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SYMBIOSIS INTERNATIONAL UNIVERSITY DUBAI



Student Handbook 2024-25



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SYMBIOSIS
INTERNATIONAL UNIVERSITY
The World is One Family



Symbiosis International University, Dubai

(SIU, Dubai)

siu-dubai.ac.ae

Student Handbook

Welcome to Symbiosis International University (SIU), Dubai.

SIU, Dubai endeavors to ensure that all its students will receive the best of educational resources within a strong and vibrant learning ecosystem to help them become world class leaders in the future.

This Student Handbook is intended to provide students with an in-depth understanding of the rules and regulations of the SIU, Dubai, the teaching-learning processes adopted by the University, and to help and assist them to be familiar with the overall environment and ethos of the University.

SIU, Dubai strives to deliver its academic programs in an environment that is conducive to learning, critical inquiry, development of scientific temper, sensitivity towards community and respect for diversity. In the process, discipline becomes an imperative ingredient to not only foster an effective teaching-learning process but also to ensure the safety and security of all the stakeholders including students. In order to ensure this, the Handbook also offers information on the rights and responsibilities of students and details on the code of conduct to be adhered to by the students.

SIU, Dubai wishes its students successful years ahead as active learners and members of the SIU family.

Institutional Licensure and Program Accreditation

Symbiosis International University Dubai is officially [licensed](#) by the Ministry of Education, United Arab Emirates, to award degrees/qualifications in higher education.

All undergraduate and graduate degree programs are [accredited](#) by the Commission for Academic Accreditation (CAA) of the Ministry of Education, United Arab Emirates.

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Vision of Symbiosis International University, Dubai, *Promoting International Understanding through Quality Education.*

Mission of Symbiosis International University, Dubai

To nurture a vibrant learning community with a strong focus on integrating local and global practices of teaching-learning-evaluation, research-innovation, global citizenship, and aimed at building a sustainable future.

Core Values

The five core values which drive all activities of SIU, Dubai are:

Vasudhaiva Kutumbakam (the world is one family): SIU, Dubai is committed to this all-encompassing principle that aims to promote global citizenship and respect for diversity;

Diversity and Inclusion: SIU, Dubai is committed to promote diversity and inspires tolerance and embraces inclusiveness;

Integrity and Honesty: SIU, Dubai promotes the values of honesty, integrity and trustworthiness;

Transparency and Accountability: SIU, Dubai follows principles of ethics, openness, reliability, and responsibility towards all its stakeholders

Social Commitment and Gender Equity: SIU, Dubai is committed to community engagement and environment sustainability, and being alive and responsive to the needs and challenges of local, national and global communities

Innovation: SIU, Dubai promotes creativity, entrepreneurship and a spirit of inquiry as we work to find solutions to the many shared challenges we face as a global community.

A) Statement of student rights and responsibilities:

Rights of Students

The students of SIU, Dubai are entitled to have the following rights:

- The students will have the right to quality education
- The students will have the right to express their opinions without fear.

- The students will have the right to safety on the SIU, Dubai premises
- The students will have the right to receive fair and respectful treatment.
- The students will have the right to a fair and just grievance procedure if needed

Responsibilities of Students

- Students are members of the SIU, Dubai community and are also citizens of the nation. As citizens, students are responsible to the community of which they are a part, and are also responsible to the academic community of the institution.
- Admission to SIU, Dubai carries with it the presumption that students will conduct themselves as responsible members of the academic community.
- As a condition of enrolment, all students assume responsibility to observe standards of conduct that will contribute to the pursuit of academic goals and to the overall welfare of the academic community.
- The students are expected to practice high standards of academic and professional honesty and integrity, and also to respect the rights, privileges, and property of other members of the academic community in specific, and of the society at large.
- The students are expected to refrain from any conduct that would interfere with SIU, Dubai's functions or endanger the health, welfare, or safety of other persons within the campus, and also outside in the communities they live in.
- The students must at all times be respectful of the faith, religious beliefs and diverse opinions of other stakeholders.

B) Student Council

- SIU, Dubai will support students to collectively form a Student Council within the purview of the laws of the United Arab Emirates (UAE), and encourages the Student Council's participation in clearly identified, student related decision-making processes of the University.
- The students of SIU, Dubai will select their council members each year as per the norms set down by SIU, Dubai which will be informed to them at the commencement of each academic year. The Student Council will organize student related events and programs.
- The Student Council will be guided and mentored by a Senior Faculty member of SIU, Dubai and will be given the required support by an administrative staff member of the University.
- The structure of the Student Council will include a President, Vice President, and student members represented from every program offered at SIU, Dubai.
- The major responsibilities of the Student Council are as below:
- a) To work with SIU, Dubai to guide and supervise the student led activities
- b) To plan and implement a variety of programs for the students in a structured and approved manner, and ensure that principles of sustainability are always adhered to
- c) To ensure that students behave with responsibility during all events

C. Student Committees

SIU, Dubai will encourage students to participate in various co-curricular and extra-curricular activities to promote team spirit, to enhance the feeling of oneness and belongingness amongst the students, to provide leadership and managerial learning opportunities, and offer a well-rounded, holistic education to all learners.

The activities of various student committees (managed by the Student Council) will be conducted with the support and mentoring of faculty, staff members and the Student Council of SIU, Dubai.

The following Student Committees shall be functional at the SIU, Dubai:

1. Corporate Relations Team
2. Admissions and PR Team
3. Alumni Relations Team
4. Media and Public Relations Committee
5. Guest Lecture Committee
6. Entrepreneurship and Consulting Cell
7. Cultural Committee
8. Sports Club
9. Placement Committee
10. Branding & Image Building Committee
11. Academic Research Committee
12. Institutional Social Responsibility (ISR) Committee

and any other committees with the written approval of the Director, SIU, Dubai.

D. Library Resource Usage, Policies and Procedures

SIU, Dubai will endeavor to offer the best of learning resources to the students of the university to enhance their conceptual knowledge and offer them opportunities to learn beyond the classroom. It will endeavor to offer a well-stocked Library with learning resources, which will include the following:

- Books and Periodicals (Both E- Books, Printed Books and Journals)
- Reference Books, Magazines, Journals, Case studies,
- News Papers, E-journals
- Audio Visual Teaching-Learning Aids

Once library cards are issued to the students by the SIU, Dubai Librarian, students will be permitted to issue books of their choice from the library. Magazines / journals will not be issued and are meant only for reference/library reading.

Students will require an Identity Card and a Library Card while accessing the library facilities.

In case books are overdue, penalties will be charged on a daily basis. Students must replace/reimburse the cost for books lost by them.

Students will be encouraged to recommend any books that they need through an email request to the Librarian. Requests will be fulfilled after necessary approvals.

Library and Reading Hall timings will be informed at the commencement of each semester.

No eatables will be allowed in the library.

No personal belongings like books/issued books, purses will be allowed in the library. Only laptops/notebooks will be allowed inside.

Students must maintain silence in the library. Usage of mobile phones by the students is prohibited inside the library. If a student is found with their mobile phone in the library, it will be confiscated and disciplinary action may be taken against the student.

Only those students who adhere to the SIU, Dubai Dress Code, and carry a valid I-Card and Library Card will be allowed entry inside the library.

Students may request for photocopies of required content with prior written permission of the Librarian.

Students will be monitored and instructed not to deface, mark, cut, mutilate or damage library resources in any way. (Any person doing so shall be liable for a heavy penalty/disciplinary action as per the Code of Conduct)

Students shall not be allowed to issue or share any library resources with anyone else outside the SIU, Dubai learning community.

E. Information on Student Services and Facilities:

- E-Learning Resources:

E-learning services with access to e-learning portals will be made available, and tutorial sessions on how to access these will be conducted during the orientation program for all batches

Students will be helped to learn with digital/online tools and provisions for video and audio recording of the sessions/meetings may be provided.

Adequate training and support for the effective usage of the e-learning gadgets and resources will be provided on a periodical basis.

- Personal Counseling Services:

Students will be linked to advisors to discuss any problems related to stress, anxiety, other problems which are related to their academics, examinations, careers or issues related to their individual academic or personal problems.

Counseling, meditation and yoga sessions may be conducted periodically (in person/online) and schedules of such events will be shared with the students.

- Academic Advising

For the holistic development of students, an Academic Advising program focuses on undergraduate students:

Advisor: An academic advisor is a faculty member who voluntarily offers knowledge, insights, perspectives, counsel, guidance, and wisdom, to facilitate and support the students, both

professionally and individually, going beyond their official teaching duties or obligations.

Advisee: An advisee is a student who has identified, or is in the process of trying to identify, specific personal or professional goals and believes that advice from the Advisor, which includes guidance, accountability, and support, can contribute to their growth and development. Advisees are expected to actively participate, introspect, engage in critical thinking, seek continuous self-improvement, and aspire to holistic development.

Advising program

Academic advising, often called mentoring, has long been recognized as a powerful tool in academic and career development. Regardless of how the faculty and student are matched, etiquette and ethics demand that the relationship be conducted in a professional manner with consideration and respect for both individuals. The interaction with advisors is instrumental in shaping the attitudes and abilities of students. To build meaningful connections and work towards achieving students' goals, SIU, Dubai has established a policy to streamline the Academic Advising System across its programs.

- Career Advising / Student Placement Services

SIU, Dubai will provide a platform for the students to learn about the corporate world through interactions with successful corporate and other professionals from varied sectors.

SIU, Dubai will also create a conducive environment to help the students receive career guidance through academic advising sessions. Students will be assigned to Faculty and Corporate Advisors for academic and professional guidance, inspiration and assistance.

Students will receive professional advice and career counseling which will assist them to make career choices, and help them identify any pre-requisite competencies/skills required to be built for becoming successful at these careers.

The career counseling services will also concentrate on helping the students to build their resumes through one-to-one interactions and workshops. Mock/practice group discussions and personal interviews will also be organized.

- Prayer Rooms

SIU, Dubai will make separate provisions for prayer halls for female students to perform their prayers and for attending any faith/ spiritual sessions/events.

- Computer Laboratories

A well-equipped Computer Lab will be available for students and faculty where Computer related courses will be taught. The Lab will also be available for students to do their research and complete their assignments and other projects.

- Recreational Facilities

Adequate facilities will be made available for the relaxation and recreation of students while they are on campus and in between classes.

- Orientation

An Orientation Program will be conducted by the Director SIU, Dubai for incoming students
Student Handbook

to help them understand the ethos of the institution, the facilities and programs available for their holistic development, and to ensure that they are able to begin their learning journey seamlessly as soon as the semester commences.

F. Institutional Facilities and Electronic Resources:

Along with the provision of student resources/facilities, SIU, Dubai will also ensure that awareness is created among the students to maintain all university facilities well by way of conducting periodic orientation sessions. Boards and instructions, rules and regulations of the effective usage of all facilities will be displayed.

Monitoring of the usage and reporting on the violation of usage will be made to the respective authorities so as to ensure that all the students are able to use the campus facilities in a sustainable manner.

Information Technology, Electronic Resources and Internet Usage Policy

SIU, Dubai accepts the responsibility of installing all required IT facilities at the campus which will enhance the effectiveness of the teaching-learning process of the students. It will also ensure that the provisions for wi-fi, internet facilities, computer labs, licensed software, hardware needed, and backup servers are provided adequately.

Instructions/lessons will be given to the students for the effective usage of information technology services and they will be restricted from any misuse or disclosing of any official data or information to third parties without written permissions as per details in the Code of Conduct and any prevalent laws of the land.

The following rules and regulations will be followed to ensure effective usage of the IT facilities of SIU, Dubai:

- No student users shall load or host or access any indecent or unlawful material on SIU, Dubai IT resources. They shall not connect to any unlawful device or access prohibited sites or carry out any unlawful activities on the internet or any of the SIU, Dubai network. The Code of Conduct and all laws of the land shall prevail.
- All student users are bound to follow all security norms laid down by the IT Team at SIU, Dubai.
- Resources or systems owned and maintained by SIU, Dubai for the benefit of the academic community are primarily intended for the use of the institution, and not for any student's personal or business purposes.
- None of the users of the IT facilities shall indulge in activities that violate the prevalent Cyber Laws of the country.
- Any breach of IT rules and regulations by any student shall be deemed as indiscipline and will attract commensurate punitive actions.

G. Guidelines for Student run/managed/contributed Media

The Student Council will be assigned the responsibility to take care of all the communications, (print, digital and online) that must be shared or disseminated regarding events and programs of various clubs and committees of SIU, Dubai. They shall be mentored and supervised by a faculty member.

The Student run/managed Media teams should adhere to the following rules and regulations:

The posting of events on social media platforms, all content being disseminated, invitations of all events, publications, and copyright issues are to be taken care of by the Student Council carefully under the supervision and guidance of a faculty member appointed by the Director. They should ensure that there are no violations from the stipulated policies of SIU, Dubai in particular, and the UAE Government in general.

The communication should not have any intentional or unintentional outcome of bullying or making mockery of the system of SIU, Dubai or its members/stakeholders. All communication shall uphold the honor and reputation of SIU, Dubai and the parent SIU university at all times.

All communications and social media posts should respect the Governments of both lands (India and UAE), the law in both lands, the culture of both countries, and must not demean the cultural values of any nation.

The Student Council, or any committee/cell/team will not be allowed to use SIU, Dubai Logo, Brand or any Trademarks without the prior written approval of the concerned Authority of the University.

The content of all communications developed by the students will be scrutinized and approved by the faculty member/s concerned and all competent authorities concerned, prior to dissemination.

H. Student Code of Conduct

(Please see detailed Code of Conduct for exhaustive explanations)

- Students of SIU, Dubai shall not discriminate against others on the basis of race, color, creed, age, religion, gender, national or ethnic origin, marital status, sexual preference or physical disability, etc.
- Students should at all times conduct themselves in a manner which is not prejudicial to any law of the land.
- Students must fully subscribe to the ethos, vision and mission, and core values of the institution, and the processes laid down by SIU, Dubai. Students should abide by all the rules and regulations of the SIU, Dubai and all changes/revisions made as and when implemented and informed.

- SIU, Dubai is committed to create a safe and secure environment for its students. It has a zero-tolerance policy towards sexual harassment of its students. It is committed to creating a campus free from discrimination, harassment, retaliation or sexual assault at all levels. It will notify all legal provisions regarding the act(s) of prevention of sexual harassment from time to time, will publish and disseminate these rules to all its students and will also constitute an Internal Committee (IC) constituted for this purpose and shall strictly comply with the provisions of these rules.
- Students will require 75% and above attendance and only then will be eligible to appear for the SIU, Dubai semester end exams. Students must manage all the extra and co-curricular activities, and required leaves due to personal and medical reasons, within the exempted limit of 25%.
- 90% attendance is mandatory to be eligible for participating in the SIU, Dubai Placement process.
- SIU, Dubai expects its students to follow a formal dress code (*please see Dress Code*).
- Students must understand that, irrespective of any constraint(s), they must complete academic activities and assignments on time. No excuses for poor effort or late work will be accepted. SIU, Dubai. Students are expected to be self-motivated and no external incentives should be needed to get motivated for academic or co-curricular activities.
- Smoking, consumption of liquor and drugs are forbidden at the SIU, Dubai campus. Students found in possession of such materials will be met with severe disciplinary actions including eviction from the SIU, Dubai campus and all other punishments as per the Code of Conduct and laws of the land.
- Students must understand that the curriculum, procedures and processes will be modified from time to time as the SIU, Dubai evolves. These shall be informed to them as and when needed.
- Students will be guided to address their grievances, if any, to the concerned committees for further investigation.

Dress code for students

SIU, Dubai insists that all its students dress in accordance with the cultural and religious ethos and values of the UAE.

Attire for all students must be professional and should not depict pictures, signs or words which are obscene, vulgar, hurtful or unprofessional. Any violations will be considered as an act of indiscipline and strict actions will be taken.

Male Students: Traditional attire, formal shirts, trousers, collared T shirts, formal shoes/sandals

Female Students: Traditional and western attire, formal attire including salwar suit, formal shirts (buttoned up), kurtas, kurtis and trousers.

I. Academic Integrity

Students are expected to maintain absolute integrity at all times, observing courtesy and consideration towards one another, and acting in the best interest of SIU, Dubai. However, in the event of any misconduct being reported by any person against any student of SIU, Dubai, strict action will be taken by the competent authority depending upon whether the academic misconduct is of major or minor nature.

Any student found to have committed or to have attempted to commit the following misconduct is subject to appropriate disciplinary action under the Code of Conduct. The instances of misconduct are not to be interpreted as all-inclusive of situations in which disciplinary action will be invoked.

These instances are illustrative, and SIU, Dubai reserves the right to initiate disciplinary action in appropriate circumstances not set out in this Handbook or Code of Conduct.

The illustrative list of misconduct is as follows: (Not exhaustive; *Refer Code of Conduct*)

- **Academic Misconduct:** This includes unfair means used in examinations/ evaluations, and or plagiarism.
- **Unfair means:** Unfair means denote any unethical means and/or malpractices adopted by the student during examinations or in submission of any assignments or any activity leading to internal and/or external evaluation.
- **Plagiarism:** ‘Plagiarism’ means the practice of taking someone else's work or idea and passing them as one's own.
- **Disruptive Conduct:** Disruptive Conduct obstructs or disrupts teaching or freedom of movement or other lawful activities including workshops/ seminars/ conventions/ student gatherings/ functions, etc. on SIU, Dubai premises or in connection with any university-sponsored event or activity, protesting against university decisions, rude/ unruly behavior towards staff/ faculty, instigating other students against university/faculty decisions, etc.

Examination Rules and Regulations

Government ID with address proof and photograph of the student, along with the officially assigned SIU, Dubai Student Identity Card is mandatory for local students while the passport is also mandatory for international students during all examinations.

For writing the exams, students should be seated 15 minutes before the scheduled time of the examination in the classrooms allocated to them. This will enable the invigilators to start the examination on time. Late comers will not be allowed to enter the examination hall.

Students will not be allowed to carry any electronic devices such as smartphones, smart watches, audio/video players, etc. in the Examination Hall.

If any student is found talking, or otherwise causing any disruption or delay to the examination process, they will be asked to leave the examination hall immediately. Any delay due to the non-cooperation of the students in this regard will not be compensated in the allotted time for the examination.

No student will be allowed to leave the examination hall till the end of the examination.

Students found cheating or indulging in any misconduct or malpractice during the examination shall be barred from the examination and will have to face necessary disciplinary action.

Students are required to remain seated after the examination, to allow the invigilators to check their papers for their name, registration number/seat number, and tally the number of answer papers with the attendance sheet.

Any answer paper without the name or registration number/seat number will be nullified without any notice.

Semester Not Granted (SNG) - Course Not Granted (CNG):

75% aggregate attendance is compulsory for students to be eligible to appear for semester end examinations. Students with less than 75% aggregate attendance (across all courses) will be awarded SNG.

Course wise attendance will be checked for all SNG students.

SNG students will not be allowed to appear for semester end examinations for courses where they have less than 75% attendance. For these courses the student will be awarded SNG-CNG. The students however will be allowed to appear for the semester end examinations of the courses where their attendance is more than 75%.

Procedure to deal with cases of Unfair Means resorted to by students during examinations

a) 'Unfair Means' means and includes one or more of the following acts or omissions on the part of the students during the examination period

b) "Unfair means relating to examination" means and includes directly or indirectly committing or attempting to commit or threatening to commit any act or coercion, undue influence or fraud or malpractice with a view to obtaining wrongful gain to him / her or to any other person or causing wrongful loss to another person/ s.

c) "Unfair means material" means and includes any material whatsoever, related to the course of the examination-soft copy, printed, typed, hand written or otherwise on the person or on clothes, or body of the student (examinee) or other material in any manner or in the form of chart, diagram, map or drawing or electronic aid etc. which is not allowed in the examination hall.

d) "Possession of unfair means material by a student" means having any unauthorized material on his/her person or desk or chair or table or at any place within their reach in the examination center and its environs or premises at any time from the commencement of the examination till its conclusion.

e) "Student found in possession" means a student reported in writing as having been found in possession of unfair means material by Junior Supervisor, Sr. Supervisor, member of any Vigilance Squad or any other person authorized for this purpose on his/ her behalf. This definition shall apply even if the unfair means material is not produced as evidence because of it being reported as swallowed or destroyed or snatched away or otherwise taken away or spoiled by the student or by any other person acting on his behalf to such an extent that it has become ill-eligible. A report to that effect shall be submitted by the Sr. Supervisor or any other

authorized person to the Director.

f) “Material related to the subject of examinations” means and includes:

i) The material produced as evidence, any material in written, etched, carved, printed or in electronic form which is certified as related to the course of the examination by a competent person such as the examiner or external examiner or any expert / teacher with at least two years’ experience of teaching or consulting in that course.

ii). If the material is not produced as evidence or has become unreadable for any reason including attempt to destroy the material, the presumption shall be that the material did relate to the course of the examination.

g) **Competent Authority:** The Director shall appoint the competent authority to take appropriate disciplinary action against the students using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by SIU, Dubai.

Powers, Functions and Procedures of dealing with use of ‘Unfair Means’

On receipt of a report regarding use of unfair means by any student at any examination, the Director shall have power at any time to constitute an inquiry and to punish such unfair means, or breach of rules:

I. by exclusion of such student from any SIU, Dubai examination, or Program

II. for the purpose of conferring degree either permanently or for a specified period, or by cancellation of the result of the student in SIU, Dubai examination for which the student appeared or by deprivation of any University scholarship held by them or by cancellation of the award of any University prize or medal to them or by imposition of fine.

J. Student disciplinary policies, and grievance and/or appeal procedures with timelines

Student Misconduct (not exhaustive) and suggested disciplinary action

The details on classification of misconducts are mentioned in the Code of Conduct.

Punishments/ Penalties:

The punishments/penalties for any misconduct as per the SIU, Dubai Code of Conduct are provided below:

i) **Warning:** A written letter of reprimand resulting from a student's misconduct.

ii) **Suspension:** Suspension is an action that suspends the student's enrolment at SIU, Dubai for a specified period of time. Suspension, depending upon the nature of misconduct, can be imposed either in respect of academic privileges including appearing in examinations, or attending classes or both.

iii) **Monetary Fine:** Monetary Fine is a sanction in which a student is required to pay the SIU, Dubai an amount as a penalty or any amount deposited previously is forfeited or adjusted. It also includes restitution which means paying compensation for loss, injury, or damage caused to other students or SIU, Dubai.

iv) Confiscation: Confiscation means temporary or permanent confiscation of goods used or possessed by a student involved in a misconduct.

v) Restriction of Privileges: Restriction of privileges means the denial or restriction of specified privileges including, but not limited to, access to a student facility, placement programs, SIU, Dubai events for a defined period of time, etc.

vi) Not allowed to appear for semester exams in full or in part: Not allowing the student to appear for semester exams in full or in part means not allowing the student to appear for the semester examination for all courses prescribed for that particular semester or for select few courses prescribed for that particular semester.

vii) Withholding of Examination Results: Withholding examination results means not declaring the results of examinations (semester/ practical or otherwise) for a specified period of time.

viii) Withholding of Academic Awards: Withholding of academic awards (certificate/ diploma /degree) means the withholding of the certificate/diploma/ degree earned by the student for a defined period of time.

It is clarified that withholding in this case would mean that results of examinations may be announced but because of awarded sanctions, the academic award cannot be conferred. In such cases, even the statement of marks/ grade sheet, passing certificate, transfer certificate, migration, etc. will not be given.

ix) Withdrawal of Academic Awards: Withdrawal of Academic Awards (statement of grade/ marks/ passing, certificate, diploma or degree) means cancellation of the academic award already conferred on a student on the grounds of submission of false information leading to admission, submission of forged documents for eligibility purposes, or submission of any other falsified/fake mandatory documents, as may have been required for eligibility and admission.

x) Cancellation of Admission/ Termination of Studentship: Cancellation of Admission/ Termination of Studentship means separation of a student from SIU, Dubai with the opportunity to re-enroll by following the selection process again in the future after a gap of minimum one academic year with necessary undertakings as may be prescribed.

xi) Other sanctions: Other appropriate sanctions may be imposed by the competent Authority of the SIU, Dubai, singularly or in combination with any of the above-listed sanctions.

xii) Expulsion: Expulsion is an action forcing a student to separate from SIU, Dubai for a minimum of 3 years. After a gap of minimum three academic years, re application to SIU, Dubai as a fresh admission to the program may be allowed with necessary undertakings as may be prescribed.

xiii) Rustication: Rustication is an action which permanently separates a student from the SIU, Dubai without opportunity to re-enroll in the future.

Appeal by students on disciplinary proceedings

Students aggrieved by the decision of the Director/competent authority may choose to make an appeal before the appropriate authority as per the Code of Conduct. For details of the appeal process, refer to the Code of Conduct.

K. Student Safety

SIU, Dubai will take utmost care to ensure the safety of its students and will comply with all local laws with respect to the safety standards and measures stipulated.

The faculty and staff will take proper care to ensure student safety when they are in the class, in computer laboratories or outdoors on official SIU, Dubai events.

L. Student Records

SIU, Dubai will maintain the following records of the students:

- The official mark sheets of students
- Degree certificates of the students
- The address of the students and contact details of the parents or the guardians
- Details of fee payment
- Other financial information of the students.
- Copy of the offer letter and admission confirmation letter.

Other critical information and student records will be maintained as per the prescribed rules.

M. Academic Policies in Brief

Admission Policy:

All applications for admissions of students at SIU, Dubai will be verified and routed through an Admission Committee. To assist students with their online application, a detailed stepwise procedure will be on the official SIU, Dubai website where students can avail guidance for completing the user-friendly online application.

The admission procedure is simplified in easy steps starting from the basic eligibility, uploading of important documents, final payment of fees, and confirming the admission. Through the system of online admissions, students are also able to make all their payments online and check the admission status online.

The procedure for applying for admissions is designed taking into consideration any possible constraints students from across the world may face. The online admission procedure has made it accessible to most students so that they are able to apply from different parts of the world and from the comfort of their homes.

Once the candidate fills the online application form, uploads the required documents and makes the payment of the application fees, the Admission Committee will verify the application and the uploaded documents. After the Admission Committee has verified the application, an Offer Letter will be sent which will include the program offered and fee payment details. The student will then confirm the admission by making the payment of the fees. Once the fees are paid and authenticated by the Officer – Finance Accounts, the candidate will receive an Admission Confirmation Letter.

The Admission Confirmation Letter will include the date of joining the program at SIU, Dubai

and will assist (if needed) in being able to apply for a visa to study at SIU, Dubai.

SIU, Dubai has also made provisions for accepting transfer students to the 2nd year of their undergraduate programs. **Transfer (lateral) admissions** will provide an opportunity to attract qualified students to the SIU, Dubai who may have missed out on joining the institution at the commencement of the program or have more recently moved into the UAE.

SIU, Dubai also believes in valuing the holistic learning that students have experienced previously and which complement the program they are wishing to join at SIU, Dubai; hence it has a process to recognize credits from prior non-formal, informal and/or other experiential learning that students have gained from (Recognition of Prior Learning-RPL).

Transfer within SIU, Dubai: A transfer from one UG program to another within SIU, Dubai is also possible and will be carefully considered based on vacancies in the program being sought and possibility of successful credit transfer. Such transfers will be possible only if applications are received during Semester 1, preferably within the first month. Students who receive approval for lateral transfer (after verification of courses/learning outcomes and decision by the Credit Equivalence & Transfer Committee) within SIU, Dubai will join their new program prior to the commencement of Semester 2.

Degree Audit

Students must earn a prescribed number of credits to successfully complete the program they have enrolled for. At the successful completion of each semester, the student will be awarded a semester transcript/grade sheet. After successful completion of all semesters of the program, the student will receive a Degree Certificate.

Students are expected to follow all the norms to be eligible for semester end/ term end examinations and for promotion to the next semester.

Heads of Academic Departments and the Officer-Examinations will be responsible for ensuring the smooth progression of students through semesters towards completion of the program. They will identify critical cases where students need support to meet academic criteria and bring these to the notice of the Head-Academics and the Director.

Semester Not Granted- Course Not Granted (SNG- CNG)

A minimum of 75% aggregate attendance is mandatory for all students to be eligible to appear for the Semester-end examination. If a student's aggregate attendance is below 75%, then the student will be termed as '**Semester Not Granted**' (SNG).

For all SNG students, course wise attendance shall be checked. If a SNG student has less than 75% in any course, then the CNG rule is applied and such courses are termed as '**Course Not Granted**' (CNG).

SNG students are allowed to appear for all courses in which they have more than 75% attendance.

Students who are awarded SNG-CNG shall appear for the respective courses during the examinations in the subsequent season as backlog(s). The student will have to pay backlog examination fees for the immediate and any/all subsequent attempts.

Placement Rules for Summer Internship and Final Placements

- SIU, Dubai facilitates the process of supporting students for summer internships and final placement. This is a voluntary service provided for its students to help them gain practical experience during summer internships and hopefully secure jobs for after their graduation. SIU, Dubai will make focused efforts in this direction. Prospective recruiters will be invited and the abilities/competencies of the students showcased. The students must demonstrate competencies sought by the recruiters and the selection or rejection of a candidate is the sole discretion of the recruiter with no university interference.

Common rules for summer internship/placement and final placement processes:

- Academics are of prime importance at SIU, Dubai. If a student has one or more backlogs (Grade Fail) in any previous examination they will be considered ineligible or 'out of placements' and will have to sign an undertaking accordingly before the process begins. While the institute will try to offer them interview opportunities, they will not be on priority as compared to other meritorious students.
- In case aggregate attendance is below 90% (calculated a week before the process begins), then the student will be ineligible or 'out of placement' and will have to sign an undertaking accordingly before the process begins. While SIU, Dubai will try to offer these students interview opportunities, they will not be on priority as compared to other meritorious students.
- Students with serious misconduct charges against them will be barred from the placement processes.

General Rules of Final Placement

- Students will be required to specify their areas of interest as supported by their choice of electives. Students are advised to carefully consider the information they wish to highlight as it will impact the placement opportunities offered to them.

- No student shall directly approach any organization for placement, till the placement process is completed. If a student has the opportunity to be placed directly in a company they have worked at previously or the company where they completed their summer internship, that job offer must be routed through the Officer-Career Services &/or Faculty in Charge of Placements and they will sign an ‘out of placement undertaking’.
- Students who have undergone pre-placement talks and interviews with an organization, have been selected by that organization, and have accepted the placement offer (informed in writing to the Officer-Career Services &/or Faculty in Charge of Placements), shall not be eligible to appear for any further placement interviews with any other organization. Students cannot reject this offer due to CTC or location terms, since these information points are shared during the pre-placement talks. This rule ensures that all eligible students, including those unplaced, get a fair share of opportunities.
- Students are permitted one offer only; however, till the Officer-Career Services &/or Faculty in Charge of Placements is informed in writing of the said offer by the organisation/ company, students are free to appear for further interviews.
- Officer-Career Services will decide the maximum number of interview opportunities that the students would be given; in case they are unable to convert it into an offer, they shall be out of the priority list for placements.
- Students must appear for all placement activities in the formal attire.
- Students shall not inform others about the short-listed companies or any sensitive information regarding the placement process. Disclosing this information will be treated as a violation of confidentiality rules, and action will be taken accordingly.
- Once a student is selected and has been informed by the Officer-Career Services/Faculty in Charge of Placements of the same, they are free to keep in contact with that organization.
- If the Officer-Career Services &/or Faculty in Charge of Placements are informed of any misbehavior on the part of a student during the group discussion or personal interview with an organization, they have the authority to debar that candidate from further placement opportunities. This is to ensure that the other students do not suffer from the misbehavior of students.

General Rules of Summer Internship/Placement

- Summer Internships are offered and facilitated through the SIU, Dubai. Each student should be fairly clear about the area of interest they wish to follow.
- Students who attend the pre-placement talk of a recruiter and are selected by that recruiter, will not be permitted to refuse the resulting summer offer, under any circumstances.
- If students, of their own accord, change the organization they have been selected for and choose a different summer assignment, their project shall not be evaluated.
- Officer-Career Services will decide the maximum number of interview opportunities that the students would be given; in case they are unable to convert it into an offer, they shall be out of the priority list for placements.
- Placement rules often undergo revision. When this happens, the revisions will be conveyed to all students at the earliest.

N. Contact Information:

<p>Ms. Dona Chakraborty Officer- Student Welfare Student Services Email: officer-stwelf@siu-dubai.ac.ae Landline: 042411135, Ext.: 3012 Mobile: 0524788646</p>	<p>Mr. Reyas Ahamad Tajudeen Officer-Administration Administration Email: officer-admin@siu-dubai.ac.ae Landline: 042411135, Ext.: 3005 Mobile: 0552452451</p>
<p>Ms. Shreebha Pillai Head-Admissions and Promotions Admissions and Promotions Email: head-promo@siu-dubai.ac.ae Landline: 042411135, Ext.: 3003 Mobile: 0559053377</p>	<p>Mr. Yub Raj Neupane Officer-Public Relations Administration Email: officer-pr@siu-dubai.ac.ae Landline: 042411135, Ext.: 3002 Mobile: 0521186686</p>
<p>Address: Symbiosis International University Dubai Block 14, Dubai Knowledge Park, Dubai, United Arab Emirates Landline: 042411135 Website: siu-dubai.ac.ae Google Map: https://maps.app.goo.gl/1E8mPbErb2kQzTP76 Campus Email: info@siu-dubai.ac.ae</p>	

Symbiosis International University, Dubai (SIU, Dubai) [Code of Conduct, Procedure to deal with Misconduct/Indiscipline by Students], 2024

The university makes the following rules for [Code of Conduct, Procedure to deal with Misconduct/Indiscipline by students] Rules, 2024. These rules shall come in force from the date of issuance of this notification and applicable for all students taking admission to the SIU, Dubai Campus, UAE from the academic year 2024-25.

Chapter 1

1.1 Preamble

Every University strives to deliver its academic programs in an environment that is conducive to learning, critical inquiry, development of scientific temper, sensitivity towards community and respect for diversity. These have been enshrined within the mission statement of the Symbiosis International University, Dubai (SIU, Dubai).

Students being the *raison d'être* for any institution, a lot of effort goes into ensuring an enriching student experience. Discipline is an important ingredient to not only foster an effective teaching-learning process, but also to ensure the safety and security of all the stakeholders, including students.

Any disturbance on account of student indiscipline impacts the harmony on the premises of SIU, Dubai which is why institutes formulate a Code of Conduct and lay down just and fair policies to inquire and decide on any violations of the Code of Conduct by students on its premises. It is binding upon any student, who seeks admission and enrolls with SIU, Dubai, to comply with the requirements of the Code of Conduct.

The Code of Conduct has been framed to foster and protect the core mission of SIU, Dubai, the scholarly and civic development of the students in a safe and secure learning environment, and to protect people, properties and processes that support SIU, Dubai and its mission. The establishment and maintenance of a community where there is freedom to teach and to learn is dependent on maintaining an appropriate sense of order that allows for the pursuit of objectives of SIU, Dubai in an environment that is both safe and free of invidious disruption.

Towards this end, the purpose of the Code of Conduct is to define limits of acceptable student conduct and defining violations thereof, as misconducts. Further, it lays down the disciplinary proceedings within the applicable laws of the land ensuring that the actions taken are in pursuance of the same. However, the Code reserves the right of SIU, Dubai to take necessary disciplinary actions against the student concerned in the event of him/ her having been found guilty or convicted by an appropriate authority under the law to which s/he is subjected.

1.2 Short title and Commencement

1.2.1 Short Title: These Rules shall be called (SIU, Dubai) [Code of Conduct, Procedure to inquire and decide with Misconducts/ Indiscipline by Students] Rules, 2024.

1.2.2 Applicability: These Rules shall apply to all students who are pursuing a program of study through regular (conventional face to face) mode at SIU, Dubai.

1.2.3 Commencement: The Code of Conduct shall come in force from the date of its notification.

1.3 Definitions

In these Rules, unless the context requires-

1.3.1 ‘Aggrieved’ means any complainant (and is not limited to stakeholders) who has suffered damage or injury either physically or mentally due to an act of the student, e.g. employees, fellow students and any person or institution related directly or indirectly to SIU, Dubai.

1.3.2 ‘Campus’ means SIU, Dubai campus

1.3.3 ‘Campus Disciplinary Committee’ means a committee constituted for the campus to inquire and decide all issue(s) related to the disciplinary matters of students including matters of drug abuse/ substance abuse.

1.3.4 ‘Disciplinary Appeals Committee’ means the Committee to hear and decide on the appeals challenging the decision of Campus Disciplinary Committee

1.3.5 ‘Misconduct’ as defined in Chapter 2 of this Code of Conduct

1.3.6 ‘Student’ means a person duly admitted and on roll, pursuing a program of study through regular mode (conventional face to face), at SIU, Dubai.

Provided that a student who is in the process of taking admission at SIU, Dubai, although not yet admitted shall be treated, for the purposes of these rules, as a student of SIU, Dubai, where any incident of misconduct takes place by/ against such student, in the university;

Provided that a person, who is not a student of SIU, Dubai, but is participating in any of the activities of the university shall be treated as aggrieved student or aggrieved individual or the respondent, as the case may be, for the purposes of these rules, where any incident of misconduct takes place by/ against such student within the university or at any other venue where the university has organized the activities;

All words and expressions not defined in this Code of Conduct shall have the same meaning as defined in any other Rules/ Regulations of the SIU, Dubai.

1.4 Applicability

1.4.1 The Code of Conduct is applicable to all students admitted to the programs at the SIU, Dubai, pursuing degree programs through full-time mode and includes all on-campus and outside/off campus activities. The outside/off campus activities shall include internship(s), training(s), outbound activities, study visits, excursions, field visits, international exchange programs, representation or participation in sports and other co-curricular and extra-curricular activities or festivities or any other, as prescribed by the SIU, Dubai from time to time.

1.4.2 The Code of Conduct applies to all the students in direct connection with:

- a.** academic program/course requirements or any credit-bearing experiences, such as internships, field trips, study abroad / student exchange program;
- b.** any activity supporting pursuit of a 'title' (degree/ credit), such as research at another institution or a professional practice assignment;
- c.** any activity sponsored, conducted, or authorized by SIU, Dubai;
- d.** any activity that causes any destruction of property belonging to the SIU, Dubai or members of the SIU, Dubai community or causes any harm to the health or safety of members of the SIU, Dubai community; or
- e.** any activity in which a police report has been filed, a summon or indictment has been issued, or an arrest has occurred for any act or omission.
- f.** any activity or event where students are representing or participating as students of SIU, Dubai which may lead to damage to goodwill or reputation of the University;
- g.** any act via electronic means, such as email or social media or print media or any other medium wherein the reputation/ goodwill of SIU, Dubai or its officials is adversely affected; and
- h.** refusal to cooperate in the process duly prescribed and the implementation of corrective measure, shall also be construed as 'Gross Misconduct' under the Code and shall subject the alleged student/ individual to a proportionate penalty over and above the punishment they are liable for.
- i.** While at SIU, Dubai, students continue to be subject to the laws of the land and violations of those laws may also constitute violations of the Code of Conduct. In such instances, SIU, Dubai may proceed with disciplinary action under the Code of Conduct simultaneously with any judicial proceedings involving the same conduct and may impose sanctions for violation of the code even if such proceeding is not yet resolved.

1.5 Responsibilities of Students

Students are members of the SIU, Dubai community and also of the UAE. As citizens or as international students, they are responsible to the community of which they are a part, and they are also responsible towards the academic community of SIU, Dubai.

1.5.1 Admission to the SIU, Dubai carries with it the presumption that students will conduct themselves as responsible members of the academic community. As a condition of enrolment,

all students are required to abide by the rules and policies of the University and Code of Conduct of the SIU, Dubai; and required to assume responsibility to observe standards of conduct that will contribute to the pursuit of academic goals and to the welfare of the academic community. They are expected to practice high standards of academic and professional honesty and integrity and also to respect the rights, privileges, and property of other members of the academic community and the society at large. They should refrain from any conduct that would interfere with SIU, Dubai's functions or endanger the health, welfare, or safety of other persons.

1.5.2 Students should not discriminate against anyone on the basis of race, colour, creed, age, religion, gender, national or ethnic origin, marital status, sexual preference, physical disability, or any other legally protected status. They should at all times conduct themselves in a manner, which is not prejudicial to any law of the land.

1.6 Grievance Redressal

Students who feel aggrieved with the action taken by the competent authorities of SIU, Dubai for any alleged breach of the Code of Conduct, may seek redressal, as per the grievance procedure of the university.

Chapter 2

2.1 Disciplinary Misconduct (DMC)

The students are expected to maintain absolute integrity at all times, observing courtesy and consideration towards one another and acting in the best interest of SIU, Dubai. However, in the event of any misconduct being reported by any person against any student of SIU, Dubai, measures may be taken by the competent authority depending upon whether the misconduct is of major or minor nature.

Students found to have committed or to have attempted to commit the following misconduct are subject to appropriate disciplinary action under this Code of Conduct. The instances of misconduct are not to be interpreted as all-inclusive of situations in which disciplinary action will be invoked. These instances are illustrative, and SIU, Dubai reserves the right to initiate disciplinary action in appropriate circumstances not set out in this Code of Conduct document.

2.2 The illustrative list of disciplinary misconduct is as follows (Not exhaustive):

DMC 1: Academic Misconducts: Academic Misconducts means misconducts which include (a) unfair means used in examinations/ evaluations and or (b) plagiarism as defined in respective Rules/ Regulations.

DMC 1 (a): Unfair means: ‘Unfair means denote any unethical means and malpractices adopted by students during examination or in submission of any assignments leading to internal and/or external evaluation;

OR

Unfair means adopted by students under semester exchange program, twinning program, credit transfer arrangement like fabricating/ forging/ altering of grade sheets/ marksheets given by other UAE / foreign university/ institution under multiple entry/ exit options or any exchange related program, twinning program, credit transfer arrangement, etc.

DMC 1 (b): Plagiarism: ‘Plagiarism’ means the practice of taking someone else’s work or idea and passing them as one’s own.

DMC 2: Disruptive Conduct:

2.1 Disruptive Conduct means a conduct that intentionally or substantially obstructs or disrupts teaching or freedom of movement or other lawful activities including workshops/ seminars/ conventions/ moot courts/ student gatherings/ functions, etc. on SIU, Dubai premises or in connection with any SIU, Dubai-sponsored event or activity,

2.2 Protesting against decisions, in a manner not prescribed/ expected and or instigating students to protest against the decisions of the SIU, Dubai officials/ staff, in a manner not prescribed/ expected.

2.3 Rude/ unruly behaviour and or use of foul language towards staff/ faculty/ campus

administration staff, or fellow students.

2.4 Rash driving, over speeding, breaching traffic rules, wrong parking, honking of horns on campus, etc.

DMC 3: Discrimination:

3.1 ‘Discrimination’ means engaging in verbal or physical behavior directed at an individual or group based on origin, race, creed, gender, religious beliefs, or sexual orientation, etc. that, according to a person of reasonable sensibilities, is likely to create an intimidating or demeaning environment that impedes the access of other students, faculty and staff to the educational benefits available to them.

3.2 It also includes wearing articles of clothing with derogatory, racist, discriminatory, patently offensive, profane, sexually explicit, or graphic messages either in words or pictures, which demonstrate bias or discrimination against any individual or group within SIU, Dubai.

DMC 4: Falsification:

- a. ‘Falsification’ means willfully providing false, misleading, or incomplete information, whether oral or in writing or in the form of document(s) with the intention of concealing the material facts; to SIU, Dubai offices or officials;
- b. Forging or altering official SIU, Dubai records or documents or conspiring with or inducing others to forge or alter University records or documents.
- c. Fabrication/ forging of degree certificates of the University (SIU, Dubai/ other foreign universities/institutions)

DMC 5: Refusal to Identify or Impersonation: Refusal to show/ provide their Identity Card to SIU, Dubai staff when demanded or falsely identifying themselves when requested by an authorized University Official or impersonating somebody else.

DMC 6: Illegal or Unauthorized Possession or Use of Weapons:

6.1 Illegal or unauthorized possession or use of weapons means possessing or using weapons or articles or substances usable as weapons, including, but not limited to, firearms, incendiary devices, explosives, and dangerous biological or chemical agents.

6.2 Not informing the concerned authorities in spite of knowing of the presence of weapons, including, but not limited to, firearms, incendiary devices, explosives, and dangerous biological or chemical agents

DMC 7: Illegal or Unauthorized Possession, Distribution or Use of Drugs or electronic cigarettes: SIU, Dubai strongly advocates a Drug Free Campus and has zero tolerance towards any such practice. It is the strict policy that no student shall possess on their person, personal belongings (such as bags, vehicle, desks, etc.) or use, distribute or sell, illegal drugs, or

controlled substance, or e- cigarettes on its premises. Possession of paraphernalia associated with the illegal distribution, sale, use, possession, or manufacture of a controlled substance or electronic cigarettes is also strictly prohibited.

Students having knowledge of this misconduct shall report the same to the Director/ Head-Student Services immediately. If students fail to report despite knowledge they shall be liable for breaching this rule and shall be subjected to disciplinary action under the Code of Conduct.

DMC 8 (a): Possession, consumption, distribution, and or sale of tobacco: Possession, consumption, distribution, sale of cigarettes and or tobacco, is strictly prohibited on the premises of SIU, Dubai. Any such behaviour shall amount to violation of the Code of Conduct.

DMC 8 (b): Possession, consumption, distribution, sale of Alcohol/ Alcoholic Beverages: Students shall not possess, consume, distribute or sell alcohol or alcoholic beverages on premises of the SIU, Dubai. Any such behaviour shall amount to violation of the Code of Conduct.

Students having knowledge of occurrence of this misconduct shall report the same to the Director/ Head-Student Services immediately. If students fail to report despite knowledge, they shall be liable for breaching this rule and shall be subjected to disciplinary action under the Code of Conduct.

DMC 9: Unauthorized Access and Use of Property & Facilities: Unauthorized access means accessing without authorization SIU, Dubai property, facilities, services, or information systems, or obtaining or providing to another person the means of such unauthorized access, including, but not limited to, using or providing without authorization keys, access cards, or access codes.

DMC 10: Act of Violence, Threatening, Harassing, or Assaultive Conduct: Acts of violence, threatening, abusing, harassing, or assaultive conduct means engaging in conduct that has caused injury to/ death of other person/ students of the campus, a conduct that endangers or threatens to endanger the health, safety, or welfare of another person, including, but not limited to, threatening, harassing, fighting or assaultive behaviour, disturbing academic and administrative environment on the campus. Being a part of the actual act or accompanying the main defaulter in the act will make a student subject to disciplinary action.

DMC 11: Theft, Property Damage, and Vandalism:

11.1 Theft, property damage, and vandalism include theft or embezzlement of, damage to, destruction of, unauthorized possession of, or wrongful sale or gift of property belonging to SIU, Dubai/ employees/students/ or any other person on the campus.

11.2 Misuse of/ damage to SIU, Dubai property and not abiding by the basic guidelines of using university facilities.

DMC 12: Recording of Images without Knowledge/ Altering of a Photograph of a Student(s)/ Person(s): Using electronic or other means to make a video or photographic

record of any person in a location where there is a reasonable expectation of privacy without the person's prior knowledge, or altering/ enhancing/ distorting/ photograph of a student/ person, which photograph may/ may not have been taken with consent, when such a recording/ altering/ enhancing/ distorting is likely to cause injury, distress, or damage to reputation of such student/ person. This includes, but is not limited to, taking video or photographic images in shower/ locker rooms, and restrooms. The storing, sharing, and/ or distributing of such unauthorized records by any means is also prohibited.

DMC 13: Causing Disrepute to other students/ faculty: Engaging or inciting other students to engage by any means whatsoever and performing or attempting to perform an act, which brings disrepute to other students/ faculty of SIU, Dubai. Students shall also not engage in filing a complaint on behalf of another student without the consent of such a student.

DMC 14: Sexual Harassment:

14.1 Any conduct or act which amounts to sexual harassment in any form in any form shall be punishable under the laws of the land and/or shall be seriously dealt with.

14.2 In case of misuse of the provision of the act; OR in case of a false or malicious complaint OR in case the complainant or respondent do not appear for the hearing despite at least three reminders; OR do not submit mandatory documents despite at least three reminders.

DMC 15: Unauthorized Agreements/ Contracts: Students are prohibited from entering into verbal or written agreements or contracts with third parties that purport to bind, obligate, or create liability of any kind for SIU, Dubai. The University will hold all such students individually liable for any financial or legal consequences or damages that may result from such unauthorized actions.

DMC 16: Abuse of Electronic Communication: Using SIU Dubai's or personal telecommunications, data communication networks for illegal or improper purposes or in violation of University regulations and policies, or related laws. Using social media platforms to malign the image, bring disrepute to SIU Dubai, its officials, staff and other students, or make them subject of ridicule by the members of the community or society.

DMC 17: Media Contact: Speaking on behalf of or for SIU Dubai with any media organization or publication, or from inviting the same to any University-owned or operated property, facility, or event, without the express prior written permission of the Director is treated as a serious misconduct.

DMC 18: Organization and Event Registration: A Student or group of students shall not form any organization, society or organize any event or collect any funds or subscription without the specific written permission of the Director.

DMC 19: Presenting False Testimony: Knowingly making false statements regarding a disciplinary matter before, during or after the disciplinary adjudication process.

DMC 20: Denial/ Failure to comply with the directives of the SIU Dubai or any other authority: Denial/ Failure to comply with legitimate directives of authorized SIU Dubai officials, law enforcement agencies in the performance of their duties or violation of the terms of a disciplinary code and rules of the University.

DMC 21: Misuse of Learning Resources: Misuse of learning resources including theft, tearing pages, damage to e-resources, not returning books on time, any purposeful activity with respect to learning resources which is harmful to other students, staff and faculty.

DMC 22: Causing Harm/ Disrepute while involved in External Activities (Sports/ Internship/ Excursions/ Study Tours/ Cultural Events):

(a) Any behavior causing damage/ harm/ disrepute to SIU, Dubai and its employees/ students and persons of the place being visited for an external activity shall amount to violation of the Code of Conduct

(b) Students or persons from other universities/ institutions visiting SIU Dubai for an event and causing damage/ harm/ disrepute to the University and its employees/ students shall be liable for action under this Code.

DMC 23: Violation of Examination Rules: Any conduct adversely affecting sanctity of the examination in any form as mentioned in the examination rule book as notified from time to time shall amount to violation of Code of Conduct. SIU, Dubai has notified a separate Examination Rules, viz. Examination Rules. Any conduct of students against the examination rules not defined herein will also amount to misconduct under these rules.

DMC 24: Violation of SIU Dubai Rules: Violation of all other SIU Dubai policies, or rules, or any violations of laws of the land. These policies or rules include, but are not limited to, those rules, that regulate dress code (any violation of dress code specified by the SIU Dubai while students are in the academic area and or functions organized by the University), that regulate submission of assignments, which regulate examinations, that prohibit the misuse of library, misuse of computing resources, that regulate acts which amount to sexual harassment, rules for student regulations.

DMC 25: Public display of affection: Any conduct involving objectionable physical display of affection of any form, adversely affecting the sanctity of SIU Dubai premises shall amount to violation of the Code of Conduct.

DMC 26: Non-Cooperation in inquiry process: Exhibiting a conduct indicating non-compliance with the direction of any inquiry committee, shall also include not extending the required/ obvious assistance and cooperation in conducting any inquiry/ appeal

Note: The quantum of punishment to be given to the student who has violated the Code of Conduct is as far as possible in proportion to the gravity of the misconduct. However, the respective Disciplinary Authority after taking considered view, can take appropriate decisions as it deems fit.

It may be noted that this list, though elaborate, is not exhaustive. Any type of misconduct not covered herein, may still be construed as misconduct and may be inquired into and decided

under the Code and any other penalty or punishment as deemed fit may be imposed by the competent authority on a case to case basis. Further, punishment and penalty may be in combination and concurrent on a case to case basis.

A separate Appendix I, which is not exhaustive, has been appended regarding the Competent Disciplinary Officer/Authority to inquire and decide on the misconducts and punishments that may be awarded.

Chapter 3

Classification of Misconducts and Punishments

3.1 Misconducts:

- a. Major misconduct is a misconduct which is serious enough that it calls into question the student's registration, admission or association with the SIU Dubai.
- b. Minor Misconduct is a misconduct which is not serious in nature but not acceptable from the view point of maintenance of discipline in the SIU Dubai
- c. Instances of major misconduct may include, but are not limited to, repeated or persistent minor misconducts, multiple concurrent minor misconduct or refusal to comply with an interim measure or penalty imposed under this Code.
- d. The penalty imposed for an alleged misconduct shall be also decided keeping in view whether the alleged/concerned student/individual is guilty of an illustrative misconduct or is a repetitive alleged/concerned student/ individual. For this purpose, the behavioral history of the student shall be taken into consideration.
- e. Where the misconduct could also constitute an offense under the criminal law or any other special statute, the victim / student is at liberty to institute appropriate proceedings before the appropriate legal authority, simultaneously to the concerned SIU Dubai authorities. In such cases depending on the facts and circumstances, the University may either proceed with the inquiry or adjourn the inquiry until such time as the police and/or courts have completed their investigation and proceedings.

3.2 Classification of Misconducts (Not Exhaustive but indicative)

The guidelines on classification of misconducts mentioned below are only indicative and the Campus Disciplinary Committee shall take appropriate decisions on the class of misconduct that is major or minor.

Category	Major	Minor
Physical DMC 3: Discrimination DMC 6: Illegal or Unauthorized Possession or Use of Weapons DMC 10: Act of Violence, Threatening, Harassing, or Assaultive Conduct DMC 11: Theft, Property Damage, and Vandalism DMC 14: Sexual Harassment	<ul style="list-style-type: none"> ● Abusive/ racist /discriminatory comments ● Intimidating ● Harming using weapons ● Threatening ● Harassing ● Stalking ● Fighting ● Any other form of battery/assault ● Damage to/ destruction of property and facilities of SIU Dubai ● Sexual Harassment* 	<ul style="list-style-type: none"> ● Foul mouthing ● Verbal abuse ● Hostile demeanour ● Shoving ● Affray ● Punching ● Slapping ● Biting ● Kicking
Academic: DMC1: Academic	Major: <ul style="list-style-type: none"> ● Fraud 	Minor: <ul style="list-style-type: none"> ● Continuous

Category	Major	Minor
<p>Misconduct</p> <p>DMC 4: Falsification</p> <p>DMC 5: Refusal to Identify or Impersonation</p> <p>DMC 19: Presenting False Testimony</p> <p>DMC 20: Denial/ Failure to comply with SIU, Dubai or any other authority</p> <p>DMC 21: Misuse of Learning Resources</p> <p>DMC 23: Violation of Examination Rules</p>	<ul style="list-style-type: none"> ● Forging or altering records/ documents/ Grade sheets/ marksheets willfully providing false, misleading, or incomplete information ● Misguiding an inquiry committee or not cooperating with the committee and whiling away the valuable time of committee members ● Cheating ● Unfair means under Exam rules ● Plagiarism ● Refusal to attend classes ● Impersonation ● Damaging e-resources ● Tearing of Books ● Presenting False Testimony ● Denial/ Failure to comply with SIU, Dubai or any other authority ● Violation of Examination Rules ● Rude and unruly behaviour towards SIU, Dubai staff ● Non-Payment of Fees 	<p>absence without permission less than 4 days</p> <ul style="list-style-type: none"> ● Not returning of Books ● Refusal to show ID card to SIU, Dubai staff
<p>Behavioural:</p> <p>DMC 2: Disruptive Conduct</p> <p>DMC 3: Discrimination</p> <p>DMC 7: Illegal or Unauthorized Possession, Distribution or Use of Drugs, Vaping or using e-cigarettes</p> <p>DMC 8 (a): Smoking of cigarettes, tobacco</p> <p>DMC 8(b): Possession, consumption or Sale or distribution of Alcohol/ Alcoholic Beverages</p> <p>DMC 24: Violation of SIU, Dubai Rules</p> <p>DMC 25: Any form of physical display of affection</p>	<ul style="list-style-type: none"> ● Abusive/ racist/ discriminatory comments ● Intimidating ● Threatening ● Harassing ● Stalking ● Violating Bye-laws/ Rules/ Regulations/ Code of Conduct of the SIU, Dubai ● Causing Disrepute to another Student ● Sexual Harassment* ● Consumption/ Possession/ Distribution of Alcohol/Alcohol Beverages ● Rash driving, over speeding, wrong parking, breach of traffic rules ● Consumption/ Possession/ Distribution of Drugs, Banned Substances 	<ul style="list-style-type: none"> ● Foul mouthing ● Verbal abuse ● Hostile demeanour ● Consumption/ Possession/ Distribution of Tobacco/ cigarettes ● Causing disrepute to other students ● Filing a complaint on behalf of another student without the consent of such student ● Indulging in physical display of affection inside SIU, Dubai campus
<p>Property of the Campus/</p>	<ul style="list-style-type: none"> ● Destruction or damage to SIU, Dubai 	<ul style="list-style-type: none"> ● Misuse of SIU,

Category	Major	Minor
SIU, Dubai DMC 9: Unauthorized Access and Use of property & facilities DMC 11: Theft, Property Damage, and Vandalism	property or facility in academic block or anywhere on University campus <ul style="list-style-type: none"> • Theft • Vandalism • Unauthorized Access and Use of property & facilities 	Dubai resources <ul style="list-style-type: none"> • Damaging books in library
Reputation of SIU, Dubai DMC 12: Recording of Images without Knowledge/ altering of photograph of a student(s)/ person(s) DMC 15 Unauthorised Agreements/ Contracts DMC 16: Abuse of Electronic Communication DMC 17: Media Contact DMC 18: Organization and Event Registration DMC 22: Causing Harm/ Disrepute While Involved in External Activities (Sports/ Internship/ Excursions/ Study Tours/ Cultural Events)	<ul style="list-style-type: none"> • Defamation of the SIU, Dubai through any form of media • Abuse of Electronic Communication including spreading false and unverified information causing harm to fellow students, their reputation and future prospects, through personal email or social media • Causing harm or disrepute by misbehaviour with dignitaries or authorities during events • Causing harm/ disrepute while involved in external activities (Sports/ Internship/ Excursions/ Study Tours/ Cultural Events) • Recording of images without knowledge/ altering of photograph of a student(s)/ person(s) • Causing disrepute to other students or any of the SIU Employee • Unauthorised Agreements/ Contracts • Unauthorised Organization and Event Registration 	

*These misconducts are in more than one category.

3.3 Punishments/ Penalties:

The punishments for the misconducts under the SIU, Dubai Code of Conduct are provided below:

- a. **Warning:** A written letter of reprimand resulting from a student's misconduct.
- b. **Community Service:** Contributing a defined number of physical hours to socially relevant activities such as cleaning of roads, picking up garbage, etc. (Community service) over a given period of time.
- c. **Monetary Fine:** Monetary Fine is a sanction resulting from misconduct in which a student is required to deposit an amount as penalty or any amount deposited by him/her is

forfeited or adjusted. It also includes restitution, which means compensation for loss, injury, or damage caused to other students or the SIU, Dubai.

d. Confiscation: Confiscation means confiscation of goods possessed by a student involved in a misconduct.

e. Restriction of Privileges: Restriction of privileges means the denial or restriction of specified privileges, including, but not limited to, access to a student facility, placement/ internship programs, leadership positions in SIU, Dubai activities, or events for a defined period of time.

f. Not allowing to appear for semester exams in full or in parts: Not allowing the student to take (appear) for semester exams in full or in parts means not allowing the student to appear for the semester examination for all courses prescribed for that particular semester or for some select courses prescribed for that particular semester.

g. Suspension: Suspension is an action that suspends the privileges of the students for a specified period of time. Suspension depending upon the nature of misconduct can be imposed either in respect of academic privileges including attending classes, appearing in examinations, or both.

h. Cancellation of Admission/ Termination of Studentship: Cancellation of Admission/ Termination of Studentship means separation of a student from the SIU, Dubai with the opportunity to re-enrol by following the selection process in the future after a gap of minimum one academic year with necessary undertakings as may be prescribed.

i. Other sanctions: Other appropriate sanctions (including withholding of examination results) may be imposed by the competent authority of SIU, Dubai singularly or in combination with any of the above listed sanctions.

j. Expulsion: Expulsion is an action forcing a student to separate from SIU, Dubai with no opportunity to re-enrol in the near future, allowed usually only after a gap of minimum three or more academic years with necessary undertakings as may be prescribed.

k. Rustication: Rustication is an action which permanently separates a student from SIU, Dubai without any opportunity to re-enrol in the future.

The Guidelines on types of punishments mentioned below are only indicative. The Campus Disciplinary Committee shall take appropriate decision based on the quantum of punishment(s) prescribed in [Appendix I](#):

Type of Misconduct	Punishments
Major	<ul style="list-style-type: none"> ● Suspension for more than 15 days ● Not allowing to take semester exams in full or in parts ● Withholding of examination results ● Termination of studentship / expulsion ● Rustication ● Cancellation of admission ● No summer internships/ placement assistance

Minor	<ul style="list-style-type: none"> ● Suspension upto 15 days ● Warning/ reprimand ● Monetary fine as specified ● Confiscation of electronic devices, etc. as a temporary measure ● Restriction of privileges ● Not allowed to participate in SIU, Dubai activities for one year-moots, fests or any other activities ● Reformative action in the form of Community Service as defined above
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NOTE- It may be noted that this list, though elaborate, is not exhaustive. Any type of conduct not covered herein, may still be construed as misconduct and may be inquired into and decided under the Code and any other penalty or punishment as deemed fit may be imposed by the competent authority on a case to case basis. Further, punishment and penalty may be in combination and concurrent on a case to case basis.

Chapter 4

Disciplinary Committees

4.1 Disciplinary Officer(s)/ Committee(s)/ Cell(s) and their Jurisdiction:

The responsibility of managing disciplinary cases shall rest with the Head-Student Services who shall accept and forward such cases to the Campus Disciplinary Committee who then shall take cognizance of misconduct by any student/s and further inquire into such incidents of misconduct.

In many cases, the Director may personally receive information about such cases.

i) Director/ Head-Student Services shall be the first authority(ies) to take cognizance of any misconduct by students reported to them as per their jurisdiction. They will conduct a very preliminary inquiry and decide whether the case/ matter has to be forwarded to the Campus Disciplinary Committee or whether to take disciplinary action as provided in [Appendix I](#) by awarding appropriate quantum of punishment themselves.

The Campus Disciplinary Committee shall inquire into the cases reported to it by the Director/ Head-Student Services under the provisions of this Code and award punishments.

Cases related to drug use and abuse, and alcohol use and abuse shall be dealt with by the Campus Disciplinary Committee.

A Campus Disciplinary Committee shall be established for attending any matter related to the violation of the provision(s) of the Code of Conduct by the student(s):

Sr. No.	Disciplinary Officer/ Committee	Role and responsibilities
1.	Director/ Head-Student Services	To inquire and decide with the matters related to violation of the Code of Conduct by the students on the academic premises, and to decide on summary disposal. Clear cases of violation and simple interpretation and understanding of disciplinary action required may be dealt with by the Director/Head- Student Services themselves. Such cases will be documented and reported accordingly. More serious matters should be referred to the Campus Disciplinary Committee by the Director/ Head-Student Services

2.	Campus Disciplinary Committee (CDC)	<p>To inquire and decide on matters related to violation of the Code of Conduct by the students including those referred by the Director/ Head-Student Services</p> <p>(i) Those major/ serious disciplinary matters which cannot be disposed of by the Director/ Head-Student Services alone and require a group/collective enquiry and decision.</p> <p>(ii) To conduct inquiry in the matters of drug abuse/ substance abuse/ electronic cigarettes, consumption or use of alcohol/ tobacco/ and all such disciplinary misconduct which are detailed in the Appendix I.</p> <p>(iii) To send a detailed report with recommended punishments to the Director, SIU, Dubai.</p> <p>(iv) Head-Student Services will remain present as a member in the Campus Disciplinary Committee meetings only related to substance abuse/ drug abuse/ e-cigarettes as a SIU, Dubai Representative. S/he shall observe that the provisions of the Code of Conduct are strictly adhered to and shall help in inquiry and decision making.</p> <p>(v) The Campus Disciplinary Committee shall also act as an Appellate Authority for the appeals in the matters decided by Director/ Head-Student Services</p> <p>Upon scrutiny thereof, approve/ modify the punishment recommended by the Campus Disciplinary committee or make any other suggestion(s) or amendments in the same, if needed.</p>
3.	Internal Committee	<p>To inquire and decide with the matters related to Prevention, Prohibition and Redressal of Sexual Harassment of Students at SIU, Dubai. The Rules have been elucidated under Symbiosis International (Deemed University) [Prevention, Prohibition and Redressal of Sexual Harassment of Employees and Students in the Symbiosis International University, Dubai] Rules, 2023</p>
4.	Student Grievance Redressal Committee	<p>To redress the grievances of the students as prescribed in SIU, Dubai [Redressal of Grievances of Students] Rules, 2024 and its amendments from time to time along.</p>

4.2 The procedure to report the misconducts/ indiscipline by students shall be as under:

a. Student(s) aggrieved or even otherwise, by an act of misconduct/ indiscipline by other student(s) on the campus shall submit their complaint in writing/ email within a period of seven (7) working days to the Director or Head-Student Services.

OR

b. Whenever any act of misconduct/ indiscipline by student(s) on the campus is noticed/ identified by any other person or any person gains knowledge in any other manner, s/he may report such misconduct to the concerned Director/ Head-Student Services

c. Provided that where such complaint cannot be made in writing, by the aggrieved student(s) the Director/ Head-Student Services shall render all reasonable assistance to the student(s) for making the complaint in writing;

4.3 The Rules/ Procedures for attending any matter related to the violation of the Code of Conduct by the student(s):

4.3.1 Summary Disposal by Disciplinary Officer (Director/ Head-Student Services)

a. On receipt of the complaint, the Director, SIU, Dubai/ Head-Student Services shall be the first Authority to inquire and decide on action to be taken on any misconduct(s) by the student, as per their jurisdiction in a just and fair manner.

b. Accordingly, the Disciplinary Officer (Director/ Head-Student Services) shall inquire into such matter and decide on the disciplinary action to be initiated and summarily dispose of such cases by awarding appropriate punishment as provided in the [Appendix I](#) for enlisted disciplinary misconducts therein.

c. Punishment for all other disciplinary misconducts will be awarded by the Campus Disciplinary Committee (CDC) on a case to case basis, taking cognizance of the gravity of misconduct. All matters related to substance abuse and alcoholism should be referred to the CDC and not disposed of summarily by the Director/ Head-Student Services

d. The CDC shall communicate the decision, under their signature, to the concerned student(s) involved in the matter and their parents within four (4) working days with a copy to the Director/ Head-Student Services

e. The Director/ Head-Student Services shall also inform the concerned student/s about the provisions for appeal under SIU, Dubai Code of Conduct. The Director/Head-Student Services shall follow all the principles of natural justice while resolving any complaint.

f. The Director/Head-Student Services shall communicate the decision to the concerned authorities which will include the Head-Administration and the Head- Academics

g. Any aggrieved student can file an appeal against the decision of the Director/ Head-Student Services before the Campus Disciplinary Committee (CDC) within a period of seven (7) working days from the date of receipt of the communication (in situations where the case was not forwarded to the CDC).

h. Director/Head-Student Services shall act on the decisions taken by themselves after completion of seven (7) working days, to allow the student the scope to appeal against the decisions. In case an appeal is filed, the Director/ Head-Student Services shall defer the

implementation of the decision.

A collated report of disciplinary cases disposed of summarily by the Director &/or Head-Student Services should be sent to the Director and the CDC on a monthly basis.

4.3.2 Campus Disciplinary Committee:

There shall be a Campus Disciplinary Committee for SIU, Dubai campus to inquire and decide all (major and minor) issue(s) related to the disciplinary matters of students including those which are referred to it and/ or have not been disposed of summarily by the Director/ Head-Student Services.

(i) The composition of the ‘Campus Disciplinary Committee’ shall be as under:

a)	Head-Administration	Chairperson
b)	One Professor/ Associate Professor nominated by Director	Member
c)	One faculty member (of the program from where the student is involved in the disciplinary matter)	Member
d)	Head-Student Services	Member
e)	Officer-Student Welfare	Member Secretary

The members of the committee shall be nominated by the Director, SIU, Dubai

(ii) The term of the office of the member shall be for a period of three (03) academic years.

In case a vacancy is created due to retirement/ resignation/ transfer / loss of studentship due to some reason / or any other reason of a member of the committee, the Head-Student Services shall inform the Director within five (5) working days. The Director shall process the nomination and reconstitute the committee within fifteen (15) working days. The member so nominated shall hold the office for the remaining period of the tenure of the committee.

Powers, Functions and Procedures of the Campus Disciplinary Committee:

- a.** To inquire and decide on matters related to violation of the Code of Conduct by the students referred by the Director/ Head-Student Services
- b.** Those major/ serious disciplinary matters which cannot be disposed of by the Director/ Head-Student Services
- c.** To conduct inquiry in the matters of drug abuse/ substance abuse, consumption or use of alcohol/ tobacco/ electronic cigarettes and all such disciplinary misconduct which are detailed in the [Appendix I](#).
- d.** To act as an Appellate Authority for appeals against the decision of the Director/ Head-

Student Services

e. The Campus Disciplinary Committee shall comply with the principles of natural justice while attending matters related to discipline in just and fair manner and shall inquire into the disciplinary matters of students classified under major and minor misconducts and also in Appendix I.

f. The Campus Disciplinary Committee shall take the decision on all the major or minor misconducts, involving cases of physical assault, vandalism, threats, alcohol, cigarettes, etc., and award punishments as provided in the Appendix I. The Member Secretary shall send the report to the Director for approval of the punishment allotted. The Director shall ascertain that the provisions of the Code of Conduct are followed before approval.

g. The Officer, Student Welfare will remain present as a member in the Campus Disciplinary Committee meetings and shall observe that the provisions of the Code of Conduct are strictly adhered to and shall help the Member Secretary in inquiry and decision making.

(iii) The procedure to inquire and decide with the misconducts/ indiscipline by students shall be as under:

On receipt of the complaint in writing, the Member Secretary, (Head-Student Services), in consultation with the Chairperson of the Campus Disciplinary Committee shall convene a meeting of the Campus Disciplinary Committee within a period of seven (7) working days, provided that for the purpose of the administrative convenience, the communication may be circulated by way of email.

Such cases which warrant a decision by the Campus Disciplinary Committee, shall proceed as under:

1. After the complaint is received, the CDC conducts a thorough inquiry of the matter, gathers evidence, statements, CCTV footage, witnesses, etc.
2. The Member Secretary shall ensure that the notice is served to the Complainant(s) and Respondent(s) along with the copy of specific charges/ complaints;
3. The committee shall allow inspection of all the documents to the complainant(s) and the respondents for their knowledge;
4. The identity of the complainants, respondents and witnesses shall be protected in accordance with rules/ regulations/ acts, etc. and they shall sign non-disclosure agreements as deemed necessary;
5. The Respondents shall have no right to cross examine complainant/s and witnesses;

6. The meeting should be scheduled within seven (7) days of the receipt of the complaint.
7. The presence of the Officer- Student Welfare is mandatory in the meetings related to substance abuse cases.
8. Subject to point 7, the quorum for the meeting shall be at least four (4).
9. The Chairperson shall ascertain the quorum after 15 minutes of the scheduled time of the meeting. The meeting shall be adjourned for further 15 minutes for want of quorum. If the requirement of quorum is not fulfilled even after half an hour of the scheduled time of the meeting, the Chairperson shall conduct the meeting without the required quorum and the business before the meeting shall be transacted;
10. A student involved in the act of misconduct/ indiscipline shall be called before the Campus Disciplinary Committee by the Member Secretary and he/ she shall be given full opportunity of being heard. He/ She shall be asked to submit statement in writing under his/ her signature to the committee;
11. The Member Secretary shall ensure that the notice is served to the Complainant(s)/ Respondent(s) along with the copy of specific charges/ complaints;
12. The committee shall take into consideration all the aspects and shall decide the procedure for investigation in a suitable manner including inviting the witness/es, if needed;
13. For student(s) who are involved in an act of major/ severe/ gross misconduct/ indiscipline, like vandalism, severe physical assault, substance abuse, etc. their parent(s) shall also be informed and called before the committee, if required. Such parent(s) shall be given full opportunity of being heard and asked to put their statement(s) in writing under their signatures to the committee;
14. The Committee shall take into consideration the documents/ material/ depositions/ facts investigated, written statements given by the student(s) and or parent(s) and or witnesses etc. and then shall submit its findings and recommendation(s).
15. The committee shall ascertain that the quantum of punishment(s) is in proportion with the nature of violation of Code of Conduct/ University rules and regulations. The template of violation of Code of Conduct and quantum of punishment(s) is provided;
16. All reports of recommendations/decisions taken will be sent to the Director for information within five (5) working days. The decision will then be taken forward for further implementation.
17. The inventory of any substance abuse case to be submitted to the Director, SIU, Dubai shall include:

- Photographs of the seized suspected drug/ banned substances and other incriminating articles and person (s) involved in the matter and present at the time of search,
- Confidentially written search report by the Head-Student Services duly signed
- Written statements of the students involved in the matter duly signed by them
- Written statements of the witnesses duly signed by them
- Sealed and seized suspected drugs/ banned substances and other incriminating articles confiscated at the time of search with signatures of the (a) Head-Student Services (b) student/s from whom the substance has been seized and (c) the witnesses.
- CCTV footage, or any audio or video evidence, if any

18. The Director shall examine the substance abuse case report, evidence, statements, etc. in detail and approve the decision or requests for some amendments in the punishment, if need be. Accordingly, the Director shall communicate its recommendation to the CDC. On receipt thereof, the CDC shall make appropriate changes and pronounce the decision. Accordingly, the Member Secretary shall communicate to the Director. On receipt thereof, the Director/ Head-Student Services shall communicate the decision to the concerned student/s.

19. The Head-Student Services shall communicate the decision to the concerned authorities which will include the Head-Administration and the Head- Academics immediately after the ‘7-day’ period given to the student to appeal.

20. The Head-Student Services shall also inform the concerned student/s about the provisions for appeal under the SIU, Dubai Rules. The student can appeal against the decision of the Campus Disciplinary Committee within seven (7) working days.

21. Subject to the filing of the appeal, the punishment shall be implemented after 4 days after the decision is taken.

22. Any inquiry of major/minor misconduct shall be completed as expeditiously as possible but not later than twenty (20) working days from the receipt of the complaint and concluding the entire process as expeditiously as possible but not later than thirty (30) working days.

23. A case of substance abuse shall be completed as expeditiously as possible but not later than twenty-one (21) working days from the receipt of the complaint and concluding the entire process as expeditiously as possible but not later than thirty (30) working days.

24. A report of all cases handled by the Campus Disciplinary Committee should be sent to the Director on a monthly basis.

Chapter 5

Appeals

Any student(s) aggrieved by the decisions taken summarily by the Director/ Head-Student Services (without forwarding the case to the CDC) may wish to file an appeal before the Campus Disciplinary Committee within a period of seven (7) working days.

Any person aggrieved by the decision of Campus Disciplinary Committee may wish to file an appeal before the **Director, SIU, Dubai** within a period of seven (7) working days.

5.2 Procedure for Appeal:

The student aggrieved by the decision of the Director / Head-Student Services may prefer an appeal in the prescribed format before the Campus Disciplinary Committee within a period of seven (7) working days.

The students aggrieved by the decision of the Campus Disciplinary Committee may prefer an appeal in the prescribed format before the Director, SIU, Dubai within a period of seven (7) working days. The Director may set up a committee or may seek the assistance of external experts as the case may be to investigate all relevant documents, findings and recommendation(s) related to the case. After hearing all the concerned parties and considering all the available materials on record, the Director shall take just and fair decisions. This decision shall be final and binding on all parties.

Appeals before the Campus Disciplinary Committee:

The following procedure shall be followed to inquire and decide with the appeals before the Campus Disciplinary Committee:

- a) Any aggrieved student can file an appeal with the Campus Disciplinary Committee within seven (7) working days.
- b) The Member Secretary of the Campus Disciplinary Committee shall send a notice of hearing to the appealing student(s) and/ or parents (wherever applicable) and the Director within five (5) working days from receipt of the appeal in the prescribed format.
- c) The appealing student(s) shall be given a just and fair opportunity of hearing. They may, if they so desire, file their written statements. Under exceptional circumstances, either party may produce additional document(s) or lead additional evidence(s).
- d) The Campus Disciplinary Committee, in appropriate cases may permit the appearance of a party through electronic/online means.

- e) Either party does not have the right to legal representation during the appeal.
- f) The University shall arrange for inspection of documents, material, statements etc., if so desired, on the respective campus. The Committee shall follow the principles of natural justice while inquiring and deciding with the appeal.
- g) After hearing all the concerned parties and considering all the available materials on record, the Campus Disciplinary Committee shall take just and fair decisions. The Member Secretary of the Campus Disciplinary Committee shall communicate the decision of the Campus Disciplinary Committee to the appealing students/ concerned parties, with a copy to the Director and Officer, Student Welfare, within three days after the hearing.
- h) The Member Secretary shall communicate the decision of the appeal(s) to the appealing student(s)/parent(s), and the Director SIU, Dubai with a copy to the Campus Disciplinary Committee members and the Officer-Student Welfare.
- i) Either party may prefer a **second appeal** against the decision of **Campus Disciplinary Committee** before the Director, SIU, Dubai within three (3) working days after receiving the decision.
- j) The Officer-Student Welfare shall make a monthly report of all cases and submit it to the Director, SIU, Dubai.

DEALING WITH ACADEMIC MISCONDUCT [DMC 1]				
Jurisdiction of Disciplinary Officer/ Committee				
1	2	3	4	5
Details of Misconduct	Disciplinary Authority	Punishments to be given	Disciplinary Authority for second time or repeat offense	Punishments/ Actions to be given
Academic Misconduct				
<p>1(a)</p> <p>‘Unfair means’ denotes any unethical means and malpractices adopted by the student during examinations or in submission of any assignments leading to internal and/or external evaluation or ‘unfair means’ adopted by the student under semester exchange program, twinning program, credit transfer arrangement or forging/ altering of Grade sheet/ marksheets given by other UAE/ / foreign university/ institution under</p>	<p>Unfair Means Committee to deal with Unfair means cases in continuous evaluation.</p>	<p>As per the rules prescribed in the Examination Rule Book</p>	<p>Unfair Means Committee for term end examination</p>	<p>As per the rules prescribed by the Examination Rule Book</p>

any exchange related program, twinning program, credit transfer arrangement, etc.				
1(b) Plagiarism - practice of taking someone else's work or idea and passing them as one's own.	(i) Head-Research	As per the rules prescribed in the Examination Rule Book	Academic Integrity Committee (AIC) chaired by the Head-Research and will have 2 senior members by rotation drawn from (Program Heads/Senior Faculty members/Library In Charge)	Recommendation of the Academic Integrity Committee to be implemented

Dealing with Disruptive Conduct (DMC 2)				
Jurisdiction of Disciplinary Officer/ Committee				
1	2	3	4	5

Details of Misconduct	Disciplinary Authority	Punishments to be given by Director/ Head-Student Services	Disciplinary Authority for second time or repeated offense	Punishments/ Actions to be given by Campus Disciplinary Committee
Disruptive Conduct				
<p>2.1 Conduct that intentionally and substantially obstructs or disrupts teaching or freedom of movement or other lawful activities on SIU, Dubai premises or in connection with any SIU, Dubai sponsored event or activity</p> <p>2.2 protesting against decisions, and or instigating students against the decisions of the SIU, Dubai officials/ staff</p> <p>2.3 Rude/ unruly behavior and or use of foul language towards staff/ faculty/ campus administration staff</p> <p>2.4 Rash driving, over speeding, breaching traffic rules, wrong parking, honking of horns on campus</p>	<p>Director/Head-Student Services will deal with cases and forward only certain cases of serious/compl ex/grave nature to the Campus Disciplinary Committee</p>	<p>Any one or more of the following</p> <p>i) Notifying parents (Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in disciplinary action) ,</p> <p>ii) Written warning (Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action)</p> <p>iii) Undertaking of good conduct from the student and endorsed by the parents</p> <p>iv) Suspension from Classes</p> <p>v) Any other Punishment as deemed fit</p>	<p>Campus Disciplinary Committee</p>	<p>Any one or more of the following</p> <p>i) Notifying parents,</p> <p>ii) Suspension from Classes</p> <p>iii) Any other Punishment as deemed fit by the CDC</p>

Dealing with Discrimination [DMC 3]				
Jurisdiction of Disciplinary Officer/ Committee				
1	2	3	4	5

Details of Misconduct	Disciplinary Authority	Punishments to be given by Director/ Head-Student Services	Disciplinary Authority for second time or repeated offense	Punishments/ Actions by Campus Disciplinary Committee
Discrimination				
<p>3.1. Engaging in verbal or physical behaviour directed at an individual or group based on origin, race, creed, gender, religious beliefs, or sexual orientation that, according to a person of reasonable sensibilities, is likely to create an intimidating or demeaning environment, that impedes the access of other students, faculty and staff to the educational benefits available to them.</p> <p>3.2 Wearing articles of clothing with derogatory, racist, discriminatory, patently offensive, profane, sexually explicit, or graphic messages either in words or pictures, which demonstrate bias or discrimination against any individual or group within the SIU, Dubai</p>	Director / Head-Student Services will conduct Inquiry and the misconducts of serious/complex/grave nature shall be referred to the Campus Disciplinary Committee	Any one or more of the following: i) Notifying parents, ii) Written warning, iii) Undertaking of good conduct from the student and endorsed by the parents iv) Suspension from Classes up to 7 days v) Community Service	Campus Disciplinary Authority	Any one or more of the following: i) Notifying parents ii) Suspension from Classes up to 15 days iii) Any other Punishment as deemed fit by the CDC

Dealing with Falsification [DMC 4]				
Jurisdiction of Disciplinary Officer/ Committee				
1	2	3	4	5

Details of Misconduct	Disciplinary Authority	Punishments to be given by Director/Head-Student Services	Disciplinary Authority for second time or repeated offense	Punishments/ Actions by Campus Disciplinary Committee
Falsification				
<p>d. Falsification means wilfully providing false, misleading, or incomplete information, whether oral or in writing or in the form of document(s) with the intention of concealing the material facts; to SIU, Dubai ;</p> <p>e. forging or altering official SIU, Dubai records or documents or conspiring with or inducing others to forge or alter records or documents.</p> <p>f. Fabrication/forging of degree certificates of the University (SIU/ other UAE/ Foreign)</p>	Director /Head-Student Services to report case to the Campus Disciplinary Committee	--	Campus Disciplinary Committee	<p>Any one or more of the following;</p> <p>i) Notifying parents,</p> <p>ii) Written warning,</p> <p>iii) Withdrawal of facilities/ benefits accruing to students based on the false information provided.</p> <p>iv) Cancellation of Admission</p> <p>v) Filing an FIR at the nearest police station</p> <p>vi) Any other Punishment as deemed fit by the CDC</p>

DEALING WITH CASES REGARDING REFUSAL TO IDENTIFY OR IMPERSONATION (DMC 5)				
Jurisdiction of Disciplinary Officer/ Committee				
1	2	3	4	5

Details of Misconduct	Disciplinary Authority	Punishments to be given by Head-Student Services	Disciplinary Authority for second time or repeated offense	Punishments/ Actions by Director and Head-Student Services
Refusal to show/ provide ID Card to SIU, Dubai staff	Head-Student Services	Any one or more of the following i) Notifying parents ii) Written warning iii) Undertaking of good conduct from the student and endorsed by the parents	Head-Student Services	Any one or more of the following i) Notifying parents ii) Written warning iii) Undertaking of good conduct from the student and endorsed by the parents iv) Certain facilities/services to be curtailed for a period of time such as library access, etc.
Falsely identifying one's self when requested by an authorized SIU, Dubai Official	Head-Student Services	Any one or more of the following i) Notifying parents ii) Written warning iii) Undertaking of good conduct from the student and endorsed by the parents iv) Suspension from Classes up to 7 days	Head-Student Services	i) Notifying parents ii) Written warning iii) Undertaking of good conduct from the student and endorsed by the parents iv) Suspension from Classes up to 15 days v) Filing an FIR at the nearest Police Station
DEALING WITH ILLEGAL OR UNAUTHORIZED POSSESSION OR USE OF WEAPONS [DMC 6]				
Jurisdiction of Disciplinary Officer/ Committee				
1	2	3	4	5

Details of Misconduct	Disciplinary Authority	Punishments to be given by Director/ Head-Student Services	Disciplinary Authority for second time or repeated offense	Punishments/ Actions by Director/ Head-Student Services
6.1 Possession or use of weapons means possessing or using weapons or articles or substances usable as weapons, including, but not limited to, firearms, incendiary devices, explosives, and dangerous biological or chemical agents.	Director / Head-Student Services to inform the police Then to inform /report to the Campus Disciplinary Committee and the parents	Police Case	Police Case	Any one or more of the following: i) Notify the parents; ii) Filing of FIR iii) Suspension from Classes the legal case is completed and then: iv) Withdrawal/ Restriction of privileges/ recognitions/ awards v) Cancellation of Admission vi) Rustication Then to inform / report to the Campus Disciplinary Committee and the parents
6.2 Not informing the concerned authorities in spite of knowing the presence of weapons, including, but not limited to, firearms, incendiary devices, explosives, and dangerous biological or chemical agents.	Director/ Head-Student Services to report to the Campus Disciplinary Committee	i) Notifying parents, ii) Written warning, iii) Undertaking of good conduct from the student and endorsed by the parents iv) Suspension from Classes up to 15 days	Campus Disciplinary Committee	Any one or more of the following: i) Notifying parents, ii) Written warning, iii) Suspension from Classes up to 30 days iv) Any other deemed fit

DEALING WITH DRUGS AND BANNED SUBSTANCE CASES & ELECTRONIC-CIGARETTES (DMC 7)			
Jurisdiction of Disciplinary Officer/ Committee			
Details of Misconduct	Disciplinary Authority	Vetting Authority	Punishments / Actions to be taken
a) Consuming, Selling, Possessing and Distributing			
a. Sale/ Attempt to sell /use/ distribution of drugs and its paraphernalia on the SIU, Dubai premises or at University-sponsored activities. b. Not taking ownership of banned substance found in possession/ in their vehicle	Campus Disciplinary Committee (CDC) will conduct the inquiry and a detailed report with its decision will be sent to the Director, SIU, Dubai for final decision.	Director, SIU, Dubai will review the report submitted by the CDC thoroughly, and may agree with / amend the punishment.	Any one or more of the following: i. Suspension from classes up to 6 months and shall not be permitted to appear for examinations during the suspension period ii. Confiscation of goods used / possessed in violation of SIU, Dubai Regulations. iii. Restriction of privileges for a period of suspension. iv. No assistance in placements. v. Community service of 2 months in an NGO working for addicts vi. All relevant UAE laws to be followed.
Sale/ Attempt to sale /use/ distribution of e-cigarettes	Same as above		Same as above.
b) Not reporting violations			
Not informing the concerned authorities in-spite of knowing presence of drugs and its paraphernalia, in an area of a SIU, Dubai building, or University property where such substances are being used, or are present in a vehicle.	The CDC will conduct inquiry and award requisite punishment. The detailed report shall be sent to Director, SIU, Dubai for approval and final decision.	Director, SIU, Dubai will review the report submitted by the CDC thoroughly, and may agree with /amend the punishment.	Any one or more of the following: i) Suspension from classes up to 1 month ii) Restriction of privileges for a period of suspension/ expulsion. iii) Not allowed to appear for exams during the period of suspension iv) No privileges during the period of suspension.

DEALING WITH TOBACCO AND TOBACCO RELATED CASES (DMC 8[a])				
Jurisdiction of Disciplinary Officer/ Committee				
1	2	3	4	5
Details of Misconduct	Disciplinary Authority	Punishments to be given by Director/ Head-Student Services	Disciplinary Authority for second time or repeated offense	Punishments/ Actions by Campus Disciplinary Committee
a) Consuming, Possessing and Distributing				
i) Attempted or actual sale/ use/ distribution or possession, acquisition of tobacco and its paraphernalia on SIU, Dubai premises or at University-sponsored activities.	Director/ Head-Student Services/Campus Disciplinary Committee (CDC) will conduct the inquiry depending upon the gravity of the situation involved	i) Notifying parents ii) Written warning iii) Undertaking of good conduct from the student and endorsed by the parents iv) Suspension from Classes. v) No exams/ privileges during the period of suspension.	Campus Disciplinary Authority	i) Notifying parents ii) Suspension from Classes up to 07 days. iii) No exams/ privileges during the period of suspension.

DEALING WITH ALCOHOL AND ALCOHOL RELATED CASES (DMC 8[b])				
Jurisdiction of Disciplinary Officer/ Committee				
1	2	3	4	5
Details of Misconduct	Disciplinary Authority	Punishments to be given by Director/ Head-Student Services for first time violation	Disciplinary Authority for second time or repeated offense	Punishments/ Actions by Campus Disciplinary Committee
a) Consuming, Possessing and Distributing				
i) Attempted or actual sale /use/ distribution or possession of alcohol on SIU, Dubai premises including, sports facilities, gymnasiums, or academic buildings or at SIU Dubai or sponsored activities or in a vehicle on the University campus.	Director/ Head-Student Services (Depending upon the Location of violation) will conduct inquiry and the misconducts of grave nature shall be referred to the Campus Disciplinary Committee	i) Notifying parents ii) Written warning iii) Suspension from Classes up to 15 days. iv) No exams/ privileges during the period of suspension. v) Undertaking of good conduct from the student and endorsed by the parents	Campus Disciplinary Authority	i) Suspension from Classes up to 30 days. ii) No exams/ privileges during the period of suspension. iii) Notifying parents iv) Any other Punishment as deemed fit
b) Not reporting violations				
Not informing the concerned authorities in spite of knowing presence of alcohol and its paraphernalia in an area of a SIU, Dubai building or University property where such substances are being	Director/ Head-Student Services (Depending upon the Location of violation) will conduct Inquiry and the misconducts of grave nature shall be referred to the Campus Disciplinary Committee	i) Notifying parents ii) Written warning iii) Suspension from Classes up to 5 days iv) No exams/ privileges during the period of suspension.	Campus Disciplinary Authority	1. Notifying parents 2. Written warning 3. Suspension from Classes up to 10 days 4. No exams/ privileges during the period of suspension.

DEALING WITH ALCOHOL AND ALCOHOL RELATED CASES (DMC 8[b])				
Jurisdiction of Disciplinary Officer/ Committee				
1	2	3	4	5
Details of Misconduct	Disciplinary Authority	Punishments to be given by Director/ Head-Student Services for first time violation	Disciplinary Authority for second time or repeated offense	Punishments/ Actions by Campus Disciplinary Committee
used or are present or in a vehicle on the University campus				5. Any other Punishment as deemed fit

DEALING WITH UNAUTHORIZED ACCESS AND USE OF PROPERTY & FACILITIES [DMC 9]				
Jurisdiction of Disciplinary Officer/ Committee				
1	2	3	4	5
Details of Misconduct	Disciplinary Authority	Punishments to be given by Director/ Head-Student Services	Disciplinary Authority for second time or repeated offense	Punishments/ Actions by Campus Disciplinary Committee
Unauthorized access means accessing without authorization the SIU, Dubai property, facilities, services, or information systems, or obtaining or providing to another person the means of such unauthorized access, including, but not limited to, using or providing without authorization any keys, access cards, or access codes or access.	Director / Head-Student Services will conduct Inquiry and the misconducts of serious/grave nature shall be referred to the Campus Disciplinary Authority	Any one or more of the following: i) Monetary Fine ii) Notifying parents iii) Written warning iv) Undertaking of good conduct from the student and endorsed by the parents v) Suspension from Classes up to 7 days vi) No exams/ privileges during the period of suspension.	Campus Disciplinary Authority	Any one or more of the following: i) Notifying parents, ii) Written warning, iii) Suspension from Classes up to 15 days iv) No exams/ privileges during the period of suspension. v) Any other Punishment as deemed fit

DEALING WITH CASES OF VIOLENCE, THREATENING, HARASSING OR ASSAULTIVE CONDUCT (DMC 10)				
Jurisdiction of Disciplinary Officer/ Committee				
1	2	3	4	5
Details of Misconduct	Disciplinary Authority	Punishments to be given by Director/ Head-Student Services	Disciplinary Authority for second time or repeated offense	Punishments/ Actions by Campus Disciplinary Committee
<p>Involvement in an Act of Violence would include being part of the actual act or accompanying the main defaulter in the Act or remotely supporting the following:</p> <p>i) violence, threatening, harassing or assaultive conduct that has caused injury/ death to other residents of the campus or staff</p> <p>ii) that endangers or threatens to endanger the health, safety, or welfare of another person.</p>	<p>Director to report to the Campus Disciplinary Committee and/or the police and legal authorities depending upon the severity of the violence</p>	<p>i) Notifying parents ii) Suspension from Classes iii) No examinations or any other privileges during the period of suspension. iv) Filing FIR, if necessary v) Any other Punishment as deemed fit</p>	<p>Campus Disciplinary Committee /Police Case depending upon the offense</p>	<p>i) Notifying parents ii) Suspension from Classes iii) No examinations or any other privileges during the period of suspension. iv) Filing FIR, if necessary v) Any other Punishment as deemed fit including expulsion/cancellation of admission</p>

DEALING WITH CASES OF THEFT, PROPERTY DAMAGE AND VANDALISM CONDUCT (DMC 11)				
Jurisdiction of Disciplinary Officer/ Committee				
1	2	3	4	5
Details of Misconduct	Disciplinary Authority	Punishments to be given by Director / Head-Student Services	Disciplinary Authority for second time or repeated offense	Punishments/ Actions by Campus Disciplinary Committee
11.1 Theft, property damage and vandalism include theft or embezzlement of, damage to, destruction of, unauthorized possession of, or wrongful sale or gift of property. 11.2 Misuse of/ damage to property	Director / Head-Student Services will conduct Inquiry and the misconducts of grave nature shall be referred to the Campus Disciplinary Committee	i) Notifying parents ii) Written warning iii) Undertaking of good conduct from the student and endorsed by the parents iv) Recovery of 1.5 times the cost of replacement/repairs, wherever applicable	Campus Disciplinary Authority	i) Suspension from Classes up to 1 month ii) Notifying parents iii) Recovery of 1.5 times the cost of damage/replacement/repairs Any other Punishment as deemed fit

DEALING WITH RECORDING OF IMAGES WITHOUT KNOWLEDGE/ ALTERING OF PHOTOGRAPH OF A STUDENT(S)/ PERSON(S) [DMC 12]

Jurisdiction of Disciplinary Officer/ Committee/ Cell

1	2	3	4	5
Details of Misconduct	Disciplinary Authority	Punishments to be given by Director/ Head-Student Services	Disciplinary Authority for second time or repeated offense	Punishments/ Actions by Campus Disciplinary Committee
Using electronic or other means to make a video or photographic record of any person in a location where there is a reasonable expectation of privacy without the person's prior knowledge, or altering/ enhancing/ distorting/ photograph of a student/ person, which photograph may/ may not have been taken with consent, when such a recording/ altering/ enhancing/ distorting is likely to cause injury, distress, or damage to reputation of such student/ person. This includes, but is not limited to, taking video or photographic images in shower/ locker rooms, residence hall rooms, and restrooms. The storing, sharing, and/ or distributing of such unauthorized records by any means is also prohibited.	Director / Head-Student Services (Depending upon the Location of violation) will conduct Inquiry and the misconducts of grave nature shall be referred to the Campus Disciplinary Committee	Any one or more of the following: i) Notifying parents, ii) Written warning, iii) Undertaking of good conduct from the student and endorsed by the parents iv) Suspension from Classes up to 15 days v) Restriction of privileges for the period of suspension.	Campus Disciplinary Committee	Any one or more of the following: i) Notifying parents, ii) Suspension from Classes up to 1 month v) Restriction of privileges for the period of suspension vi) Any other Punishment as deemed fit

DEALING WITH CAUSING DISREPUTE TO OTHER STUDENTS/ FACULTY [DMC 13]				
Jurisdiction of Disciplinary Officer/ Committee/ Cell				
1	2	3	4	5
Details of Misconduct	Disciplinary Authority	Punishments to be given by Director/ Head-Student Services	Disciplinary Authority for second time or repeated offense	Punishments/ Actions by Campus Disciplinary Committee
Engaging or inciting other students to engage by any means whatsoever and performing or attempting to perform an act which bring disrepute to other students/ faculty of the SIU Dubai. A student shall also not engage in filing a complaint on behalf of another student without the consent of such student.	Director /Head-Student Services (Depending upon the Location of violation) will conduct Inquiry and the misconducts of grave nature shall be referred to the Campus Disciplinary Committee	Any one or more of the following: i) Notifying parents, ii) Written warning, iii) Undertaking of good conduct from the student and endorsed by the parents iv) Suspension from Classes up to 7 days	Campus Disciplinary Authority	Any one or more of the following: i) Notifying parents, ii) Suspension from Classes up to 15 days v) Any other Punishment as deemed fit.

DEALING WITH SEXUAL HARASSMENT [DMC 14]				
Jurisdiction of Disciplinary Officer/ Committee				
1	2	3	4	5
Details of Misconduct	Disciplinary Authority	Punishments to be given by Director	Disciplinary Authority for second time or repeated offense	Punishments/ Actions by Campus Disciplinary Committee
15.1 Any conduct or act which amounts to sexual harassment in any form	Director / Campus Disciplinary Committee	As per the IC Rules prescribed in Symbiosis International (Deemed University) [Prevention, Prohibition and Redressal of Sexual Harassment of Employees and Students in the Symbiosis International University, Dubai] Rules, 2023	As per the IC Rules prescribed in Symbiosis International (Deemed University) [Prevention, Prohibition and Redressal of Sexual Harassment of Employees and Students in the Symbiosis International University, Dubai] Rules, 2023	As per the IC Rules prescribed in Symbiosis International (Deemed University) [Prevention, Prohibition and Redressal of Sexual Harassment of Employees and Students in the Symbiosis International University, Dubai] Rules, 2023
15.2 In case of misuse of the provision of the act; OR in case of a false or malicious complaint OR in case the complainant or respondent do not appear for the hearing despite at least three reminders; OR do not submit mandatory documents despite at least three reminders	Campus Disciplinary Committee	i) Notifying parents, ii) Written warning, iii) Undertaking of good conduct from the student and endorsed by the parents iv) Suspension from Classes up to 7 days	As per the laws of the land	As per the laws of the land
DEALING WITH UNAUTHORISED AGREEMENTS/ CONTRACTS [DMC 15]				
Jurisdiction of Disciplinary Officer/ Committee				

1	2	3	4	5
Details of Misconduct	Disciplinary Authority	Punishments to be given	Disciplinary Authority	Punishments/ Actions by Campus Disciplinary Committee
<p>Students are prohibited from entering into verbal or written agreements or contracts with third parties that purport to bind, obligate, or create liability of any kind for the SIU, Dubai. The University will hold all such students individually liable for any financial or legal consequences or damages that may result from such unauthorized actions.</p>	<p>Campus Disciplinary Authority will conduct inquiry and report to the Director, SIU, Dubai</p>	<p>As deemed fit</p>	<p>Director, SIU, Dubai will review the report submitted by the CDC thoroughly, and may agree with /amend the punishment.</p>	<p>Any one or more of the following:</p> <ul style="list-style-type: none"> i. Suspension from Classes up to 6 months and shall not be permitted to appear for examinations during the suspension period ii. Confiscation of goods used / possessed in violation of SIU, Dubai Regulations. iii. Restriction of privileges for a period of suspension. iv. No assistance in placements. v. Community service of 2 months in an NGO working for addicts vi. Filing FIR

DEALING WITH ABUSE OF ELECTRONIC COMMUNICATION [DMC 16]				
Jurisdiction of Disciplinary Officer/ Committee				
1	2	3	4	5
Details of Misconduct	Disciplinary Authority	Punishments to be given by Director/ Head-Student Services	Disciplinary Authority for second time or repeated offense	Punishments/ Actions by Campus Disciplinary Committee
Using SIU, Dubai's or personal telecommunications, data communication networks for illegal or improper purposes or in violation of SIU Dubai regulations and policies, or related laws. Using social media platforms to malign the image, bring disrepute to the University, its officials, staff and other students, or make them subject of ridicule by the members of the community or society.	Campus Disciplinary Authority will conduct inquiry and report to the Director, SIU, Dubai	Any one or more of the following: i) Notifying parents ii) Warning Letter, ii) Undertaking of good conduct from the student and endorsed by the parents iii) Suspension from Classes up to 15 days iii) Restriction of privileges during the suspension period.	Director, SIU, Dubai will review the report submitted by the CDC thoroughly, and may agree with /amend the punishment.	i) Any one or more of the following: Suspension from Classes up to 6 months and shall not be permitted to appear for examinations during the suspension period ii) Confiscation of goods used / possessed in violation of SIU Dubai Regulations. iii) Restriction of privileges for a period of suspension. iv) No assistance in placements. v) Community service of 2 months in an NGO working for addicts vi) Filing FIR wherever applicable

DEALING WITH MEDIA CONTACT [DMC 17]				
Jurisdiction of Disciplinary Officer/ Committee				
1	2	3	4	5
Details of Misconduct	Disciplinary Authority	Punishments to be given by Director/ Head-Student Services	Disciplinary Authority	Punishments/ Actions by Campus Disciplinary Committee
Speaking on behalf of or for SIU Dubai with any media organization or publication, or from inviting the same to any University-owned or operated property, facility, or event, without the express prior written permission of the University is treated as a serious misconduct.	Director / Head-Student Services (Depending upon the Location of violation) will conduct Inquiry and the misconducts of grave nature shall be referred to the Campus Disciplinary Committee	Any one or more of the following: i) Notifying parents, ii) Warning iii) Undertaking of good conduct from the student and endorsed by the parents iv) Suspension from Classes up to 15 days v) Restriction of privileges during the suspension period.	Campus Disciplinary Authority	Any one or more of the following: i) Notifying parents, ii) Suspension from Classes up to 1 month iii) Restriction of privileges during the suspension period. iv) Withdrawing the statement publicly and issuing an apology publicly. v) Any other punishment as deemed fit

DEALING WITH ORGANIZATION AND EVENT REGISTRATION [DMC 18]

Jurisdiction of Disciplinary Officer/ Committee				
1	2	3	4	5
Details of Misconduct	Disciplinary Authority	Punishments to be given by Director/ Head-Student Services	Disciplinary Authority	Punishments/ Actions by Campus Disciplinary Committee
A Student or group of Students shall not form any organization, society or organize any event or collect any fund or subscription without the specific written permission of the SIU Dubai.	Director/ Head-Student Services (Depending upon the Location of violation) will conduct Inquiry and the misconducts of grave nature shall be referred to the Campus Disciplinary Committee	Any one or more of the following: i) Notifying parents, ii) Warning letter iii) Undertaking of good conduct from the student and endorsed by the parents iv) Suspension from Classes up to 15 days v) Restriction of privileges during the suspension period.	Campus Disciplinary Authority	Any one or more of the following: i) Notifying parents, ii) Suspension from Classes up to 1 month iii) Restriction of privileges during the suspension period. iv) Any other punishment as deemed fit

DEALING WITH PRESENTING FALSE TESTIMONY [DMC 19]				
Jurisdiction of Disciplinary Officer/ Committee				
1	2	3	4	5
Details of Misconduct	Disciplinary Authority	Punishments to be given by Director/ Head-Student Services	Disciplinary Authority	Punishments/ Actions by Campus Disciplinary Committee
Knowingly making false statements regarding a disciplinary matter before, during or after the disciplinary adjudication process.	Director/ Head-Student Services (Depending upon the Location of violation) will conduct Inquiry and the misconducts of grave nature shall be referred to the Campus Disciplinary Committee	Any one or more of the following: i) Notifying parents, ii) Warning letter iii) Undertaking of good conduct from the student and endorsed by the parents iii) Suspension from Classes up to 15 days iv) Restriction of privileges during the suspension period.	Campus Disciplinary Authority	Any one or more of the following: i) Notifying parents, ii) Suspension from Classes up to 1 month iii) Restriction of privileges during the suspension period. iv) Any other punishment as deemed fit

DEALING WITH DENIAL/ FAILURE TO COMPLY WITH SIU Dubai OR ANY OTHER AUTHORITY [DMC 20]				
Jurisdiction of Disciplinary Officer/ Committee				
1	2	3	4	5
Details of Misconduct	Disciplinary Authority	Punishments to be given by Director/ Head-Student Services	Disciplinary Authority	Punishments/ Actions by Campus Disciplinary Committee
Denial/ Failure to comply with legitimate directives of authorized SIU Dubai officials, law enforcement agency in the performance of their duties or violation of the terms of a disciplinary code.	Director / Head-Student Services (Depending upon the Location of violation)	Any one or more of the following: i) Notifying parents, ii) Undertaking of good conduct from the student and endorsed by the parents iii) Suspension from Classes up to 15 days iv) Restriction of privileges during the suspension period.	Campus Disciplinary Authority	Any one or more of the following: i) Notifying parents, ii) Undertaking of good conduct from the student and endorsed by the parents iii) Suspension from Classes up to 1 month iv) Restriction of privileges during the suspension period. v) Any other punishment as deemed fit

DEALING WITH MISUSE OF LEARNING RESOURCES [DMC 21]				
Jurisdiction of Disciplinary Officer/ Committee				
1	2	3	4	5
Details of Misconduct	Disciplinary Authority	Punishments to be given by Director/ Head-Student Services	Disciplinary Authority for second time or repeated offense	Punishments/ Actions by Campus Disciplinary Committee
Misuse of Learning Resources including theft, tearing pages, damage to e-resources, not returning books in time, any purposeful activity with respect to learning resources which is harmful to other students, staff and faculty shall amount to violation of Code of Conduct.	Director/ Head-Student Services (Depending upon the Location of violation) in consultation with Librarian	<ul style="list-style-type: none"> i) Notifying parents, ii) Undertaking of good conduct from the student and endorsed by the parents iii) Punishment as per the provisions mentioned in SIU Library Manual 	Campus Disciplinary Authority in consultation with Librarian	<ul style="list-style-type: none"> i) Notifying parents, ii) Undertaking of good conduct from the student and endorsed by the parents iii) Suspension from Classes up to 1 month iv) Restriction of privileges during the suspension period. v) Any other punishment as deemed fit

DEALING WITH CAUSING HARM/ DISREPUTE WHILE INVOLVED IN EXTERNAL ACTIVITIES (SPORTS/ INTERNSHIP/ EXCURSIONS/ STUDY TOURS/ CULTURAL EVENTS) [DMC 22]				
Jurisdiction of Disciplinary Officer/ Committee				
1	2	3	4	5
Details of Misconduct	Disciplinary Authority	Punishments to be given by Director/ Head-Student Services	Disciplinary Authority for second time or repeated offense	Punishments/ Actions by Campus Disciplinary Committee
(a) In case of SIU students: Any behaviour causing damage/ harm/ disrepute to the SIU Dubai and its employees/ students and persons of the visiting place for external activity shall amount to violation of Code of Conduct.	Director / Head-Student Services to report to the Campus Disciplinary Committee	--	Campus Disciplinary committee	Any one or more of the following: i) Notifying parents, ii) Undertaking of good conduct from the student and endorsed by the parents iii) Suspension from Classes up to 1 month iv) Restriction of privileges during the suspension period. v) Any other punishment as deemed fit
(b) Students or persons from other Universities/ Institutions visiting SIU Dubai/ for an event and causing damage/ harm/ disrepute to the University and its employees/ students shall be liable for action under this Code.	In-charge of the activity will report the case to the Campus Disciplinary Committee and the authorities of that parent HEI. CDC and Authority of the parent HEI will deal with the matter and punishment will be awarded as per the Code of Conduct of both the HEIs but not in duplication.			

DEALING WITH VIOLATION OF EXAMINATION RULES [DMC 23]

Jurisdiction of Disciplinary Officer/ Committee

1	2	3	4	5
Details of Misconduct	Disciplinary Authority	Punishments to be given by Director	Disciplinary Authority	Punishments/ Actions by Campus Disciplinary Committee
Any conduct adversely affecting sanctity of the examination in any form as mentioned in the examination rule book and as notified from time to time shall amount to violation of Code of Conduct.	Institute level committee to deal with misconduct cases in continuous evaluation	As per the norms prescribed by the Examination Rule Book	Unfair Means Committee for term end examination	As per the norms prescribed by the Examination Rule Book

DMC 25: Violation of SIU Dubai Rules: Violation of other published SIU Dubai policies, or rules, or violations of law, etc. These SIU Dubai policies or rules include, but are not limited to, those rules, which regulate dress code, which regulate submission of assignments, which regulate examinations, which prohibit the misuse of library, misuse of computing resources, misuse of laboratory, which regulate acts which amount to sexual harassment.

Public Display of Affection [DMC 25]

Jurisdiction of Disciplinary Officer/ Committee

1	2	3	4	5
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Details of Misconduct	Disciplinary Authority	Punishments to be given by Director/ Head-Student Services	Disciplinary Authority	Punishments/ Actions by Campus Disciplinary Committee
Any kind of public display of affection: Any conduct involving objectionable physical display of affection of any form, adversely affecting the sanctity of the SIU Dubai premises shall amount to violation of the Code of Conduct.	Director/ Head-Student Services	<ol style="list-style-type: none"> 1. Warning letter 2. Notification to parents 3. Suspension from classes up to 7 days 4. Undertaking of good conduct from the student and endorsed by the parents 5. As per the laws of the land 	Campus Disciplinary Committee	<ol style="list-style-type: none"> 1. Notification to parents 2. Suspension from classes up to one month 3. Any other punishment deemed fit as per the laws of the land

Non-Cooperation in the Inquiry Process [DMC 26]				
Jurisdiction of Disciplinary Officer/ Committee				
1	2	3	4	5
Details of Misconduct	Disciplinary Authority	Punishments to be given by Director/ Head-Student Services	Disciplinary Authority	Punishments/ Actions by Campus Disciplinary Committee

<p>Exhibiting a conduct indicating non-compliance with the direction of any inquiry committee, this shall also include not extending the required/obvious assistance and cooperation in conducting any inquiry/appeal</p>	<p>Director/ Head-Student Services</p>	<p>i. Warning letter ii. Notification to parents iii. Suspension classes up to 7 days iv. Undertaking of good conduct from the student and endorsed by the parents</p>	<p>Campus Disciplinary Committee</p>	<p>i. Notification to parents ii. Suspension from classes up to one month iii. Any other punishment deemed fit</p>
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Note: The quantum of punishment to be given to the student who has violated the Code of Conduct is as far as possible in proportion to the gravity of the misconduct. However, the respective Disciplinary Authority after taking considered view, can take appropriate decisions as it deems fit.

It may be noted that this list, though elaborate, is not exhaustive. Any type of misconduct not covered herein, may still be construed as misconduct and may be inquired and decided under the Code and any other penalty or punishment as deemed fit may be imposed by the competent authority on a case to case basis. Further, punishment and penalty may be in combination and concurrent on a case to case basis.



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SYMBIOSIS
INTERNATIONAL UNIVERSITY
DUBAI



*Block 14, Dubai Knowledge Park, Dubai,
United Arab Emirates (U.A.E.)*

siu-dubai.ac.ae



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