

CHARTER ON STUDENT DISCIPLINARY RULES

AT WESTERN CASPIAN UNIVERSITY

Chapter I. General Provisions

Article 1. General Requirements Every student studying at Western Caspian University must:

- 1.1. Comply with the university's charter, regulations, orders, decrees, and disciplinary rules during the period of study; treat fellow students and university staff with respect and courtesy;
- 1.2. Protect university property and immediately report any problems or injustices encountered to the appropriate authorities;
- 1.3. Avoid behavior that is inappropriate or prohibited for a student, support the creation and maintenance of order and cleanliness within the university, and refrain from actions that disrupt the learning process;
- 1.4. Refrain from actions that damage the reputation or moral values of the university;
- 1.5. Respect and preserve national values.

Article 2. Purpose of the Charter

- 2.1. The purpose of the " Charter on Student Disciplinary Rules " (hereafter referred to as "the Charter") is to define the disciplinary measures and procedures applicable to students who fail to follow the disciplinary rules, engage in prohibited behavior, or act in ways that are inappropriate or dishonorable for a student.
- 2.2. The provisions of this Charter apply to all students of the university.

Chapter II. Disciplinary Measures and Their Implementation

Article 3. Concept and System of Disciplinary Measures

- 3.1. If a student violates the disciplinary rules, one of the following measures may be imposed:
 - 3.1.1. Warning;
 - 3.1.2. Reprimand;
 - 3.1.3. Dismissal from the university (for one semester, two semesters, or a longer period).
- 3.2. If the action that led to the disciplinary measure is repeated during the study period, a more severe measure may be imposed.
- 3.3. When applying disciplinary measures, university authorities must consider the nature of the offense and the following factors:
 - 3.3.1. Severity of the incident;
 - 3.3.2. Extent of the damage caused;
 - 3.3.3. Facts and circumstances of the incident;
 - 3.3.4. Mitigating and aggravating circumstances;
 - 3.3.5. Whether the act was intentional or due to negligence;
 - 3.3.6. Characteristics of the student;
 - 3.3.7. Causes and conditions that contributed to the incident

Article 3. Warning

3.1. A warning is a written notification to the student the necessity of being more careful in their actions and behavior. It is applied in the following cases:

3.1.1. Rudeness, disrespect, or inappropriate behavior towards others, shouting or singing loudly within university premises, listening to music, making noise, or not maintaining cleanliness;

3.1.2. Posting announcements, posters, or placards without permission within the university;

3.1.3. Tearing, altering, defacing, or damaging official announcements;

3.1.4. Failing to comply with the officials' requirements;

3.1.5. Engaging in conduct that is inappropriate for a student.

3.2. In cases of other similar violations not explicitly mentioned above, students may also be warned.

Article 4. Reprimand

4.1. A reprimand is a written notification to the student regarding the violations they commit . It is applied in the following cases:

4.1.1. Disrupting the learning process;

4.1.2. Writing, drawing on or damaging university walls or property;

4.1.3. Interfering with university events or disrupting their schedule;

4.1.4. Deliberately provoking others through words or actions;

4.1.5. Engaging in political or religious propaganda;

4.1.6. Obstructing or attempting to obstruct disciplinary investigations;

4.1.7. Enabling someone else to use official university documents;

4.1.8. Using or attempting to use someone else's university documents;

4.1.9. Appearing intoxicated or consuming alcohol within the university;

4.1.10. Threatening teachers or staff;

4.1.11. Opposing decisions taken individually or collectively by academic and administrative staff, and conducting or attempting to conduct propaganda among students against such individuals in relation to these decisions;

4.1.12. Engaging in activities or discrimination that may cause polarization based on language, race, nationality, religion;

4.1.13. Writing ideological or political slogans on university property, including doors, windows, walls, and other surfaces, or affixing images, emblems, etc.

4.1.14. Engaging in activities or propaganda in favor of or against any political party within the university or its affiliated institutions.

4.1.15. Acting alone or in groups, within or outside the university, in a manner that damages the university's reputation.

4.1.16. Organizing or participating in events within the university or its affiliated institutions without permission from authorized persons.

4.1.17. Making statements or participating in meetings/events while falsely presenting oneself as a university representative without proper authorization, thereby damaging the university's reputation.

4.1.18. Entering prohibited areas within the university buildings and grounds.

4.1.19. Being a member of or supporting illegal organizations.

4.1.20. Conducting campaigns against a teacher or any university staff member, collecting signatures among students, organizing them, or attempting to do so.

4.2. In cases of similar violations not explicitly mentioned above, a reprimand may also be issued to the student.

Article 5. Dismissal from the university (One Semester, Two Semesters, or Longer)

5.1. Dismissal is a written notification to the student that they are expelled from the university for one semester, two semesters, or a longer period, during which their student rights are revoked. This disciplinary measure is applied in the following cases:

5.1.1. Smoking within university premises;

5.1.2. Engaging in actions contrary to the moral values of the university;

5.1.3. Grossly insulting the honor, dignity, or personality of university teachers and staff;

5.1.4. Deliberately and systematically organizing events, meetings, rallies, or demonstrations that damage the university's reputation, and conducting propaganda;

5.1.5. Using, possessing, distributing, or selling narcotic substances;

5.1.6. Committing other criminal acts;

5.1.7. Using force to expel employees or students from the university, obstructing them from fulfilling their duties, or inciting others to do so;

5.1.8. Forging a signature on any university document;

5.1.9. Altering university documents or encouraging others to do so;

5.1.10. Tampering with the university's information system to obtain or modify data or disrupt system operations, or inciting others to do so, or attempting such acts;

5.1.11. Taking an exam in place of another student;

5.1.12. Deliberately enabling another person to take an exam in one's place;

5.1.13. Illegally obtaining all or part of exam questions.

5.2. Students may also be dismissed from the university for other similar violations not explicitly mentioned above.

Article 6. Procedures for Applying Disciplinary Measures

6.1. Before applying any disciplinary measure for violating disciplinary rules, a written explanation must be obtained from the student.

6.2. Regardless of whether a written explanation is provided, an investigation must be conducted within 3 days, or 5 days in special cases. If necessary, the investigation period may be extended.

The investigation is carried out by a commission consisting of the faculty dean, the academic affairs, legal, and student affairs departments.

6.3. All university students and staff are required to provide relevant information and documents to the commission. Failure to do so may result in disciplinary .

6.4. Disciplinary action must be taken within one month from the day the violation is identified. No action can be taken after six months have passed.

6.5. The commission may temporarily ban the student under investigation from entering university buildings in the inquiry.

6.6. The student under investigation cannot change their faculty, major, or transfer to another university during the investigation.

6.7. After completing the investigation, the commission prepares a report and submits a recommendation to the faculty dean regarding the disciplinary action. The dean submits a proposal to the rectorate.

6.8. Disciplinary actions are carried out by an official order (directive or decision) in written form. The student is informed of the decision within 3 days.

6.9. Orders concerning warnings are posted on the faculty notice boards, while directives from the rector (or executive vice-rector) are posted on all faculty notice boards.

- 6.10. Orders or directives must not contain language that degrades the student's honor or dignity.
- 6.11. Information on disciplinary measures is recorded in the student's personal file and transcript.

Article 7. Authorities Authorized to Issue Disciplinary Decisions

- 7.1. A warning may be issued by the dean of the student's faculty. Reprimands, dismissal from the university for one semester, 2 semesters, or a longer period are decided by the rector (or executive vice-rector) upon the faculty dean's proposal.
- 7.2. No other person besides those specified in the first part of this article has the authority to impose disciplinary measures.

Article 8. Appeal Procedures For Disciplinary Action

- 8.1. A student may file an appeal within 3 working days after being notified of the official disciplinary order.
- 8.2. Appeals may not be filed against warnings or reprimands.
- 8.3. Appeals must be submitted directly to the rector (or executive vice-rector).
- 8.4. An appeal commission is formed by the rector (or executive vice-rector) and the investigation is carried out within 5 working days. Members of the initial investigation cannot be part of the appeal commission.
- 8.5. The appeal commission reviews the complaint and submits recommendations to uphold, cancel, or amend the disciplinary decision.
- 8.6. Based on the commission's recommendations, the rector (or executive vice-rector) makes the final decision. This decision is final.
- 8.7. If a student does not commit any further disciplinary violations within one year from the date of the initial sanction, it will be considered as if they had no disciplinary record.
- 8.8. Based on good academic and behavioral performance, a disciplinary measure may be removed after 6 months.

Chapter III – Final Provisions

Article 9. Implementation of the Charter

- 9.1. The implementation of this Charter is overseen by the Executive Vice-Rector of the University.
- 9.2. Amendments and additions to this Charter are discussed and approved by the Academic Council of Western Caspian University.

Article 10. Entry into Force of the Charter

This Charter shall enter into force on the date the Academic Council of Western Caspian University approves it.