in emotional, spiritual, or physical injuries of the victim(s) or the conductor will go under severe scrutiny. Such misconducts include:
  - a. The unlawful use of force on another person; or an attempt to inflict bodily injury upon another person by using unlawful force
  - b. Physical and/or verbal abuse
  - c. Duress crimes as coercion and intimidation
  - d. Bullying

- e. Homicide
  - f. Harm inflicting on self
  - g. An attempt of committing suicide or pretending to do so
  - h. Any act of violence against children not limited to those under the violator's custody
  - i. Committing domestic violence that is an act of assault between family members who resided together at the time of the assault; assault between separated spouses not residing together at the time of assault; assault between persons who are parents of the same child; assault between family members who are not residing together at the time of the assault
- 3- Causing any kind of adverse inconvenience as insult, disrespect, abuse to any members of the University community
  - 4- Intentional interference with the rights and privileges of other persons
  - 5- Contravening privacy right including, but not limited to, the followings:
    - a. Unauthorized surveillance or making unauthorized video or photographic images of a person or persons where there is a reasonable expectation of privacy
    - b. Distributing unauthorized images or videos of other persons by any means
    - c. Revealing other persons' confidential and/or private matters

**Note:** The information must potentially constitute a detriment to others, the University, or the nation. Besides, keeping the secret must not imply the violation stated in Booklet No 1 on HUMS' General Rules of Conduct, section 42.

- 6- Disparage, discrimination, or insult offending another person's gender, race, culture, religion, beliefs, and social stratum
- 7- A statement, oral or written, that attacks a person's reputation without justification
- 8- Stalking directed at a specific person that would cause fear or substantial emotional distress
- 9- Any conduct that is excessively noisy, disorderly, or which disturbs other groups or individuals
- 10- Theft, misappropriation, or unauthorized sale or possession of the University property or any members of the community including staff, faculty members, students, and guests of the University
- 11- Unauthorized sale of others' intellectual works as presentations, research results, or articles
- 12- Soliciting or unauthorized possession of identity or property of any member of the institution or a guest of the University
- 13- Any malicious act against a member of the University community or a guest of the institution
- 14- Verbal or physical insult, harassment, or intimidation of staff, University guests, Disciplinary Board member(s), complaint(s), and witness(s)
- 15- Arson or attempt for arson

- 16- Unauthorized possession, ignition, or detonation of any article that can cause fire and which may be considered as detrimental to others' properties or the University possessions. These explosive substances include any flammable materials as fireworks, petrol, and any other type of fuel or flammable chemical substances
- 17- Use, trade, consignment, conveyance, or possession of any type of weaponry including both incendiary devices such as firearms, grenade, pellet gun and cold weapons like Taser or stun gun, dagger, stiletto, switchblade knife, archery equipment, ammunition and the ilk
- 18- Misuse of a realistic toy, replica, imitation weapon or look- a -like gun that is capable of being mistaken for a real weapon to threaten others
- 19- Unauthorized use of sirens and loud speakers , or other sound amplification equipment
- 20- Making or causing a riot, disturbance, or strike on the University campuses or premises
- 21- Inciting a group or an individual toward violent behavior
- 22- Encouraging others to ignore the authorities' orders
- 23- Seducing a group or individual into disobeying the security officers' orders
- 24- Being involved in activities of illegal political parties as a member, sponsor, supporter, fan, etc., inside or outside the University
- 25- Being a member, supporter, follower, or propagandist of atheist or heretic communities
- 26- Enshrouding the truth or making someone to do so
- 27- Entering or attempting to enter restricted areas of the University such as restricted research areas
- 28- Trespassing or remaining in or on premises after permission to remain has been revoked
- 29- Any act of insult or disrespect toward Islamic rituals and regulations
- 30- Any act against Iran' regulations, political system and national safety presented in the form of oral or written slogans, distributing printed books or manifestos, advertisement flyers and brochures, etc. either inside or outside the University
- 31- Failure to meet financial obligations to the University
- 32- Violation of University residency regulations (see Booklet No. 4 on HUMS' Housing Rules and Regulations)
- 33- Embezzlement, fraud, theft, or misuse of University funds or property of any kind
- 34- Defrauding other organizations or institutions, which are either affiliated with the University or not, or persons of non-University community
- 35- Any conduct which is detrimental to the reputation and well-being of the University
- 36- An offense for which the student was convicted by a court of law in Iran or outside of the Country and the student poses a threat to the safety or health of the University community
- 37- Luring or paying another person to commit a crime or act against the regulations

- 38- Making or distributing slander and roorback
- 39- Bribery; offering of a bribe either to a person within the University community or any other persons outside the society. According to regulations, both the bribe-taker and bribe-giver are considered culprits
- 40- Being a member of or participating in activities of illegal multi-level marketing
- 41- Extortion

#### **D: Digital and Cyber Misconducts**

The misconducts which break HUMS' digital and cyber laws are highly eclectic and cover a broad range of academic, moral and general misconducts. To draw a consummate attention on the issue, some of the transgressions of concern as it proceeds are provided:

- 1- Cyber-espionage
- 2- Infiltration
- 3- Digital piracy and copyright violations as, but not limited to, the following instances:
  - a. Identity theft and credit card fraud
  - b. Email spam and phishing
  - c. Transaction fraud
- 4- Sexting
- 5- Cell phone text messaging, or online or digital sharing of subjects of personal or institutional rights like private matters, confidential issues, and intellectual properties
- 6- Cyberbullying and cyber harassment of any kind
- 7- Computer sabotage conducted either in the form of software or hardware sabotage
- 8- Installing malware including computer viruses, worms, Trojan horses, and spyware on the University digital facilities or the University members' belongings. This violation also includes sending malware to the University community members or its departments, affiliated organizations, and institutions
- 9- Hacking into HUMS' or any other governmental computers and electronic systems
- 10- Creating or advertising derogatory websites, weblogs, or forums which may offend morality, the ethics or the ethos of Iran and the University, or lay any threat to the safety and security of the Country and/or the University
- 11- Any type of commenting, texting, or distributing images via social networks which may offend the University's or personal reputation of any members of the University community
- 12- Any unauthorized use of the University's or private computers or any other electronic systems
- 13- Any unauthorized access to the University or personal digital information or resources
- 14- Electronic eavesdropping or preparing the equipment to do so

- 15- Downloading non-academic or non-scientific materials where it exploits other persons' rights to use the provided computer systems
- 16- Engaging in non-academic online activities where it impedes other from benefiting the provided computer systems
- 17- Interfering with the University members' rights to have access to the University computers and electronic systems as well as digital resources
- 18- Any other academic, general, or moral misconducts which can be committed in the cyber-space domain or via electronic or digital equipment

#### **E: Seriousness of Infractions**

- 1- A contravention of the conduct regulations will be regarded as more serious if:
  - a. The conduct endangers other persons or threatens their safety
  - b. The conduct is deliberate
  - c. The conduct contributes to or leads to a public disorder or mass violence/disturbance
  - d. The conduct involves interference with safety officials (police, fire and emergency medical responders) in the performance of their duties
  - e. The violation is subsumed under sections No. 2 & 3 of moral misconducts
  - f. the misconduct is reiterated
  - g. The conduct hinders others from participating in or benefitting from university programs and services
- 2- A contravention of the conduct regulations will be regarded as less serious if:
  - a. The violator takes significant measures to correct his/her conduct and/or to compensate the deed(s) before being notified of disciplinary action
  - b. The violator is provided to be coerced to do the misconduct
  - c. The conductor is proved to be a mediator or involved in quelling the disturbance

#### **F: Off-Campus Violations**

Any contravention that affects a distinct interest of the University, regardless of its location; conducted on the University affiliated organizations/institutions/hospitals, in the University vehicles, or at the events or programs attended as a HUMS' students, or on any other University unaffiliated sites, are subject to disciplinary sanctions. This concern also includes the violation of the Country's regulations.

#### **Student Disciplinary Procedure**

Despite the students' being demanded to maintain a precise observance of HUMS' regulations, when an allegation is raised, the Student Disciplinary Committee is in charge of investigating the issue, which will be treated confidentially and the involved student will be told of the disposition of his/her own cases. To facilitate operating disciplinary issues, the

Student Disciplinary Committee at HUMS has allocated the following responsibilities to its staff:

- a. Receiving reports of misconducts
- b. Determining if a complaint has merit
- c. Investigating allegations of misconduct, collecting the facts of all complaints arising under the code of ethics or assigning a case to another unit for investigation
- d. Facilitating an amicable resolution to complaint where possible
- e. Determining whether a matter warrants a hearing
- f. Conducting disciplinary hearings or referring cases to the proper hearing board
- g. Issuing notices of hearing
- h. Maintaining records regarding disciplinary actions
- i. Informing complaints, respondents and if necessary their parents or legal guardians of the outcome of the disciplinary process

Intending to help the students construe the procedures for disciplinary action at HUMS, a comprehensive clarification is provided in the following:

#### **A: Initiation of Disciplinary Action**

There are some certain and necessary requirements to initiate a disciplinary action. After receiving a report claiming an attempt to jettison a rule or an act of ignoring the proposed code of conduct, the staff in charge must study reasonable grounds to investigate the case. The initiation stage may start with preparation of charges and specifications by an accuser, who should hold firsthand knowledge concerning the facts alleged or the ability to lay the proper foundation for documentary or other evidence that establishes the violation. When preparing the charges and specifications, consideration should be given to the sources of evidence to prove the occurrence of the violation. The evidence can be made available for presentation either in the form of witnesses with firsthand knowledge of the events, credible documents that show the violation has occurred or testimony concerning statements or admissions the accused made demonstrating that the violation had occurred. Moreover, respecting the confidentiality of disciplinary procedure, not only will all the submitted or the discovered evidence or information and all the presented testimonies be kept secret but also the witnesses' identities will be observed as a matter of high secrecy if the Student Disciplinary Committee deems substantial.

#### **B: Delivery of Charges and Specifications**

The accused will be personally informed of the infliction of charges upon oneself either in writing or via appearing at the department in charge.

### **C: Student's Evidence**

After the evidence of the violation has been received, the student shall be invited to give his/her evidence, call any witness or produce any document or other articles whatsoever in his/her defense; the Disciplinary Board or the Disciplinary Officer may question the student or any of his witness and inspect any such documents or articles. The Disciplinary Board has the power to question or recall witness(s) at any time pronouncing its decision.

### **D: Disciplinary Hearing/Interview**

Upon completion of a punctilious investigation of the case, the Disciplinary Authority will proceed with a disciplinary hearing/interview before the Disciplinary Board or the assigned board at the discretion of the Student Disciplinary Committee. If the hearing is conducted by the Disciplinary Board, the Disciplinary hearing shall be heard in the disciplinary room and the Disciplinary room and the Disciplinary Board or the officer shall explain to the students the facts of the disciplinary offenses alleged to have been committed by the student and call upon him/her to plead thereto.

Should additional charges be laid against the accused by the panel while the hearing/interview session is in progress or a short period before the commencement of the disciplinary hearing, the accused must be given adequate opportunity for defense.

Moreover, it is compulsory for the accused student to attend this very hearing session; otherwise, he/she shall bear further disciplinary consequences; in other words, if the student fails to attend the disciplinary hearing on the hearing day, the Disciplinary Board may proceed with the session in absence of the student and shall pronounce its decision.

### **E: Personnel of the Panel**

Certain persons are permitted to attend the disciplinary hearing. Due to the confidentiality of the disciplinary process, except for persons below, no one is allowed to be present at a disciplinary hearing:

- a. The student against whom the disciplinary proceeding is taken
- b. The Disciplinary Board and its officer
- c. A witness while he/she is giving evidence or when summoned to appear before the Disciplinary Board
- d. Such other person(s) as the Disciplinary Board may for any special reason be authorized to be present without the privilege to vote

### **F: Pronouncement of Decision**

After hearing the witnesses and inspecting the documents or other articles produced before it, the Disciplinary Board conducting the disciplinary hearing/interview shall pronounce its decision on the case. The final verdict shall be announced in writing after careful

deliberations are complete and if further investigations are not required. Decision on the final verdict is made by "the Preliminary Disciplinary Board" in another session and the accused can request to attend that session. In case the accused is not present at the hearing session with "the Preliminary Disciplinary Board" and he/she has been found either guilty or not guilty, the "the Preliminary Disciplinary Board" will issue its verdict in the accused absentia. A copy of the findings and sentence shall be formally submitted to the culprit in person and if he/she has departed Bandar Abbas or the Country, a copy of the verdict will be mailed or posted to the student's last known address within a maximum period of 1 month.

If the students is convicted of a misdemeanor disciplinary offense or a felony and the student is present before the Disciplinary Board, the Board will announce its decision and shall invite the student to make any plea he/she may wish to make for mitigation.

Where, moreover, a student has been found guilty of a disciplinary offense, the Disciplinary Authority shall send a written decision of the disciplinary hearing to the student's parents or guardian and in case of a "Scholarship Student" \*, to the scholarship sponsoring or scholarship granting authority or body.

**Note:** HUMS recognize the international students who have been granted by Iranian government scholarship as "Scholarship Students".

#### **G: Prime Facie Case and Strict Liability Offenses**

Where the act in question is a strict liability offense or is considered as a "prime facie" breach, providing the intention (mens rea) of committing the offense(s), is not necessary. These types of offenses are legally sufficient to establish a fact or a case per se unless disproved. Thus, in dealing with such issues, what the Disciplinary Board needs to do is to adduce evidence of the facts and circumstances resulting in the offense.

#### **H: Records**

The Disciplinary Board that conducts disciplinary hearings against a student, may make written notes of the hearing proceeding, but those notes need not be verbatim. Whether or not the proceedings are recorded, the president of the panel may take notes or cause notes to be taken that summarize the substance of the testimony of the witnesses and substance of the testimony of the witnesses and exhibits, the objections and rulings on matters brought to the attention of the panel and other matters of significance occurring in the course of proceedings. Such notes, if taken, shall be retained with the record of the proceedings. An archived register of all disciplinary proceedings shall include the name of the student, the particulars of the disciplinary offense, the progress of the proceeding, the result of the proceeding and such other information or particulars as the Disciplinary Authority may direct.

## **I: Plea to the Charges**

If the "Preliminary Disciplinary Board" pronounces the student guilty, the student has the chance of refuting within 10 working days from receiving the written outcome of the investigations and the pronounced verdict. It must be explicitly mentioned that under any unacceptable pretext, in case the accused student refuses to receive his/her official notice of the verdict, or ignores to submit his/her plea for reconsideration of the verdict issued by the "Preliminary Disciplinary Board" within the aforementioned period, he/she will be deprived of his/her right to plea and consequently, this verdict will be imposed as the final decision. Besides, it is the Student Disciplinary Committee at HUMS who decides on the rationality behind the excuse presented by the student.

In order to enter a plea to the charges; therefore, the student should give notice in writing of one's intention to appeal against the decision setting out clearly the grounds of appeal. Upon the appellant producing new evidence or claiming new facts in defense of oneself, the "Disciplinary Board of Appeal" will be formed to afford an opportunity of reconsidering the case. Thus, new evidence will be examined and at the sole discretion of the Board concerned, the accused student's defense and the witnesses' testimonies will be listened to by the Board. Taking the exhibits into account, the final verdict will be issued by the Board of Appeal. Still, the student wants to ask for an appeal to the appellate board's verdict, within a maximum period of 1 month from receiving the written outcome of the investigations and the pronounced verdict, he/she is permitted to submit his/her request.

## **J: How Presence at Hearings Are to Be Requested**

At the termination of the primary hearing session, the accused can request to be present at and bring his/her witness(s) to the second hearing, that is, the Preliminary Disciplinary Board's session. The petition shall be filed by the Student Disciplinary Committee and both the person being investigated and his/her witness(s) should receive their invitation letters prior to the date when the ad hoc Disciplinary Board holds its session. The same procedure can be applied to be accompanied at the appellate board's session when the Preliminary Disciplinary Boards pronounces its fiat.

## **Sanctions**

The sanctions put into consideration by HUMS' Student Disciplinary Committee or the "Central Disciplinary Committee" of Iranian universities may take the form of any of the following penalties in accordance with the nature and seriousness of the offense. These sanctions should be commensurate with the violation(s) found to have occurred and may be imposed upon the accused student(s) singly or in combination.

- 1- Reprimands:
  - a. A documented verbal warning that may notify the student that continuation or repetition of the conduct may lead to further disciplinary action
  - b. A written warning without being recorded in the student's confidential file of disciplinary record
  - c. A written admonition which is documented in the student's confidential file of disciplinary record
  - d. A written letter of reprimand which is recorded in the student's confidential file of disciplinary record
- 2- A written or verbal apology by the student
- 3- Signing a letter of commitment which verifies an agreed arrangement of quitting the misconduct
- 4- Recording or failing or lowered grade: for instance, a "0.25" score (out of 20) on the student's transcript of records for the course or the examination germane to the misconduct of concern
- 5- Suspension from part or all of the rights and privileges and/or the use of part or all of the facilities and services of the University for a specified period of time
- 6- Prohibition from enrolling or being readmitted to the University residence halls which may be applied for 1 month or till graduation
- 7- A maximum of 2 semester suspension of studies which may or may not count towards the maximum period of study
- 8- One or two demerit(s). A total of three demerits may result in the termination of studies at the University
- 9- Restitution for any damage to property or premises caused in the University or loss of property or unreimbursed medical expenses resulting from physical injuries
- 10- A fine (the amount will be determined by the disciplinary bodies of the University)
- 11- Withholding of degree and the student result transcript till all the disciplinary processes are complete and the imposed sanctions are satisfied
- 12- Rejection of the application, termination of enrollment or denial of further registration, or other disciplinary actions if false information is provided to be submitted during application, registration or any other time of enrollment
- 13- Revocation of admission if serious violations are committed by the student before the advent of HUMS' academic year
- 14- Abolition of scholarship opportunity, financial discounts, and installments
- 15- Change or revocation of housing assignment or the termination of housing license contract, or assignment to another room, flat, or University housing
- 16- Referral to medical resources, or counseling personnel as a physician or a psychologist at the discretion of the Disciplinary Board concerned.

Note: In this case, the student will be asked to undergo the necessary process for receiving a Medical Certificate (MC) declaring his/her physical, physiological, or psychological health.

- 17- Community service projects
- 18- Disciplinary probation
- 19- Suspension
- 20- Dismissal
- 21- Expulsion

### **Payment of Fines**

Where the Disciplinary Authority imposes a punishment of a fine on a student, it shall specify the period within which the fine shall be paid and the student shall pay the fine within the indicated period to the University.

If the Disciplinary Board decides on financial compensation or restitution, the amount, fixed by the Disciplinary Authority, shall be a just and reasonable amount having regard to all the circumstances of the cases and of the persons involved therein.

Further, in case the student fails to pay the fine within the period specified, the University may take any one or more of the following actions:

- 1- Withhold the student result transcript
- 2- Refuse registration for the new semester
- 3- Refuse registration or entry of the residence halls
- 4- Withhold or refuse graduation clearance
- 5- Shall immediately thereupon suspend the student from the University
- 6- May dismiss the indebted student from the University
- 7- Refer the case to the germane rational-legal authority or the pertinent tribunal
- 8- Take any other measure the University deems fit

### **Central Disciplinary Committee**

To assist universities in dealing with transgressions, and to hold both universities and students in high esteem, the "Central Disciplinary Committee" of Iranian universities is formed in Tehran, the capital of Iran. Upon completion of the disciplinary action at the university where the accused student conducts study, some cases are referred to this Committee to proceed with further investigations. However, due to the severity of a few disciplinary issues, the Central Disciplinary Committee has the right to start disciplinary investigations without amalgamation with the disciplinary process at the accused student's home university. In line with the promulgated regulations as explicitly explicated in previous categories, the Central Disciplinary Committee will make an equitable decision and pronounce the verdict. Central Disciplinary Committee' verdict also includes the following sanctions, which may be imposed upon the accused student singly or in combination. A composite sanction may include several elements of either the succeeding sanctions or the aforementioned ones under the Article on Sanctions (see pages 34-37 of the present booklet).

- 1- Suspension of studies which may endure for a period of 3 to 4 semesters and may or may not count towards the maximum period of study
- 2- Changing the student's university to a lower ranked one
- 3- Dismissal from the university where the student is conducting his/her study
- 4- Restricting the student from taking admission from ALL Iranian universities for a period of 1 to 5 years

Further, in case the accused student intends to plea for reconsideration, he/she shall submit an appeal to charges in writing and within a maximum period of 1 month from receiving the written outcome of the investigations and the pronounced verdict. Therefore, the subject of his/her account will have another chance to be reviewed provided that the accused clearly declares his/her rationale behind the request.

### **Supplementary Notes**

- 1- If a victim withdraws his/her complaint or refuses to offer testimony during the course of disciplinary proceeding, the University reserves its right to proceed with the allegations if the respondent has violated any rules of the University other than the personal or private rights of the victim. Thus, as the victim has consciously given up his/her personal right, the University will only ignore the rule(s) on the personal right(s) of the victim.
- 2- If the victim is provided to be deterred or threatened to resign his/her right of proceeding with the complaint, he/she reserves the right of resuming his/her petition and respondent will be imposed to pertinent charges.
- 3- If the complaint is one of the staff or faculty members of the University, the penalties can include *Section No.7 of the Auricle on Sanctions (see pages 34-37 of the present booklet)* and if the misconduct is reiterated, the case will be referred to the Central Disciplinary Committee and the respondent may be sentenced to Section No.1 of the sanctions indicated under the Article on the Central Disciplinary Committee (*see page 40*).
- 4- In case the victim wants his/her case to be referred to Iran's a adjudication body, the Student Disciplinary Committee at HUMS will assist the student with the issue as far as it complies with Iran's laws and regulations and is subsumed under the category of general misconducts
- 5- If the intention of engaging with misconduct is proven and the student has already attempted at initiating the transgression; meaning, the misdeed has not been fully conducted, the penalties will be issued apropos of the violation and its germane sanction.
- 6- The intention or the motivation of acting a misdeed without preparing its paraphernalia, or performing any act which causes inauguration of the breach or when it does not constitute any direct association with committing the violation

cannot be interpreted as the onset of the trespass per se, and therefore cannot be proceeded with disciplinary action

- 7- If misconduct is considered a reiterated act, it deserves the severest penalty; on the other hand, if the misdeed is disclosed to constitute several infringements, sanctions will be imposed germane to each delict.
- 8- Should a disciplinary action be in process or even the final verdict be issued and the accused reiterates the action, the Student Disciplinary Committee may issue the severest deserved penalties or has the right to change the previous issuance to the severest penalty.
- 9- In case several contraventions are altogether deemed as one violation, germane to the specific charge, the sanction will be issued.
- 10- If the accused has previously conducted a violation and suffered the sanction(s), the conduct history, or the conducted contravention and the previous issued sanction(s) may affect the verdict for the new proposed accusation.
- 11- The sanctions of disciplinary probation and suspension of studies or changing the university of study where the culprit has already satisfied all the necessary courses cannot obviously be applied; thus, these sanctions will change into deprivation or suspension of degree or title of degree. The deprivation or suspension also serves for other University's documentation including the student result transcript.
- 12- The student, who is enduring disciplinary probation or suspension of study, may also suffer from deprivation of using University facilities and services as well as hindrance from entering the University premises at the discretion of the Student Disciplinary Committee.
- 13- If a student is accused of chance-medley or accidental homicide and is convicted to imprisonment during his/her study at HUMS, the University will recognize the period of custody as "leave of absence"; however, the Disciplinary Board of Appeal reserves its right to request the Central Disciplinary Committee to change the student's university of study to a lower ranked one.
- 14- Should a student be suspended for addiction, he/she will confidentially be referred to a laboratory for addiction test. If the test result proves his/her addiction, the student's parents or guardians will be informed and the student shall face corresponding sanctions which will last until the student's addiction is broken. To annul the verdict, the student is demanded to provide a proof that declares his/her non-addictive state.
- 15- In case an allegation is conducted by members of student associations or student publications, it is necessary to investigate the view of the supervisory committee of Associations or Publications prior to initiating disciplinary action.
- 16- The Student Disciplinary Committee at HUMS does not hold the onus to proceed with the misconducts committed in the student's previous place of study, the case, thus, will be treated at the discretion of the Central Disciplinary Committee.

- 17- Prior to the date on which sanction(s) shall officially be undertaken by the culprit or while the disciplinary action is in progress, the student's request for withdrawal will be taken into account at the sole discretion of HUMS' Student Disciplinary Committee. Besides, if the student wants to apply for other universities' exchange programs, the Student Disciplinary Committee at HUMS shall be informed to observe the possibility of the appeal.
- 18- The cases committed either inside or outside the University and are to be investigated at a Judiciary court do not void the Student Disciplinary Committee's right at HUMS to proceed with disciplinary action.
- 19- If Iran's judicatory sentences a student of HUMS to imprisonment, or the adjudication process demands to place the student under detention while the student is not dismissed or expelled from the University, the period of custody or detention will not be counted toward the maximum period of study at HUMS. Therefore, the student can resume his/her study when the verdict meets its termination.
- 20- Upon receiving a report from an adjudicatory body including Iran's tribunals, courts, police, etc., if the accusation is proved after being investigated by the Student Disciplinary Committee at HUMS, the verdict at the University may be replaced with a lighter or more severe one. Besides, this disciplinary issue may be placed in the student's confidential file of disciplinary record.
- 21- While a disciplinary action is in progress and on the condition that the procedure does not last for more than 1 month, the accused student may be banned from entering the University premises at the discretion of the Chancellor of the University. Moreover, if the case is under investigation by the Central Disciplinary Committee in Tehran, the Chancellor of the University can decide on prohibiting the student's entry into the University premises for a period of 2 months.
- 22- At the discretion of HUMS' Student Disciplinary Committee or the Central Disciplinary Committee in Tehran, if the accused student is identified not to reiterate the action and to rectify the misconduct or misbehavior, the application of all or part of the convicted sanction might be put on disciplinary probation. However, if any other misconduct happens to be committed by the accused, the student will suffer not only the probated sanction but also the newly imposed penalty. This leniency of "Sanction Probation" can be applied ONLY once during the maximum allowed period of the student's study at HUMS. Therefore, if a student is endowed with this leniency decree, it will be valid until he/she completes his/her study at the University and until he/she leads an impeccable student life at HUMS concerning HUMS' Codes of Conduct. Further, provided that the student satisfies receiving a disciplinary clearance by observing the University's regulations from the instant that the Student Disciplinary Committee demands, the Student Disciplinary Committee will generously excise the history of the violation and its germane conviction from the culprit's confidential file of disciplinary record when he/she graduates.

- 23- To create the most harmonious concords and resolutions, if a student commits an offense against another person within University premises, an ad hoc "Dispute Resolution Board" may be formed at the discretion of Residence Hall Directors or the Office of Housing and Residence Life, or any other departments at HUMS with regard to the nature of the infringement, the place of occurrence, and the conduct system of the department in charge.
- 24- All the reprimands, either verbal or written, are recorded as a "formal warning" by the Student Disciplinary Committee.