

## Students Campus Violations

No. : S 5.21

Date : June 15, 2020

Subject :	Students Campus Violations and Fines at the University of Dubai (UD)
Purpose:	To describe the student discipline process and the categories of student's violations at the UD's campus.
Responsibility:	Department of Student Service
Cross Reference:	S 5.11

### I. Student Discipline Process

This policy is established to set the students' responsibility in maintaining a civilized campus that promotes healthy and ecologic academic environment where the safety and respect of the university stakeholders are emphasized and encouraged.

The UD, as an academic institute expects its students to grow intellectually and personally, -established a few guidelines and regulations to promote students' responsibility in order to make sure they behave respectfully to the university' stakeholders and its assets.

Any UD faculty, staff or other members is expected to report any students' violations.

In order to introduce the value of respecting the UD campus and preserving its assets and environment, an awareness campaign will be conducted to the UD students about the following topics:

- A. The closed-circuit television (CCTV), 24 hours a day and 7 days a week video surveillance, used to monitor the campus
- B. The traffic signs, mainly used to prohibit overtaking and wrong parking
- C. The smoking areas in the campus
- D. This document should be signed by the students to consent their awareness

### II. Reporting a Student Violation

- A. Any UD employee is obliged to report any of the violations listed in the below tables by completing the Student Campus Violation Report Form (Appendix 1). This form is available in the UD website and should be submitted, by email to the Students Services Department (dss@ud.ac.ae) or to any UD security officers.
- B. It is the responsibility of the security officers to monitor the students' behavior inside the UD campus, to report any student violations by completing the Student Campus Violation Report Form (Appendix 1) and to submit it to the Students Services Department.
- C. All students campus violations will be documented through a warning letter issued and signed by the Students Services Department's Director.

### III. Violations Category

A student that is facing categories A or B violations, will have to pay the related fine. A failure to do so, will impose a financial hold on his/her academic file. The hold will be removed once the payment will be received by the UD Finance Department.

According to the case, in addition to the fine or instead of imposing the fine to the concerned student, the DSS reserves the right to issue a warning letter or to impose a Community Service action. The warning letter, issued by the Students Services Department’s Director, will act as initial warning and will be placed in the concerned student’s academic file on CAMS.

If the violation is repeated again, the student will also be subject to disciplinary actions as per the Student Code of Conduct. It may reach an academic suspension for one academic semester.

#### Category A Violations

Table 1. Category A Violation Description	Fine (AED)
1. Using any of UD’s rooms without any approval	250
2. Eating or Smoking in undesignated areas	
3. Disposing and sticking any gum or paper on the University’s properties, i.e. furniture, windows, electronics or/and walls	
4. Polluting UD campus with trash, cigarettes and leftovers	
5. Failing to show his/her student ID card when asked by any UD staff or faculty	
6. Sitting on UD Campus’s balcony / tables or placing feet on UD furniture	
7. Making too much noise within UD campus (including car’s noise)	

#### Category B Violations

Table 2. Category B Violation Description	Fine (AED)
1. Parking in a handicap space without authorization or justification.	500
2. Failing to park a car in designated parking areas.	
3. Damaging UD Campus walls, tables and doors .	500 *
4. Damaging UD plants and trees.	
5. Throwing trash and/or damaging the UD fountain.	
6. Damaging the University transportation.	
7. Damaging and destroying any UD’s property.	
8. Misusing the fire alarm.	500 **
9. Disrespecting or offending the local culture though an inappropriate behavior, inside the UD campus.	
10. Disrespecting or offending any UD staff and faculty, students, or visitors inside the UD campus.	

\* The fine will be increased or calculated according to the cost of damages.

\*\* The student will also be subject to disciplinary actions as per the Student Code of Conduct.

### Category C Violations

A student that is facing Category C Violation will be reported to the police authority by the UD management. In addition, the student will also face disciplinary actions as per the UD Policies and Procedures Manual and UD Code of Conduct.

Table 3. Category C Violation Description	Fine (AED)
1. Using, selling, possessing, offering to sell, providing narcotics or illegal drugs, or being under the influence of any substance that is not authorized in the UAE.	2000
2. Using, possessing, offering to sell, or providing weapons of any kind, dangerous objects, or chemical materials.	
3. Causing a traffic accident that endangers the life of any UD staff, faculty, students and visitors.	

### **Student Campus Violations Report Form**

Please provide all information on this form and return it to the Student Services Department. This form along with the violation checklist have to be submitted to the registration department to be added to the students' academic's file.

#### **I. Person reporting the incident**

Name:	
Department & Designation:	
Contact no:	

#### **II. Information of the student being reported**

Student's name (if known):	
Student's ID (if known):	
Student's Contact no:	

In case of violation involving vehicles

Car's number plate:	
Car's type and model:	
Car's color:	

#### **III. Incident Location**

Location Name: \_\_\_\_\_  
(parking, campus corridor, building, classroom, terrace, reception, lab, etc.)

#### **III. Incident Description**

Incident Date and Time : \_\_\_\_\_

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Violations Checklist

This part should be filled out by the receiver of the Violation Report form in the presence of the person reporting the violation.

Summary of the violations based on the report above:

Category (A):	- - -
Category (B):	- - -
Category (C):	- - -

Name:

Department:

Signature:

Date:

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