

# Disciplinary Regulations

## 1. The Disciplinary Officer

The Higher Academic Committee will establish a student disciplinary system by appointing a faculty member from the committee to be responsible for disciplinary issues and an additional body that will serve as a disciplinary court of appeals.

## 2. Disciplinary Offenses

A disciplinary offense is any of the following offenses committed by a student:

- a. Disobeying the directives Reichman University authorities, instructors or employees give in performing their duties or disobeying such directives from the authorities, instructors or employees of institutions that have made their facilities available for Reichman University's use.
- b. Knowingly giving false information to Reichman University; creating a false document and/or submitting it to Reichman University authorities, instructors or employees in order to gain privileges at Reichman University; knowingly concealing information; or committing a fraudulent act in order to gain privileges at Reichman University or in relation to studies at Reichman University.
- c. Cheating on an exam, including disobeying the regulations governing taking an exam and conduct during it or assisting another student in such an offense. This includes the possession of prohibited material, copying from another student or enabling another student to copy, behavior contrary to the directives of the proctor, behavior that is insulting to the proctor, or any communication with another student while taking the exam.
- d. Cheating or misrepresentation on homework, a seminar paper or any other assignment given to the student in connection with his/her studies, including disobeying the instructions for an assignment or aiding another student in doing so.
- e. Any other act of fraud or misrepresentation committed in order to gain privileges at Reichman University or in relation to studies at Reichman University, whether for the student's personal gain or for the personal gain of another party, as well as assisting anyone in committing such acts.
- f. Infraction of directives relating to an exam, homework assignment, seminar paper, term paper or any other assignment given to the student in relation to his/her studies, including the rules of conduct during a written or oral examination.
- g. Transferring a paper or assignment, or an electronic file that contains the paper or assignment, to another student for any purpose, whether for submission or to assist another student before it has been returned graded by the lecturer.

- h. Infraction of regulations or instructions governing the use of Reichman University facilities or facilities of institutions in which Reichman University operates, including halls, libraries, offices, parking lots and open areas.
- i. Disturbing the orderly process of instruction and research at the University and disrupting any activity authorized by Reichman University authorities or the authorities of institutions in which Reichman University operates, as well as assisting in any such disturbance.
- j. Using databases not for their intended purpose, violating the agreements between Reichman University and the publishers and / or violating other copyrights.
- k. Inflicting damage, intentionally or through negligence, upon Reichman University property or other property which it uses or upon property belonging to institutions in which Reichman University operates.
- l. Behavior that may be construed as insulting towards or damaging to the persons or property of Reichman University instructors, employees or students, or behavior that may be construed as insulting towards or damaging to the persons or property of instructors, employees or students of institutions that have placed their facilities at Reichman University's disposal – if such behavior was perpetrated because of or in relation to these persons' status as instructors, employees or students or was perpetrated on Reichman University premises or the premises of institutions in which Reichman University operates.
- m. Behavior unbecoming the dignity of Reichman University or of a student.
- n. Refusal to identify oneself to an employee or instructor who is performing his/her duties.
- o. Failure to appear or refusal to testify before the disciplinary authorities.
- p. Giving false testimony or concealing facts at a disciplinary hearing.
- q. Behavior that violates the principles of public ethics, as well as any disgraceful behavior.
- r. Sexual harassment and mistreatment as defined in the Law for the Prevention of Sexual Harassment – the Sexual Harassment Prevention Ordinances (employer's obligations), 1998 – and the Reichman University Regulations for the Prevention of Sexual Harassment.
- s. It is strictly forbidden to climb onto the roofs of the University's buildings.
- t. Any attempt to commit one of the above offenses.

### 3. Punishments

- a. Should a student be found guilty of committing a disciplinary offense, one or more of the following punishments will be imposed upon him/her:
- (1) Warning, reprimand, or severe reprimand.
  - (2) Revocation of a tuition discount, academic achievement award or scholarship or the right to receive the same for a specified period of time.
  - (3) Prohibition from using university facilities, including labs, libraries, sports facilities and computer and communication systems, for a specified period of time.
  - (4) Disqualification of a course the student has taken, meaning that the student will receive a failing grade (0), be forbidden to retake the course exam, and must fulfill all the course requirements anew if he/she reregisters again for the same course.
  - (5) Disqualification of an assignment given to the student in the course of his/her studies.
  - (6) A note that the student has committed a 'severe fraud' will be added to the transcript of a student who is found guilty of cheating on an exam.
  - (7) Invalidating the student's enrollment in certain semester- or year-long courses.
  - (8) Prohibition from taking an exam / exams on one or more exam dates.
  - (9) Postponing the conferring of a degree or of a document confirming the student's studies for a specific period of time; and/or conferring the degree/document together with a notation of the student's offense.
  - (10) Imposition of a fine that will not exceed half of the tuition paid by a regular student.
  - (11) Suspension of the student from part of his/her studies for a specified period of time, including prohibition from entering University grounds during the suspension period.
  - (12) Suspension of the student from all studies at Reichman University for a specified period of time, including prohibition from entering University grounds during the suspension period.
  - (13) Permanent suspension from studies at Reichman University, including a permanent prohibition from entering University grounds.
  - (14) Revocation of academic privileges or achievements gained through fraudulent conduct, including revocation of the right to receive a degree or a document confirming these studies.

- (15) Prohibition of the student from using University facilities for any reason other than fulfilling his/her academic obligations for a specified period of time or permanently.
  - (16) Imposing a monetary fine on the student as compensation for physical damage he/she inflicted upon University property, including library property, as well as for damage inflicted upon the property of University employees and students. The date, sum and payment terms will be determined separately for each case.
  - (17) Compulsory service to be performed by the student on behalf of Reichman University or in its name at a time and under terms to be determined by the disciplinary authorities.
  - (18) Towing of a motor vehicle.
- b. In the following cases, the disciplinary officer will impose a minimum punishment as detailed below:
- (1) Cheating on an exam administered by the honor system – permanent suspension from studies at Reichman University.
  - (2) Submitting a seminar paper that consists mainly of unoriginal work – permanent suspension from studies at Reichman University.
  - (3) Submitting a seminar paper that contains large sections of unoriginal work – suspension from studies at Reichman University for two years.
  - (4) Cheating on an exam – suspension from studies at Reichman University for one semester.
  - (5) Helping another student cheat by allowing him or her to see a paper or exam – suspension from studies at Reichman University for one semester.
- c. A student who copies the work of another student without that student's consent will receive a severe suspension (in accordance with the decision of the disciplinary officer.)
- d. The officer responsible for discipline is entitled to rule that any of the punishments described above in subsections "a(8)" through "a(13)" will be – fully or in part – probationary punishments. In cases in which such a ruling is made, the punishment will not be imposed on the student unless during a period of time to be specified in the decision – a period no less than one year and no more than three years (henceforth "the probationary period") – the student commits one of the disciplinary offenses enumerated in the ruling and is convicted of this offense. This is applicable even if conviction is handed down after the probationary period. Unless otherwise noted by the disciplinary officer, the probationary period will begin on the day the ruling is handed down.
- e. If a disciplinary complaint has been lodged against a student, until the matter of the complaint has been tried, the disciplinary officer is entitled to prohibit informing the student of his/her

grades on exams or papers (including providing the student with a Reichman University transcript or a document confirming studies).

In exceptional cases, in which public order and the proper functioning of the University appear to be endangered, the disciplinary officer is entitled to exercise a temporary measure and suspend the student until the disciplinary process is completed. This procedure can be appealed by the student, as is done in cases of permanent suspension from studies.

#### 4. Fines

- a. Students will be fined for the following offenses. The amount is stated next to each offense.
  - (1) Eating and drinking in classrooms – NIS 100
  - (2) Use of mobile phones during lectures and in the library – NIS 350
  - (3) Parking in violation of the rules – NIS 100
  - (4) Parking in spaces reserved for disabled persons – NIS 350
  - (5) Smoking in a location where smoking is prohibited – NIS 100
- b. Reichman University and the Student Union will appoint inspectors who will be authorized to file complaints against those who commit offenses that bear fines. This does not limit the right of Reichman University students, lecturers and/or employees to lodge a complaint in these cases.
- c. If a student is charged with an offense bearing a fine, he/she has the choice of paying the fine immediately or being tried. If a student does not pay a fine within 30 days of being notified of the offense and his/her option to pay it, that option expires, and a disciplinary hearing is held before the Reichman University disciplinary committee.
- d. In cases in which a student is charged with an offense punishable by a fine that he/she has been found guilty of previously, the complaint will be handled by the disciplinary officer and there is no need to clarify the reason for the fine.
- e. A student who does not pay a fine within 30 days of being notified will be treated as if he/she had not paid tuition.
- f. Notwithstanding what is written above in subsection "4c," if a student is charged with an offense bearing a fine after being convicted of a similar offense in a disciplinary hearing, the Student Union complaints officer will transfer the complaint to the disciplinary officer to handle as a regular disciplinary offense. In such cases, the disciplinary officer is authorized to sentence the student to any of the punishments described above in section "3."

## 5. The Right to Appeal a Disciplinary Ruling

- a. In any case in which the disciplinary officer has decided at a disciplinary hearing to suspend a student from studies, the student may appeal the decision before an appeals committee. The committee is empowered to uphold, reduce or annul the punishment imposed in the disciplinary hearing. A request to appeal a ruling must be submitted in writing to the appeals committee no more than 30 days after the student was notified of the ruling and must include a justification of the request. In cases in which the student is put on probation for suspension, there will be no right of appeal; nevertheless, should the punishment be activated in a later disciplinary proceeding, the student will then have the right to appeal the conviction in which the suspension from studies was originally imposed.
- b. In incidents in which the disciplinary officer has decided that the punishment will be the revocation of a scholarship worth NIS 1,500 or more or will be a fine, the student can request to appeal to an appeals committee.
- c. The appeals committee will consist of three members and include faculty representatives and a student representative who was elected by the Student Union. The disciplinary officer will not participate in its hearing.
- d. Students who have been suspended as a result of a disciplinary ruling will have the right to present their arguments in the appeal. The appeals committee will determine the extent of the students' right to present his/her arguments and the manner in which the arguments will be presented.
- e. A student who is convicted of a disciplinary offense that does not automatically bear the right of appeal may submit a detailed written request for the right to appeal. The student must submit the request to the dean of the relevant school within 14 days of being informed of the disciplinary decision. A copy of the request will be given to the disciplinary officer, who must provide the dean with a written response to it within 14 days.

The dean has the authority to approve such a request only in exceptional cases and when the dean concludes that the disciplinary officer has made a severe mistake in his/her decision. If the dean does not accept the request for an appeal, it should be considered rejected. The dean's decision is final.

If the dean accepts the student's request for an appeal, the student has the right to request that the request he/she submitted to the dean and the disciplinary officer's response be presented to the chairperson of the appeals committee as a request for an appeal. The student must do so within 14 days of receiving the dean's response. The chairperson of the appeals committee is authorized to:

- (1) Accept the request for an appeal and pass it on to the appeals committee for a hearing.

(2) Return the case to the disciplinary officer along with any directives the chairperson of the appeals committee decides to give. In this case, the case will be reopened by the disciplinary officer, who will proceed according to the abovementioned directives.

(3) Reject the request.

If the chairperson of the appeals committee selects the options detailed in subsections "e(1)" or "e(2)" above, the chairperson is authorized to give any other directive related to the process and to suspend punishment until a decision is made.

f. In any case in which a student has the right to appeal a ruling, Reichman University also will have the right to appeal for a more severe punishment.

## **6. Granting a Pardon**

In cases in which a student is suspended from studies for more than a year, if new circumstances arise which were not brought before the disciplinary committee or the appeals committee, the student can submit a request for a pardon to the Reichman University president.

The amnesty committee will consider the new circumstances and has the authority to recommend that the president grant a pardon.

The members of the amnesty committee will include the Dean of Students Affairs, Prof. Tal Katz-Navon and Prof. Ishay Ber.

## **7. Representation and Observers**

- a. The disciplinary committee or the appeals committee will not convene without the participation of the student whose case it is considering unless the student waived the right to participate in advance or was invited to the discussion and did not show up for reasons that are not justifiable.
- b. Neither applicants nor students will be convicted of a disciplinary infraction before receiving the opportunity to present their case, in accordance with the institution's procedures, and will not be suspended from studies unless they receive the opportunity to present their case before the disciplinary committee and the right to appeal the decision to the appeals committee.
- c. A student who is summoned to a disciplinary hearing may represent himself/herself, may be represented by another student, or may be accompanied by his/her attorney. A student who wishes to be represented by an attorney must inform Reichman University of this in writing no less than five days prior to the hearing.
- d. The Student Union is entitled to send an observer to disciplinary hearings, unless the student charged with the offense objects to this.