

Student Disciplinary Regulations

German University in Cairo

Article 1

Without prejudice to each of the following:

The Egyptian Constitution.

The Egyptian civilian law.

The Egyptian criminal law.

Protection of intellectual property law no 82 for the year 2002.

The Law regulating Universities no 49 for the year 1972 with its amendments and its executive regulation issued by the Egyptian President with decree no 809 for the year 1975.

Law no 101 for the year 1992 with regard to the foundation of Private Universities and its executive regulation issued by the Egyptian President with decree no 219 for the year 2002

The Egyptian President decree no 27 for the year 2002 with regard to the University foundation.

Section 1

Limits of validity of this regulation

Article 2

Acts committed by students against Civil, Criminal and intellectual property law would trigger their liability under the provisions of the previously mentioned laws. The executive regulation has no application within the relation to the acts not governed by its rules whether these acts were outside or inside the University campus.

Article 3

The articles and sanctions listed in this disciplinary regulation does apply on all GUC students violating the policy regulating the University campus and their relations with all the university members from academic members, non-academic staff and assisting personnel.

Section 2

Validity of the law regulating the Egyptian Universities unless it is not stipulated in this regulation

Article 4

The provisions stipulated in the law no 49 for the year 1972 with regard to regulating Universities with its amendments and its executive regulation shall be applied, if not stipulated in this regulation, with regard to the provisions setting the time and procedures for appealing the final decisions issued by the student disciplinary council, the higher disciplinary council, and the University council.

Section 3

Procedures for convention of Disciplinary committees and appeals

Article 5

Student disciplinary committees for disciplinary actions against violations are convened upon a decision from the University President on two stages:

Stage 1: Student Disciplinary Committee: Declaration of an opponent is not permitted except by submission of a written appeal by the student himself to the University President within 15 days of the date of notifying the student by the disciplinary action taken against him. The University President shall consider the appeal and present it to the higher disciplinary Committee within 15 days of receipt of the student's appeal.

Stage 2: The Higher Disciplinary Committee: Declaration of an opponent is not permitted except by submission of a written appeal by the student himself to the University President within 15 days of the date of notifying the student by the disciplinary action taken against him. The University President shall consider the appeal and present it to the University Council within 15 days of receipt of the student's appeal.

Article 6

The decisions of the Disciplinary Committee members regarding the disciplinary actions taken against the student are considered final only after the following actions:

1. Agreement on the disciplinary actions taken by the authorized parties and rejection of the submitted appeals.
2. Submission of appeals against the disciplinary actions taken by the authorized parties outside the specified timescale stated above (15 Days).

Article 7

Only the final decisions regarding the final expulsion of students from the University after completion of procedures required for appeals will be circulated to the authorized managerial parties for notification and updating the data.

Article 8

The Student Disciplinary Committee in the University shall comprise the following members (not less than 3 members):

- Dean of any faculty (member)
- 2 Professors/ Associate Professors from the University academic members (members)
 - * One of the professors shall be the Vice dean for student affairs as Student Representative (according to The Law regulating Universities article 183 , and as per decision taken in Executive University Council no. 12, 11th April, 2012).

*The committee chair shall be the oldest in age.

*Members of the disciplinary committee should not have had any prior involvement of the case.

*A representative from the University legal affairs shall attend the disciplinary interview, but not as an alternative for any of the committee members.

Article 9

The Higher Student Disciplinary Committee in the University shall comprise the following members (not less than 5 members):

- University Vice President for Student Affairs (Head)
- Dean or a professor from the student's faculty (member)
- 2 professors from the University academic members (members)
- Representative from the University legal affairs (member)

* Members of the disciplinary committee should not have had any prior involvement of the case.

Section 4

Actions and authorities of Disciplinary Committees

Article 10

University President, by himself, or upon a request from the faculty Dean, professor or associate professor has the authority to refer the student directly to a Student Disciplinary Committee.

Article 11

The Student Disciplinary Committee has the full authority to take any of the appropriate disciplinary action shown in this disciplinary regulation.

Section 5

The Disciplinary Violations

Article 12

Any prejudice of Community laws, University policies and codes of conduct will be considered as a violation and specially, but not limited, to the following:

1. Interference with the normal University processes, roles and activities.
2. Interference with the educational processes, encouraging others or conspiring to refrain attending lectures, tutorials, laboratories or any other University activities stated in the University regulations.
3. Any action that prejudice with honor and dignity or with the good personal standards of conduct and ethics whether on or off campus.
4. Interference with exam regulations or provoking a disturbance of the exam process. Any cheating or attempting to cheat during exams or any violation to academic integrity policy.
5. Damaging, destroying, defacement or misusing of University property including facilities, equipments or books.
6. Formation of student organizations or working groups and participation in them inside the campus without prior request and approval from the University authorized parties.
7. Distribution of pamphlets, circulars, newspapers, magazines or collection of signatures inside the campus without prior request and approval from the University authorized parties.
8. Sit-ins inside the University campus or participation in any demonstrations violating the disciplinary standards and ethics.

Article 13

During examinations, any student caught in the act of cheating, or intending to cheat, from another exam candidate supported by evidence should be expelled out of the exam hall by the dean of faculty or any of his deputy and deprived from entering the remaining exams and considered failed in the exam and referred to a student disciplinary committee.

However, in other cases, the exam is invalidated by a decision from the disciplinary committee or the Faculty Council and sequentially the invalidity of the grade if it was given to the student before detection of the cheating case.

Section 6

Disciplinary Actions

Article 14

Procedures for disciplinary actions:

1. Verbal or written notification.
2. Warning.
3. Deprivation from some of the University student services.
4. Deprivation from attendance of a certain course for a period not more than 1 month.
5. Suspension of the student from the University for a period not more than 1 month.
6. Deprivation from examination in 1 or more courses.
7. Hold-up registration for MSC or PHD degree for a period not more than 2 month or for an academic semester.
8. Cancellation of examination in one or more courses.
9. Suspension from the University for a period not more than a 1 semester.
10. Deprivation from examination for 1 or more semesters.
11. Deprivation from registration for MSC or PHD degree for 1 or more semesters.
12. Suspension from the University for a period more than 1 semester.
13. Final expulsion from the University and to forward the documentation to the Private Universities Council to take the appropriate action.

*The disciplinary actions taken against a student shall be published inside the University and the parents shall be informed about the decisions taken.

*The disciplinary actions taken are documented in the student's file except the verbal notification.

*The student subjected to a final expulsion decision has the right to withdraw his file from the University and submit it to any other educational institution.

Section 7

The other authorized parties who has the right to take disciplinary actions

Article 15

These parties are:

1. Professors and Associate Professors: They have the authority to take the first 4 disciplinary actions, shown in Case 13, against any violations during classes, lectures, and other University activities.
2. Dean of Faculty: He has the authority to take the first 8 disciplinary actions, shown in Case 13, and in case of disruption of the educational or examination process he has the right to impose all the above disciplinary actions, however, in case of final expulsion decision the case should be presented to the Student Disciplinary Committee within 14 days of the date of imposing the disciplinary action and presented to the University President in case of other disciplinary actions to review the decision by approval, dismissing or reconsideration of the case.
3. University President: He has the authority to take all the disciplinary actions stated above except the last one in which he has to consult the dean of the faculty and he has the right to suspend the student from the university premises till the day of attending the disciplinary interview.
4. The Disciplinary Committee: has the authority to take all the disciplinary actions stated above.

Section 8

Student Notification Process

Article 16

The student shall be notified by any of the following methods:

1. Notification by a telephone call.
2. Or by an E-mail.
3. Or by an SMS on his mobile phone.
4. Or by express mail
5. Or verbally and his attendance in this case is considered essential for the validity of notification.

*Any of the previously mentioned methods of notification is considered sufficient for the student to let him show in front of the disciplinary committee.

*In the event that the student does not attend the disciplinary interview in spite of notifying him considers the committee's decision final without hearing of the student's account.

Section 9

Final Cases

Article 17

Following these regulations with considering it as a part of the internal University policy is valid from the academic year 2007/2008.