
STUDENT MANUAL

TECHNICAL HIGHER INSTITUTE FOR ENGINEERING AND PETROLEUM

ISO 9001:2008





DISCLAIMER

All that is contained in this manual do not constitute a contract, express or implied, between institute and any applicant, student's family, or faculty or staff member.

The Technical Higher Institute for Engineering and Petroleum reserves the right to change the policies, procedures, rules, regulations, and information included herein at any time. Revisions will become effective at the time the proper authorities so determine and the changes will apply to both incoming students and those already enrolled. This handbook is a general information publication only, and it is not intended to nor does it contain all regulations that relate to student.





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MESSAGE | OFFICE OF THE GENERALMANAGER



Described in this manual is how this INSTITUTE works, where students should go, and whom they should see to resolve specific questions and concerns. Policies, procedures, and regulations are outlined so that all students are aware of the parameters within which the INSTITUTE functions.

Please do not hesitate to ask questions then and take responsibility for finding out what opportunities the institute offers.

Stop in and meet our staff. You will always find a friendly face and a helping hand. Best wishes to you as you begin a new year.

Engr. Mustafa Taher Al-Ghazal





1 ABOUT THE INSTITUTE



THIEP

The TECHNICAL HIGHER INSTITUTE FOR ENGINEERING AND PETROLEUM is a unit of HAJR TECHNICAL EDUCATION AND TRAINING, an educational company based in Saudi Arabia, which consists of five other schools focused on health sciences, language, information technology, and parallel trainings.

The institute currently offers programs in Civil Engineering Technology, Surveying Technology, Oil and Gas Exploration Technology, and Mechanical Inspection and Non-Destructive Testing (NDT) Technology, including short courses and workshops.

THIEP is under the supervision of the Technical Vocational Technical Training Corporation (TVTC), and an active member of both the American Society for Nondestructive Testing (ASNT) and the Philippine Society for Nondestructive Testing (PSNT).





The institute has been granted its ISO certification in November 2012 in just less than a year after its application.

2 VISION

TO BE A MODEL OF EXCELLENCE IN TECHNICAL EDUCATION AND TRAINING IN THE ENGINEERING AND OIL AND GAS FIELDS

3 MISSION STATEMENT

TO TRAIN HIGHLY COMPETITIVE AND EMPLOYABLE GRADUATES BY PROVIDING THEM A SOLID FOUNDATION FOR LIFE-LONG LEARNING AND A REWARDING CAREER

4 QUALITY POLICY ISO 9001:2008

CENTRAL TO THE QUALITY POLICY OF THE TECHNICAL HIGHER INSTITUTE FOR ENGINEERING AND PETROLEUM ARE THE FOLLOWING:

- TO PROMOTE ACADEMIC LEADERSHIP, TRAINING STANDARDS, AND CURRICULA ALIGNED WITH INDUSTRY NEEDS AND CURRENT GOVERNMENT POLICIES, PROGRAMS, AND PRIORITIES
- TO PROVIDE A RANGE OF OPPORTUNITIES FOR PROFESSIONAL AND CAREER ADVANCEMENT AS AN IMPORTANT COMPONENT OF EMPLOYMENT WITH THE INSTITUTE
- TO IDENTIFY AND REINFORCE AREAS THE INSTITUTE CAN COLLABORATE WITH OTHER ORGANIZATIONS





- TO ADOPT A CREATIVE AND SUSTAINABLE APPROACH IN RESOURCE MANAGEMENT
- TO CREATE AND MAINTAIN AN ENVIRONMENT THAT COMPLEMENTS AND VALUES ACHIEVEMENT, CUSTOMER SATISFACTION, AND CONTINUAL IMPROVEMENT
- TO ENSURE THE INSTITUTE'S QUALITY MANAGEMENT SYSTEM'S EFFECTIVE IMPLEMENTATION AND COMPLIANCE WITH ISO 9001:2008 REQUIREMENTS

5 QUALITY OBJECTIVES ISO 9001:2008

- ENHANCED TRAINING CURRICULA AND EXPANSION OF COURSES
- CORRESPONDING INVESTMENT IN TRAINING TECHNOLOGY AND INFRASTRUCTURE
- STRENGTHENED RECRUITMENT AND IN-SERVICE PROGRAM
- IMPROVED FISCAL FOCUS AND EFFICIENT MANAGEMENT OF RESOURCES
- INCREASED JOINT ACTIVITIES WITH OTHER INSTITUTIONS
- PROPER REPORTING AND AUDIT OF THE INSTITUTE'S ACTIVITIES
- CREATION OF A SUSTAINABLE MARKET BASE
- SUSTAINED REVIEW OF THE INSTITUTE'S PROCEDURES AND POLICIES
- EFFECTIVE IMPLEMENTATION OF THE QUALITY MANAGEMENT SYSTEM AND THE INSTITUTE'S CONTINUOUS COMPLIANCE WITH ISO 9001:2008 REQUIREMENTS





6 ADMINISTRATIVE POLICIES AND REGULATIONS

6.1 ADMISSION

- A. The INSTITUTE is open to all students on a space-available basis within each level. The INSTITUTE does not discriminate based on intellectual ability, measures of achievement/aptitude, psychological/physical disability, proficiency in language, or any other criteria that potentially violate his basic rights as a human person, but provided a student meets the minimum requirements for course(s) he is applying for.
- B. A placement test is required of incoming students to find out if they qualify for admission as to desired course requirements.
- C. Once admitted, all required paperwork is processed. When needed, candidates are asked to undergo an interview with any of the Registrar | Head of Student Affairs | Preparatory and Internship Program Head before official admission.
- D. Enrollees are required to complete and submit the following upon registration:
 - original copy of the secondary transcript of records (TOR)
NOTE International students must submit copy of the TOR duly authenticated by their own Ministry of Foreign Affairs.
 - certificate of behavioral standing
 - photocopy of Passport
 - photocopy of national ID
NOTE Only applies to Saudis
 - photocopy of valid residence permit
NOTE Applies to international students
 - completion of THIEP application form
 - two (2) passport size photos
 - registration fee receipt
 - placement test and interview results
 - others as required
- E. The school must be notified immediately of any changes in a student's name, address, phone number, guardian(s), or any other information provided at the time of registration. Such changes should be communicated in writing and sent to the STUDENT AFFAIRS OFFICE.

6.2 ENROLMENT PROCESS





- A. The following steps must be followed during enrolment:
- Fill up the **ADMISSION FORM (THIEP-PD 7.5.1 FORM 01) AND COURSE REGISTRATION FORM (THIEP-PD 7.5.1 FORM 02)** at the **REGISTRAR'S OFFICE**
 - Present the above forms to the **STUDENT AFFAIRS OFFICE** for verification.
 - Pay the corresponding fees at the **FINANCE SECTION**.
 - Submit verified forms to the **REGISTRAR'S OFFICE**.
 - Acknowledge and keep registration receipt(s) for future reference.
 - Get a new **STUDENT PACKET I KIT**, including the **STUDENT MANUAL**, at the **REGISTRAR'S OFFICE**.
 - Check and verify class schedule before leaving the campus.
- B. **PRE-REGISTRATION** is required of officially enrolled students for a proper evaluation of courses they have already taken and passed (**THIEP-PD 7.5 FORM 10 STUDENT COURSE CREDIT CHECKLIST**).
- C. The institute requires students to present a proof of good health prior to admission in order to ensure that they are physically fit for some training activities.

6.3 WITHDRAWAL | TRANSFER

- A. In case a student withdraws from a course, he must file his withdrawal (**THIEP-PD 7.5.1 FORM 3 ADD | DROP | WITHDRAW FORM**) with the **REGISTRAR'S OFFICE**.
- B. Students may request for refund under the **FISCAL | PAYMENT SYSTEM** effectively during this process.
- C. Student records such as **OFFICIAL TRANSCRIPT, PROGRESS REPORT, and COURSE CERTIFICATE(S)** shall be released only upon formal request by the student, parent, or guardian.
- D. If a student, for any reason, withdraws at any time during/within a semester, all ongoing courses taken by him shall be declared void.
- E. To transfer from one course/program to another, a student must submit a written application to the desired department before admission.
- F. The **INSTITUTE** restricts student(s) from transferring to another school within the semester/period covered by the training contract. Transfer credentials/records can only be issued/released with regard to courses successfully completed by the applicant prior to the transfer application.





6.4 FISCAL SYSTEM

- A. Tuition fee can be paid in either full or installment.

NOTE Please see the FINANCE SECTION for payment updates and schedules.

- B. In case a student withdraws from a course, tuition fees may be refunded according to the following scheme:

- FULL REFUND before the sessions officially start
- 75% OF THE TOTAL PAID AMOUNT at the end of the FIRST WEEK
- 50% after the SECOND WEEK
- 25% after the THIRD WEEK
- NO REFUND if beyond a month

- C. Registration fee and other expenses incurred during admission/registration are non-refundable.

- D. Shifting major/course incurs additional charges and these fees are non-refundable as well.

- E. Students with outstanding financial commitment or unpaid balances may be denied of his academic/training records, including further use of institute facilities/services.

- F. Described below are the mandatory fees upon enrolment:

BASIC FEES

DESCRIPTION

Registration
Tuition

admission/enrolment fee
Computed/accumulated basic course fee

MISCELLANEOUS FEES

Textbooks/Modules
Uniform
ID Card
Others

Computed/accumulated cost of course packet/materials





6.5 STUDENT ID | DRESS CODE

A. STUDENT ID

Student ID shall be issued as part of the enrolment packet. It must be worn at all times and presented during institute transactions.

B. SCHOOL UNIFORM

To help create an environment conducive to learning, students are required to wear simple school uniform as prescribed. It is our belief that students should be dressed appropriately and in good taste. Students' dress and appearance, along with conduct, have a definite influence on class discipline and achievement.

However, certain days can be declared dress-down days, generally on Wednesdays. On these days, jeans and other more casual clothing are allowed, except clothing that is potentially offensive to others. Students must, therefore, exert a certain amount of judgment in their choice of clothing to wear to school.

SLACKS | PANTS

Slacks or pants made of cotton/synthetic material, wool pants, flannel pants, and nice looking synthetic jeans are acceptable during dress-down days.

Inappropriate slacks or pants include sweatpants, exercise pants, shorts, or other form-fitting pants.

SHIRTS | JACKETS

Casual shirts, sweaters, golf-type shirts, and turtlenecks are acceptable attire for school during dress-down days. Most suit jackets or sport jackets are also acceptable if they violate none of the listed guidelines.

Inappropriate attire for school includes shirts or pants with potentially offensive words, terms, logos, pictures, and slogans, including holes or tears.

HATS | HEAD COVERING

Hats are not appropriate inside the classroom or office. However, dress and head covers that are required for religious purposes or to honor cultural tradition are allowed any time even during regular school days.

SHOES | FOOTWEAR

Conservative athletic, walking or running footwear, leather-type shoes are acceptable for school. Flashy athletic shoes or any footwear with inappropriate designs as determined by the





school are not acceptable.

C. LAB SAFETY CLOTHING

Overall safety in the lab is EVERY LAB USER'S RESPONSIBILITY. It is suggested that one method of maintaining a safe work place is to actively incorporate safety practices into your laboratory activities. Wear personal protective gears/equipment such as protective clothing, eye protection, hand and foot protection, hearing protection, head and respiratory protection, when doing laboratory work.

- D. If clothing fails to meet these standards, the DISCIPLINE COMMITTEE will make appropriate course of actions regarding reported violations.

6.6 IT POLICY

A. WIFI SERVICE

The institute's WIFI SERVICE is provided for educational use and in aid of various office functions only.

B. RECORDING OF LECTURES | TRAINING SESSIONS

Recording classroom lectures/training sessions require express permission from the INSTITUTE, especially where a third party (outsourced speakers/lecturers) and intellectual property issues are involved.

6.7 SAFETY AND APPROPRIATE USE OF FACILITIES

- A. Possession of firearms, explosives, or other dangerous objects/materials on the campus or elsewhere in its premises/property is strictly prohibited under pain of expulsion.
- B. Smoking is prohibited in all buildings within the INSTITUTE except on designated areas.
- C. All students may have cars and are responsible for making appropriate parking arrangements.
- D. The institutes' dress code must at all times be followed by students.





7 ACADEMIC POLICIES AND REQUIREMENTS

7.1 ATTENDANCE

A. TARDINESS

Classes begin promptly at 8:00 AM. A student who arrives at school 15-minute late or beyond is marked TARDY (LATE), which if willfully repeated can result in a disciplinary action.

B. ABSENCES

The STUDENT AFFAIRS OFFICE must be notified properly if on a certain day a student cannot come/report to class.

C. The student, upon return, must present a valid note/proof of absence for scrutiny within a period of two (2) days. He must secure an EXCUSE FORM from the STUDENT AFFAIRS OFFICE and submit its copy to his instructor(s). If a note is not received within two (2) consecutive school days, the student shall be marked ABSENT for each day he did not come.

D. A student may be excused from class for any of the following:

- illness
- death in the family
- inclement weather, which would be dangerous to the life or health of the student
- legal quarantine
- emergency conditions as determined by an authorized agency

E. If the number of absences incurred by a student reaches 10% of the required attendance, he shall be given FIRST WARNING; 15% SECOND WARNING; and 25% DENIED OF GRADE.

F. Information on individual student's class attendance shall appear as an item on the INTERIM PROGRESS REPORT (THIEP-PD 7.5.1 FORM 11), which is released as midterm report on student performance.





7.2 COURSE PROGRAMS

A. OVERVIEW OF COURSES

PROGRAMS	DURATION	CAREER OPPORTUNITIES
Diploma in Civil Engineering Technology	5 semesters, including a 3-month internship	Assistant Structural Engineer Assistant Environmental Engineer Assistant Geotechnical Engineer Assistant Water Resource Engineer Assistant Transportation Engineer Assistant Construction Engineer
Diploma in Surveying Technology	5 semesters, including a 3-month internship	Assistant Surveyor
Diploma in Mechanical Inspection and Nondestructive Testing Technology	5 semesters, including a 3-month internship	NDT Technician pipe leakage and welding defects in manufactured products/operating machines
Diploma in Oil and Gas Exploration Technology	5 semesters, including a 3-month internship	Assistant Geophysical Technician Seismic Data Processing Oil and Gas Information
NOTE THE TIME FRAMES FOR CERTIFICATE COURSES DO NOT FOLLOW THE ABOVE SCHEME AND MAY VARY AS PER COURSE REQUIREMENT.		





A. ELIGIBILITY REQUIREMENTS: DIPLOMA

1. PREPARATORY COURSE
2. 5 TRAINING SEMESTERS
3. 3-MONTH INTERNSHIP
4. TVTC LICENSURE TEST

NOTE DIPLOMA students found alarmingly deficient with regard to major subjects may be placed under ACADEMIC PROBATION on the recommendation of the program head.

B. ELIGIBILITY REQUIREMENTS: SHORT COURSE CERTIFICATE

- 1 GOVERNMENT AGENCY | COMPANY ENDORSEMENT
- 2 6-MONTH TRAINING PROGRAM | SESSIONS

NOTE The length may vary as per agreement signed between the INSTITUTE and the endorsing agency/company.

- 3 INTERNSHIP
- 4 TVTC LICENSURE TEST

NOTE Applicants not endorsed by any agency/company shall undertake all academic procedures and requirements as previously stated in this MANUAL; pass all credential evaluations; and abide by the administrative and academic rules and regulations of the institute.

C. REGISTRATION REQUIREMENTS: WORKSHOPS

The INSTITUTE conducts workshops on as-needed basis. Participants must present copies of any of his certificate(s) so that the INSTITUTE can evaluate if he meets the minimum requirements.

7.3 OUTDOOR EVENTS

- A. Events and activities to take place off-campus must be approved in advance by the STUDENT AFFAIRS OFFICE.
- B. Requests must be submitted at least a week prior to the event so that appropriate offices can be informed.
- C. Any event produced in conjunction with an outside organization or firm (whether paid or not) may require special contractual and/or insurance arrangements.

7.4 AMENDMENT OF ACADEMIC RECORDS





- A. If a student believes a record contains some mistakes or inaccurate entries, he may write the REGISTRAR'S OFFICE clearly identifying the part of the record he wishes changed.

After the complaint is properly acknowledge and verified, to follow is a conciliation conference to be participated in by the student, the registrar, and the instructor(s) involved. Should the results of this conference prove unsatisfactory to the student, and if he so requests, a review will be conducted.

- B. Additional information regarding the review procedures will be provided to the student.

NOTE Such a challenge to a record does not include a student's disagreement with the grade received in a course, except if it involves typographical/encoding errors/mistakes.

7.5 DISCLOSURE OF ACADEMIC INFORMATION | RECORDS

A student's academic records may be disclosed without his or her written consent to:

- authorized school officials
- school system that has requested the record, where a student seeks/intends to enroll
- authorized organizations such as educational testing services
- parents of a student or any of his authorized representative





7.6 GRADING SYSTEM

Grading System

GRADING CRITERIA PERCENTAGE

Attendance	10
Quizzes Assignments	10
Class Participation	10
Major Examinations	30
Final Examination	40
TOTAL	100

LETTER GRADE POINT GRADE PERCENTAGE

A+	5.00	95-100	PASSED
A	4.75	90-94	PASSED
B+	4.50	85-89	PASSED
B	4.00	80-84	PASSED
C+	3.50	75-79	PASSED
C	3.00	70-74	PASSED
D+	2.50	65-69	PASSED
D	2.00	60-64	PASSED
F	1.00	BELOW 60	FAILED
IP	-		IN PROGRESS
IC	-		INCOMPLETE
DN	-		GRADE DENIED
W	-		WITHDRAWN

NOTE Awarding of honors at the end of a semester or program shall be based on the approval/recommendation of each academic department.





7.7 ASSESSMENT POLICY

A. EFFECTIVE ASSESSMENT

- should encourage and motivate students by recognizing individual achievements across the whole curriculum
- is based on clear learning objectives or competencies which are communicated by the instructor and understood by the student.
- allows students to contribute to the assessment process and in so doing helps them to become reflective learners
- is positive in approach but encourages progress through the identification of targets
- enhances student motivation
- lets instructors identify the learning needs of individual students and plan work appropriately
- properly and accurately reports individual progress of students

B. TYPES OF ASSESSMENT

FORMATIVE is used to monitor students' learning progress during their course. Its main purpose is to provide feedback to students to reinforce their successful learning and highlight areas where improvements are needed.

SUMMATIVE ASSESSMENT is used primarily for determining marks or grades by testing the extent to which the student has achieved the course objectives.

PROGRESSIVE ASSESSMENT consists of a series of assessment events held throughout a course. When used in a course, the prescribed assessment tasks within progressive assessment will have some of the characteristics of formative assessment and some of those of summative assessment.

STANDARD-REFERENCED ASSESSMENT measures students' achievements against multi-level performance standards that are defined in terms of outcomes, content and competence.

C. MARKING

The written and verbal comments of teachers are mainly positive or constructive. The marking guidelines and rubrics are applied by all teachers to ensure a uniform and consistent scoring of student activities, examinations, and other course activities.





D. RECORDS | EVIDENCE

Examples of assessment evidence are listed below:

- work done in class
- homework
- projects
- assignments
- oral reporting
- participation in group work or lab activities
- term tests and quizzes
- major examinations

E. REPORTING

Formal reporting of student progress or performance, inclusive of grades and some aspects of discipline, is done twice a semester (midterm assessment and final course grades).

F. EXAMINATION GUIDELINES

- Revision pointers must be based on the topic outline for the semester, including the questionnaire's lay-out, types of questions, and marking system.
- Revision for the examination should not reveal the exact contents of the questionnaire.
- Any queries must be referred to the assigned proctor and/or course instructor only.
- Cell phones or any electronic device should not be brought into the examination venue. Calculators/computing devices are allowed only when required.
- Students must strictly abide by the examination schedule and prescribed time frame to conclude the exam.
- Only blue or black ink is allowed. Pencil may only be used for graphs, rough calculations, and rough sketches. All final answers must be in blue or black ink.

- Cheating is strictly prohibited.

SEE SECTION 8.3 E

NOTE A student will not be allowed to continue the current test once he is caught doing so.

- Questionnaires/examination scripts must be submitted properly to the proctor before a student leaves the examination hall.
- If a student fails to take up the exam on the scheduled date, he shall file a request (THIEP-PD 7.5.1 FORM 04) with the Registrar's Office.





8

STUDENT RIGHTS, RESPONSIBILITIES, AND CODE OF CONDUCT

8.1 STUDENT RIGHTS

The rights of individual students include but are not limited to:

- equal treatment regardless of race, color, religion, national origin, parental status, marital status, age, disability, or genetic information
- protection against unlawful searches and seizures
- the right to a fair and impartial hearing regarding allegations of violations of the institute's rules

8.2 STUDENT RESPONSIBILITIES

The responsibilities of individual students include but are not limited to:

- compliance with INSTITUTE regulations as stated in the MANUAL, other official institute publications, and local laws
- cooperation with INSTITUTE officials, including those staff acting in their official capacity within established guidelines. While retaining their rights against self-incrimination, students are required to provide identification when asked and surrender, upon request, their institute identification card until the incident under investigation is resolved.

8.3 PROHIBITED CONDUCT

In this checklist are acts, conduct, and behavior prohibited by the INSTITUTE.

NOTE An attempt to commit any of them, as well as assisting or willfully encouraging any such act, is also classified a violation of INSTITUTE rules.

- A. Physical abuse of any person or any action that threatens or endangers the emotional well-being, health, or safety of any person (including oneself).
- B. Acts of theft or damage, including the following:
 - theft of property or services
 - knowing possession of stolen property or materials
 - destroying, damaging, defacing, or vandalizing property





- C. Unauthorized entry to or use of institute facilities, property, systems, or services, including the following:
 - accessing, entering, or using institute facilities, property, systems, or services without authorization
 - unauthorized presence in the institute's restricted-access areas/utilities except in case of an emergency
 - unauthorized possession, duplication, distribution, or use of keys, access codes, access cards, or other means of entry or access to any institute property, premises, or location

- D. Disorderly conduct or disruptive acts, including the following:
 - obstruction or disruption of institute activities
 - disorderly conduct or other action that disturbs or endangers the peace or comfort of others or the community
 - making, causing, continuing, or allowing to continue any loud, unnecessary, or unusual noise that disturbs the peace of others

- E. Acts of fraud, misrepresentation, or dishonesty, including the following:
 - forgery, alteration, or misuse of institute documents, records, or identification or other materials submitted to the INSTITUTE
 - knowingly furnishing false information to the INSTITUTE
 - intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency
 - use, possession, manufacture, or distribution of identification cards or devices that are false or fraudulent or that misrepresent an individual's identity, age, or other personal characteristics, including using another individual's identification
 - cheating (using unauthorized notes, study aids, or information on an examination; altering a graded work after it has been returned, then submitting the work for regrading; allowing another person to do one's work and submitting that work under one's own name; submitting identical or similar papers for credit in more than one course without prior permission from the course instructors)

- F. Unauthorized access to the institute's academic and administrative records

- G. Misconduct related to the student conduct system, including the following:
 - failure or refusal to appear upon request or to cooperate in the investigation, hearing, or administration of cases of alleged offenses (provided that no students shall be required to furnish information that would be self-incriminating)
 - falsification, distortion, or misrepresentation of information in the investigation, hearing, or administration of cases of alleged offenses
 - actions or attempts to harass, intimidate, retaliate against, or improperly influence any individual associated with the student conduct system, including efforts to discourage





- participation, to affect impartiality, or to influence statements or testimony
 - unauthorized release or disclosure of information related to a student conduct proceeding; and failure to comply with the sanctions or outcomes imposed for violations of this code or other institute rules, regulations, and policies.
- H. Any misconduct related to alcohol and alcoholic beverages, illegal drugs and controlled substances
- I. Misconduct related to firearms, weapons, explosives, or dangerous substances and devices (including ammunition, air or pellet guns, slingshots, paintball guns, knives, weapons of any description, firecrackers, dangerous chemicals or substances, or any other object or substance designed to inflict a wound or cause injury, or imitations or replicas of any such items), including the following:
- possession of any such item on institute premises or at institute activities or events
 - use or brandishing of any such item, even if legally possessed, in a manner that harms, threatens, causes fear to, or otherwise endangers others
- J. Acts that jeopardize the safety or security of the institute, the community, or any institute facilities, building, or premises, including:
- intentionally damaging or destroying property by fire or explosives
 - tampering with or misuse of emergency or fire safety equipment, including emergency call devices, fire alarms, fire exits, firefighting equipment, smoke/heat detectors, or sprinkler systems
 - smoking in any enclosed institute facility (including, but not limited to, lecture halls, conference rooms, private offices, libraries, lounges, hallways, stairways)
- K. Misconduct related to institute's computer systems or facilities
- L. Misconduct including but not limited to use of obscene language and sexually offensive behavior/acts





8.4 SANCTIONS | OUTCOMES INTERVENTIONS

A. INTERVENTIONS

Interventions may include but are not limited to the following:

INSTRUCTORS

- conference
- academic demerits

In case the above do not suffice, an instructor may **resort to the following:**

- isolation | discipline referral | incident report (where applicable)

NOTE Applicable to offenses mentioned in SECTION 8.3

STUDENT AFFAIRS

- conference with the student and/or his parents/guardians
- written warning

Where punitive actions apply, the case may be referred to the DISCIPLINE COMMITTEE.

B. SANCTIONS | OUTCOMES

When considering the sanctions or outcomes to be imposed, a range of factors may be considered, including:

- the nature and severity of the incident
- the disciplinary history of the student
- the developmental needs of the student
- the level of accountability and responsibility taken by the student
- the level of cooperation from the student
- the interest of the community in those impacted by the conduct
- any other aggravating, mitigating, or relevant factors

Disciplinary sanctions include but are not limited to the following:

- verbal or written reprimand
- preventive suspension (applicable)





- dismissal from a program or the institute
- reporting of serious cases to the proper authorities

NOTE A student may appeal a review of his case or of the sanctions imposed by the Discipline Committee only if he can present new materials, evidence, or information in his favor.





DOCUMENT REVIEW AND APPROVAL

REVIEW DR. ALI AL-GADHIB
ACADEMIC CONSULTANT

APPROVAL ENGR. MUSTAFA TAHER AL-GHAZAL
GENERAL MANAGER

