

**BRAINAE UNIVERSITY**

**Student Rights and Responsibilities Policy**

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**Contents**

[I. GENERAL PROVISIONS 3](#_Toc111316104)

[1. Vision 3](#_Toc111316105)

[2. Mission 3](#_Toc111316106)

[3. Core Values 3](#_Toc111316107)

[II. Student Rights and Responsibilities Policy 3](#_Toc111316108)

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# I. GENERAL PROVISIONS

## 1. Vision

To excel internationally with quality education, research, and innovative service to the community

## 2. Mission

To be a locomotive of sustainable development in the World by developing competency in educational practices

## 3. Core Values

BU is a singular and multi-partners educational institution offering a wide range of academic and professional studies. As such, we provide opportunities for the trainee to pursue a variety of programs; some are quite specialized, others that are multi-disciplinary and/or problem-based in focus – and to undertake their studies at different locations across the world, both through classes at designated open and through access to distance learning.

* Affordability
* Collegiality
* Commitment to professionalism and social accountability
* Humility
* Integrity
* Kindness
* Loyalty
* Spirituality
* Transparency
* Trustworthiness

# II. Student Rights and Responsibilities Policy

* When a student appears before a disciplinary committee, the following points must be observed:
* The student will be referred to the disciplinary committee under two conditions:
	+ First: There is a complaint against the student that she has committed a violation. A detailed description of such a violation must be submitted, and the complaint will be submitted by the Dean, an academic staff member, a member of the administration in the University, another student, or by another party.
	+ Second: The complaint has to be against a specific student or a group of students. Complaints that lack such specifications or are filed against an unknown party will not be admitted.
* The disciplinary committee will advise the student of the violations attributed to her and set a suitable time to investigate the same. The student must be given enough time before such date. Furthermore, the committee must provide the student with an atmosphere that ensures a sense of security; her feelings must be respected, and she may not be insulted or threatened. The committee must also ensure that the student is given a fair chance to defend herself by all possible legal means. Such precautions are deemed essential since the provision of such conditions is as crucial as the provision of guarantees that ensure the carriage of justice through the proper procedures including the right of the student to defend himself/herself.
* If the student wishes to call a witness and the committee feels that such a witness may not contribute directly to the case, it may refuse to grant the student such a wish. Its decision will not be deemed a violation of the student’s right to self-defense.
* If the student or the witness does not speak Arabic, the chairman must secure a translator and administer an oath that she will translate what she hears accurately. Such a translator may not be a member of the investigating committee or one of the witnesses even though the student may approve.
* If the student or the witness refuses to take the oath on the pretext that he is not pure, he will be given adequate time by the committee so that he can purify himself and take the oath. If she still refuses to take the oath, this attitude will be held against her and will be taken as evidence against her.
* During the investigation, the committee may not use recording equipment clandestinely so that the recorded material can be used against the student. Such equipment, however, may be used with the express knowledge of the student so that recorded material may be later used to record the minutes and recall the exact statements to ensure justice.
* If the student suffers a nervous breakdown or faints during the investigation, whether this is genuine or fake, the investigating committee must postpone its investigation and resume it at a later date to ensure the proper carriage of justice.
* The description of the violation must be in line with the violations set out in the disciplinary rules and regulations in force at the University. The committee may not make up violations that are not listed therein.
* A student may not be punished more than once for the same violation in all conditions as this is in violation of the disciplinary rules and regulations in the University and is contrary to the spirit of justice.
* As a rule, the student may not be investigated by more than one committee at the same time.

If a student feels that she/he has been treated unjustly by a decision of the disciplinary committee, she/he may submit a grievance by the following procedures:

* The student submits, within fifteen days from the date of receiving the committee’s decision, a written letter to the chairman of the disciplinary committee explaining why she believes she has been treated unjustly.
* The grievance shall be forwarded to the Chancellor’s Office
* The Chancellor will refer the grievance to the Council of Deans.
* The Council of Deans will examine the grievance and will decide to approve, modify or reject the penalty.

The decision will be deemed final after it has been approved by the Council of Deans and may not be appealed before any other authority.